



Productivity isn't about "doing more" or better to-do-lists. It is about small changes in how you approach your work that leads to better results with less effort.

Productivity Improvement Checklist

How You Approach Tasks

This checklist can be used at a high level for the tasks that you do but also for how you approach components of tasks.

- Categorize tasks based in Investment and Effectiveness
- Identify time sucks
- Decide what resources each task is work
- Optimize to fit tasks into resource allocations

Strategies to Grow Productivity

- 1-touch
- Do it now (avoid procrastination)
- Eliminate things that don't add value
- Work in time blocks
- Minimize distractions
- Build processes
- Turn off notifications

Email Inbox Zero

- Set an email check schedule
- Close email when working
- Archive messages
- Respond immediately (2 minutes or less)
- Move to ACTION folder
- Move to REPLY folder
- Schedule time to handle folders
- Keep responses short and to the point
- Unroll.me to get off email lists

Productivity Tools

- Asana for task management and collaboration
- ScheduleOnce or Calendly for scheduling
- Doodle for group scheduling
- Evernote for notes
- Togl for time tracking
- Time Doctor for team time tracking