

Massively

INCREASING YOUR PRODUCTIVITY



OUTSOURCE THAT
WORTH INVESTING TIME

FREELANCER

Massively Increasing Your Productivity

By Steven Brough

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Introduction

In this book, we are primarily addressing productivity, and how you can get more done in far less time than you have before. Within are tips, tricks and helpful suggestions on maximizing your output from any given day or within any given project. So, get an early start, stay focused, boost and sustain your energy levels, work constructively in a predetermined cycle that's best for you and always, always stay positive!

1. How to Massively Increase Your Productivity

So many people set out to make today the day they will achieve their goals, yet something happens and postpones the actions it takes to achieve those goals. But what was it that pushed that 'to do list' to the side, and why does winning today's prize so often become tomorrow's challenge?

This thing called 'life' happens, and it when it hits, it hits quickly - and hard. The tasks that people set out to accomplish today suddenly become distant memories and catching up seems hard to do.

What if there was a way to complete those tasks before life starts hitting back? Here's a step-by-step guide to help you succeed and stay on track by getting a jump start on the day and sustain excellent productivity during the course.

Get an Early Start

Taking the day by storm requires an early start. However, this start should begin the night before. With the right amount of preparation, a great mindset, adequate rest and a positive outlook, getting the new day started will be easy to do.

So, How Does It All Happen?

First, make a list of the things that went right today, and carry that success into tomorrow. These wins could go a long way toward boosting your mood. Make sure the list includes the three biggest successes of today. Regardless if these wins are written down in a journal or talked about with a close friend or loved one, they will need to be detailed. Discussing the wins and focusing in on them, will lead to more wins.

Determine what must be done the next day and be sure to put those things at the top of the to-do-list. Of course, winning the day is going to be hard to do if there aren't any goals, so determine what tasks are most important, and list them in order. Next, determine how much time should be spent on each task. Progression means wasting no time, and doing what needs to be done, consistently.

Getting ready is a decision process, and if it's not pre-determined the night before, it will often set you back the next day. Therefore, it's important to choose what you'll wear tomorrow, in advance. Having your clothes ready will help your day get started quickly so you'll have more energy, and better clarity right off the bat.

The next step is to turn out the lights and get some sleep. This includes turning off the television, radio, smartphones, and any other distraction that prevents at least six hours of sleep. The less you get, the harder it will be to remain productive the next day. If you aren't able to get that block of sleep the night before, don't hesitate to take a mid-day nap later in the day for an hour or so to revitalize yourself so you can sustain peak mental and physical performance.

The Morning Is Where It All Begins

Getting the most out of your morning hours should be your top priority. This is when you're at your peak, especially in the predawn hours, that is, if you've developed the discipline to get up between 4 and 5am. Start the day out by praying, doing yoga, exercising, or just spending a little time alone. Reading is also an option, as well as writing a blog or journal entry. Feeding the heart and mind will help get your creative juices flowing and greatly contribute toward you experiencing an extraordinarily productive and fulfilling day.

Don't skip the exercise element; it will help clear your mind and fuel your body. Speaking of fuel, your body also needs to eat, which is why a healthy breakfast should be eaten before walking out the door. This keeps the body fit, the mind clear and you ready to WIN!

Focus Is the Key

Without focus, goals obviously cannot be reached. You should take any remaining important tasks from the night before, and make sure they're done first the next day. If something else comes up, put it on the calendar for tomorrow. Derailing from your primary three tasks will interrupt your day, and the obstacle of doing everything will become overwhelming. Work on tasks in focused batches, instead of multi-tasking. Learn when to say no - saying no should be easy, and determine when it's best to say yes, which you always carefully consider first.

Phones can keep you in the loop, but those devices can also throw a wrench in your day. Therefore, it's best only to answer the phone if it's an emergency. Determine what calls need to be answered to achieve your goals efficiently, and what calls can wait until the workday is over. You should always turn off all notifications, as even the slightest interruption could prevent you from achieving your goals that day. Answer these calls during your leisure time, but never go over the amount of time you've allocated in advance. Stay on schedule!

In a perfect world, these tips would be guaranteed, but the world isn't predictable by any means, so these tips could work one day, but not the next. However, even though life is unpredictable and can trip you up at times, just stay focused and do everything you can to start the next day with your best foot forward. The key is to plan early the night before, make the most of the morning and get all the necessary fuel and energy

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to stay focused throughout the day. This will make those wins and goals so much easier to achieve, day after day!

2. How to Quickly Boost Your Energy Levels

Finding a way to accomplish all the things that need to be done on any given day can seem impossible at times. Yet, some people seem to have an endless supply of energy, appearing to accomplish more than pretty much everyone else and somehow excel at everything they do. The truth is, they aren't any different than anyone else, they've just learned how to increase their energy levels, sustain them and consistently use this overall increase towards their success.

Increasing your energy level isn't as hard as you may imagine and there are a variety of things you can do that can change your energy levels for the better and help you dramatically improve most facets of your life.

Make Sure You're Well Rested

Sleep is necessary for a clear mind and healthy body. You may think that sleep is in the way of you accomplishing your goals, but it's necessary. When you're well rested, you will think far more clearly, feel more energetic and have a healthier body. For even better results, you may want to try sleeping around 5 hours at night, with about an hour nap during the day.

You Need Exercise, Daily

Dedicating just 20 or 30 minutes to exercise each day will have a significant impact on your energy levels. This daily increase in your activities will make your body feel more energized overall, and when you feel more energized, you'll generally accomplish more.

Drink Enough Water, Every Single Day

Your body is made up of approximately 80 percent water. As follows, when your body isn't properly hydrated, it doesn't work very well and to put it bluntly - if your body isn't functioning properly, neither are you. Depending on the ambient temperature, of course, 8-10 glasses of water a day is a mandatory minimum for optimal energy levels.

Consume High Energy Foods

You want to eat foods that burn energy, not store it. Limit high carbohydrate foods like rice, bread, and potatoes and increase your consumption of green leafy vegetables. Lean meats, nuts, and most fruits are great energy foods. If you love bread, pasta, rice, and potatoes, opt for dark ones like brown rice, wheat bread and pasta and sweet potatoes. For best results though, focus on fresh vegetables and fruits - the fresher, the better and choose organic whenever possible.

Supplement with a Multivitamin

Even if you believe you're eating a good diet, supplementing with a multivitamin helps to best ensure you're getting most, if not all the vitamins you need. This is particularly important because vitamin deficiencies can cause all sorts of physical and emotional issues, significantly impairing your energy levels and ability to think clearly.

Stimulate Your Brain

One of the best things that you can do for yourself is to read insightful books every day. Reading forces you to think outside the box and if you feel that you don't have

time to sit and read, don't worry, you can always listen to an audiobook while commuting or exercising as this has similar stimulating effects.

Check Your Attitude

A positive attitude is essential for optimal health and energy levels. If you see things in a positive way - especially if you can be resoundingly positive and optimistic consistently, this positive energy will flow into everything you do, every person you engage with and every project you take on.

Pay Attention to What You Say

When everything that comes from your lips is negative, the world around you responds negatively. Always try to speak in a positive tone, using positive words. Even if you're not feeling positive now, the positive words in themselves will help you change your mindset - and thereby the situation.

Choose the People You Spend Time with Carefully

Unfortunately, some people are simply energy vampires. They suck all your energy away by being negative, complaining all the time and generally bringing you down. Select people that are positive and full of energy to be around you, as together you'll resonate with one other and help each other level up in everything you pursue and do.

Reconnect with Your Spirituality

Take time to reconnect - try talking to your inner self, meditate or pray as when you connect to something greater than yourself, this brings you a greater level of

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personal fulfillment and puts insignificant distractions in life into perspective, once again aiding you in maximizing your energy levels throughout your day.

3. How to Work Less and Get More Done

Anyone who's trying to work less and get more done is frequently told to spend more time trying to accomplish their goals. However, this technique only works when the time is used wisely. For instance, if you spend numerous hours reading a college textbook over and over, then that can be considered as wasted time, to some of us. It's much wiser for you to use a highlighter to mark important information as you read or to take notes for studying purposes. Maximizing time and getting more done daily requires you to think of better - and more efficient, ways to accomplish things.

You Should Use Most of Your Time Constructively

When someone complains that they don't have enough time to complete tasks at home, work or school, it's because they're engaging in non-productive activities, excessively. Here are a few activities that they might burn up their time with each day:

- Keeping a mobile phone turned on to see texts and get calls.
- Agreeing to go out at night with friends.
- Watching television, playing games or just spacing out.
- Checking email constantly.
- Becoming distracted by chores such as laundry or cleaning.

Creating a written schedule that includes spending only 5-10% of your time on fun or non-productive activities is an important way for you to use your time wisely.

Follow Parkinson's Law about Time

Parkinson's Law generally indicates that when there's plenty of time to complete a task, then it usually takes the full amount of time available to get it done. However, when there's a time crunch, people can find ways to get a job completed in a record amount of time. A good example of this is when someone watches a cooking show on television that requires a chef to prepare a recipe in only 25-minutes that normally would require an hour or more. To get tasks finished faster, an individual should:

- Set a timer for 45, 60 or 90 minutes and run it to completion before taking a break.
- Organize more substantial projects into smaller tasks to avoid feeling overwhelmed.

You Should Carefully Manage Your Energy

People who unproductively burn up time also waste their energy by waiting until the last minute to complete a project. As using physical and mental energy wisely is especially important for difficult tasks, it's important to note there are ways to conserve your energy such as:

- Avoiding procrastinating by starting - and completing, a project ahead of schedule.
- Dividing a project into easily manageable sections.
- Taking time off to rejuvenate periodically.

Have the Proper Equipment or Delegate the Work

By way of example, when someone tries to print something out with a printer that doesn't have any ink, they're wasting time and energy. Essentially what this means is start off by having the right equipment readily available to complete the task - including a workspace, sharpened pencils and a printer that has plenty of ink. Furthermore, it's a waste of energy for someone to try to do something that's beyond their skill set, so if the printer still doesn't work despite replacing the ink cartridge, don't spend hours trying to repair it, find a person who knows how to fix it quickly.

Give up Perfectionism

In most cases, perfectionism isn't necessary and continuing to work on a project to tweak it repeatedly can be considered as a waste of valuable time, which could be spent on other productive tasks moving forward.

4. Three Tricks to Get More Done in Less Time

Most of us would agree, there are never enough hours in the day. For most of us there isn't enough time to complete all the tasks we hope to accomplish in any given day - and almost invariably, it seems that most days and weeks turn into a struggle to complete the items on our ever-growing 'to do lists.'

Of course, no magic pill gives anyone twenty-five hours in a day or a mythical eighth day in which to work, but there are a few simple guidelines you can apply to manage your work-days and work-weeks better.

Here are three tricks to get more done in less time.

Schedule, Schedule, Schedule

The odd, repetitive heading is purposeful and deliberate. The easiest way for someone to accomplish more in less time is to fastidiously craft a schedule that minimizes (or outright eliminates) wasted time.

If emails sent on Friday afternoons tend to go without a response, stop writing those emails on Friday afternoons; do something else. People who feel most focused in the mornings should avoid meetings in those prime hours and choose other tasks, instead. Standing responsibilities (weekly team meetings on Wednesday afternoon, for example) could be considered and worked around if it's particularly advantageous.

From there, creating a schedule will help drive working efficiency. Highlighting strengths and limiting weaknesses should assist in using the focused time for the most intensive work while using the post-lunch lull for busy work or tasks that don't

necessarily require the same sort of concentration. Building a schedule around strengths and holding to that schedule should improve your efficiency considerably.

Work More on Less

Restricting focus can yield much better results. Trying to juggle multiple things at the same time can cause all sorts of difficulties, particularly as silly mistakes can occur when too many separate tasks pull you in radically different directions.

Focusing in more on fewer projects boosts productivity significantly. A narrower focus usually leads to working with highly specific problems, provides for easier access to project refinement and more exposure to project issues as and when they arise. Working on a smaller number of separate projects means much greater experience with, and easier work on, those more clearly defined tasks.

There's a rule known as the Pareto Principle, which states that 80% of effects come from 20% of causes. In the business context, this could be defined as 80% of your progress comes from 20% of your effort. 20% of the work done will drive 80% of the results. Those who plan accordingly and work on fewer projects with greater impact will get far more done and use less time in the process.

Work the Cycle

In a strange biological twist, humans have a hard-wired and natural work-cycle. This work cycle can best be described as ninety minutes on, thirty minutes off, then repeat as necessary.

Working without breaks or disconnecting from tasks can burn mental stamina quickly. Driving too hard has the odd consequence of diminishing mental capacity

after a certain period; those who seek to work non-stop will actually decrease their performance as a result.

Trying to fight biology is folly. Rather than trying to get more done by pushing nonstop, which will only lead to fatigue and burnout, take little breaks at predefined intervals. Small moments of levity and relaxation will help reset the work-cycle. Though it may seem counter-intuitive at first, working on a cycle isn't wasting time by any means, and will improve your performance in the long run.

Not for Every Circumstance, but...

While nobody can expect twenty-five hours in a day, a few simple tricks can help you find a little more time for yourself through becoming more efficient in your tasks and projects. These tips cannot be adhered to under every given circumstance, of course, as circumstances can sometimes dictate work rate and almost everyone is occasionally subject to events outside their control.

Still, these are effective methods you could use to get a little more work done. If you feel as though you need extra hours in your day, give these tricks a shot and see if your results improve. As a final note, taking periodic short breaks to recharge is especially effective in high-stress positions or industries.

5. How to Successfully Overcome Overwhelm

It feels like the days are going by faster, and the months are getting shorter. Yesterday seems like the first day of the year, yet the year is rapidly ending.

With time feeling like it's going at such a fast pace, organizations can easily drift astray and make mistakes for fear of missing deadlines and falling behind their competition. Seeing other people achieve their goals can be a wonderful thing, however when the desire to be successful kicks in, sometimes there can be a feeling of comparison which leads to regret, and possibly becoming burnt out. For some, a feeling of overwhelm takes over, and it seems like it'll stick around forever.

How Do You Cope When That Happens?

Here are some words to live by - the feeling will pass. There will be days full of boundless creativity, and there will be moments that feel like a blank page. It's all a part of life. But what you must remember is that you're doing your best, well, hopefully. You can only give your all – nothing more is ever expected.

Even if things aren't going as you'd expect, you should remember how amazing you are. Being scared, upset and anxious at what's happening now doesn't do any good for tomorrow. Always remember that this too shall pass!

Here are some tips to help speed up the process!

1. Step Away

Taking time off doesn't mean failure; it's a moment to recharge and regroup. By stepping away from business affairs for a few hours, or a couple of days, you're able to recharge. Just the thought of having a load of work to complete can be draining,

which is why everyone should put the 'to do list' on hold for an hour or so a day, and then come back ready to take massive action!

2. Connecting with Others

Spending time with people who are inspiring or offer great words of wisdom and business ethics, is a great idea. These are the people that can motivate and/or inspire you to be truly successful, and therefore it's always a great idea, regardless of whether the inspirational person is a family member, friend or business associate. Speaking to this person about challenges could easily bring about a new perspective or possibly a solution, or even just a helpful suggestion from someone that really understands.

3. Consider Outsourcing

Taking on a lot can be stressful, especially when your business is understaffed. This doesn't mean you need to hire full or part-time staff to handle the job, as these requirements can outsource instead. This gives you the ability to hire the workers you need, exactly when you need them and when the work is all caught up - the outsourcing stops until such services are required again.

Outsourcing can be done with a personal assistant, administration requirements, website design, virtually anything creative and the list goes on, and on so regardless of what needs to be done, there's likely a highly qualified person to outsource the job to straightaway.

4. Connect with Your Inner Self

You should take some time to connect with yourself every single day. Getting sidetracked is easy to do, and this includes forgetting why you established your business in the first place. Take some time to reconnect with your business; play

around and enjoy it. Always remember what was so great about starting your business. Go back to the original objective of your business, and see if it's been achieved.

Everyone Has Superpowers

Realizing these powers is simple... Look at your testimonials. Read the awesome feedback your clients and customers have given you. Remember that everything your business does is helping someone, and that's a gift. Listen to every positive testimonial carefully and make sure you share these with others, especially prospective clients and customers down the line.

Being a business owner can be tough at times and of course, good days and bad days are all a part of the process, but business ownership can also be such a personally rewarding experience that honestly - would you ever have chosen differently?

To see more titles and to explore other areas of online outsourcing, visit...

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Warm Regards

Steven Brough