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Week 18 Focus: Productivity

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Focus Question: What's going to amplify your productivity?

Description

Time is one thing we cannot manufacture more of. It's a non-renewable resource. Once we spend it, we can't get it back.

Personal productivity and time management is a key issue for most remote workers, regardless if we run a business or work for someone else. In fact, it's a primary reason why I published PlanDoTrack, which is specifically geared at supporting remote and virtual workers around productivity. The first part of the book is a workbook, helping you get focused in on you (your strengths, styles, approaches, networks) as a remote worker. The last half is dedicated to providing you with a planner – with a focus on annual, quarterly and weekly planning. My findings have been over the years that most remote workers are well covered with daily planning tools, but don't always focus on weekly, quarterly or annual tools.

Activity

Use the following questions to reflect on what's important for you around productivity and time management right now:

1. What's helping me/us get results? (Get specific around this - what key activities or practices are helping?)
2. What's not helping me/us to get results?
3. Where is the bulk of your time being spent? If you are not yet tracking some of your key metrics and schedule, now is a great time to do so. It can be as simple as noting it in your calendar, or picking up a resource like my upcoming Plan.Do.Track workbook and planner.
4. What are noticing about key periods that are unproductive?
5. Where might you be spending too much time in meetings? What influence can you have on tightening up meeting results and focus OR exploring who needs to be at meetings?
6. What are you doing to renew?
7. From a scheduling perspective, are you building in enough blocks to get tasks completed right away before you have to switch your focus?
8. What other changes would you like to make to your schedule, to do more of what's working, and to do less of what's not?

For more on this topic check out:

Section 4 of the PlanDoTrack Workbook and Planner for more on time management and tools.

"Give me six hours to chop down a tree and I will spend the first four sharpening the axe."

– Abraham Lincoln

Did you know...

It's interesting to note where our time really goes. Many professionals undertake a time tracker over the course of the week, or month, to really see where their time is going. What do you notice?

Learn more about the time tracker at my PlanDoTrack website – <https://www.plandotrack.com>.

Check out the blog with Weekly Planning Hacks – short 15-minute things you can do.