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# Foreword

Being able to do little yet reap a lot is every individual's ideal work formula. Though not always possible there are some interesting ways this can be achieved to some level of satisfaction for all.



## ***Productivity Without Pain***

Get More Productive While Maintaining Your Sanity

# Chapter 1:

## *Productivity Basics*

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### Synopsis

Productivity is generally measure by the resulting outcome produced and if this outcome is acceptable then the productivity percentage is deemed acceptable too, therefore understanding the elements that are required are where the answer lies.



## **The Basics**

There are several tricks that one can apply in order to be able to be more productive without the hassle or stress it is perceived to present.

The most would be to make a list of all the tasks expected of the individual and then eliminating those tasks that either don't require the individual's hand on participation or are not that urgent to start with.

This not only allows the individual to focus on only the necessary tasks but also relieves the individual from its possible distractions.

Setting daily goals with the main goal always in focus also helps in the effort to keeping things on track and in focus always. It also eliminates the tendency to waste time on processes that will not eventually positively contribute to the goal.

Identifying one's own peak times for productivity is also another important element to take advantage of. Having the energy to be productive throughout the day is not only unlikely it is also improbable; therefore there is a need to capitalize on the productivity time frame and get as much done within this frame as possible.

Being in a work conducive environment is also something that should be given due consideration as this will directly affect the producing results.

Too many distractions will take the focus of the individual away from completing the tasks according to the pre prepared schedules and thus cause the overall timeline to be disrupted. This could then cause temporary derailment from the overall work schedule towards achieving the goal.



# Chapter 2:

## *Have A Can Do Mentality*

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### Synopsis

For a large portion of society things don't come easy and there are no "free" hand outs at every turn, thus the needs to be strong and adopt the "can do" attitude very early on in life.





## **Change Your Thinking**

With this positive attitude firmly in place very few obstacles can pose a problem as the individual will be able to look at it in a more positive light. Having a can do mentality takes practice and perseverance, and it is not impossible to adopt. Some of the tools to help cultivate this positive mentality are as follows:

- Always have a healthy measure of faith both in the endeavor being explored and in one's own capability. This is perhaps the most important ingredient to ensure any successful experience. This faith will see the individual through when things seem difficult and failure look possible.
- Being as knowledgeable as possible will also contribute positively to this mental go getting state of mind. When one is knowledgeable, tackling different tasks and experiences will not be daunting and have an advantage that only knowledge can provide.
- Being a go getter also means that shyness is not part of one's personality. Being shy will dampen any attempts to be open to opportunities, thus should strive to keep this particular personality trait well under control.

- Looking the part is also recommended when one is pursuing success. This does not necessarily mean dressing expensively or having expensive accessories or toys. It simply means displaying the confidence that is needed to ensure other parties are impressed enough to relax and accept one's point of view on whatever is being discussed.
- Learn how to “wow” people with your personality and knowledge without coming off boorish or pompous. This is an art that when practiced to refinement, can enable the solicitation of almost anything from anyone.



# Chapter 3:

## *Specify Your Goals And Organize*

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### Synopsis

There are a lot of tried and true methods that are available for the exercise of identifying and organizing goals. Being able to have a set plan in place is the first step to ensuring success in its highest percentage possible.

Therefore understanding and then creating a plan towards the eventual successful completion of a goal is a very important and advantageous exercise to embark upon. The following are just some recommendations to this end:



## **Get Moving**

Setting out the details of the goals should be the first step to seeing its completion. When there are clear indications of all the different aspects of the exercise in place the individual is better able to organize the various exercises involved in the process.

Then there are the priority lists that should be drawn up. These would required the individual to identify and prioritize the various different aspects of the whole exercise according to its importance in relation to keeping the general flow of the endeavor smooth and on track always.

Folder management is one tool that many have found very useful when embarking on a project that requires the coordination of various connective elements.

Documenting and storing any sort of data in the relevant folders will ensure the said data is easily available and accessible to a moment's notice. Confusion and delays can easily be avoided if this method is implemented and diligently practiced.

Keep a strict monitoring of all due dates is very important, as the efficient running of any endeavor depends on this. When due dates are not taken seriously there will be a lack of urgency to have tasks completed, which in turn will upset the general flow of the project.

Having a periodical check and balance list in place, is also another way to ensure the goals are met in a well organized way. These periodical checks will help all concerned to monitor the general overall progress and address any areas that need attention immediately.



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