

# 30 Top Productivity Tips



## 30 Top Tips for Turning

# Productivity into Profit

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MY8DAYWEEK COACHING

### 1. Delegate

Decide if your business is in need of extra help on any particular work task.

Calculate your cashflow and then decide what tasks need to be done. And what can be outsourced.

*How long does it take you to do the task?*

*Can that time be put to better use?*

*Can you afford to hire someone to do it?*

*Who can you call on to do it?*

### 2. Apply Big Picture Thinking

Spend time unpacking areas of your business.

We have a *Business Health Checklist* to keep the process simple eg. Unpacking your Key departments, what's working/what's not, room for improvements

*What's currently working?*

*What areas need a tidy up?*

*Do you need to use a new tool, app or management system?*

*What is your long term plan for your business?*

*Are you working backwards to achieve these key goals and milestones?*

### 3. Sleep well every night + manage your circadian rhythm

Sleep is essential and needs to be prioritised.

*Are you sleeping well? Are you well rested - how do you feel when you get up?*

*Are you getting up at the same time every day? And sleeping at the same time every night?*

*If not, what can you do to improve your quality of sleep?*

*How many hours of sleep are you getting every night?*

### 4. Exercise daily

To be working at your best, you need to put in time for Health + Wellness.

*Do you workout at least 4 times a week?*

*Do you have a routine that works well for you? **#consistency***

*Do you workout to break into a sweat?*

*Are you at the correct healthy weight goal?*

## **5. Prepare your day the night before**

Take time to think what needs to be done. Make a Priority List.

Best time to plan for the next day's work is as you wrap up the day eg. At 5 pm, as you finish for the day

*Highlight the **Top Three Things** that are flagged for the next day's work.*

*Make it a Non-Negotiable to get it done.*

*Schedule time for these three tasks eg. 3pm to 4 pm*

## **6. Don't open your email first thing in the morning**

Have an allocated time when you address your inbox and write your reply emails.

*Do not check your emails over and over again throughout the day.*

*Emails that come in later in the day can be replied first thing in the morning. Stick to a plan and carry it out.*

## **7. Work in a cool place**

*Check that the temperate is adjusted to suit 'work climate.' If near a window or door, keep the room ventilated, with fresh air or invest in an air purifier.*

## **8. Develop a routine for every morning - (we call this) My Miracle Morning**

Find what works best for you.

*Start your day without "the big rush" but wake up to a ritual that is relaxing and starts the day with your best foot forward, always.*

*Be intentional with how you set up your day. Find a routine that works wonders for you and keeps your energy levels high throughout the day. **#naturalhigh***

## **9. Mangle your energy, not your time**

*Know when you work best. Schedule work to accommodate with your energy levels.*

*Are you maximising your mornings?*

*Do you find you get a lot done before midday?*

*How do you feel after breakfast? After lunch?*

*Do you have Theme Days that keep you on track for the whole day, working on the same cluster of tasks?*

## **10. Keep distractions at bay, especially your Smart Phone**

Decide when you need your phone at arm's length and when you need in in the next room, out of sight.

*What other devices are your 'key distractions'?*

## **11. Have Theme Days**

You may decide that Mondays are for Content Creation, Tuesday for Admin, Wednesday for Money Matters etc.

*Having a clear focus for every day of the week has been proven to work well for many high profile CEOs.*

## **12. Take breaks regularly & stay hydrated**

Decide what time blocks work best for you. And take breaks in between finishing off a set task.

Get some fresh air. Get some sunshine. Take time to touch base with your loved ones during your breaks.

Keep a water flask nearby and refill often.

*Taking a walk after lunch and dinner is a lifestyle practice I can definitely vouch for.*

## **13. Be intentionally resourceful**

Collate and file documents, emails, Ebooklets, websites or Youtube clips in an organised fashion.

*Think of who you know and how by calling them or emailing them you can find the possible shortcut solution to your task.*

*Enjoy reading and talking about a wide variety of topics. Soon you will find, many things are correlated. Eg. How to look after a plant, requires the same skill as nurturing an organic lead (repeated consistent care and nurturing)*

## **14. Stay away from multitasking**

It's a modern habit that is not 100% effective. It has become the norm, but in actual fact it is not "normal" for a human to constantly juggle multiple tasks all at once. We like to refer to this as "Frying your brains." - a draining process that doesn't sound too attractive, right?

*Your performance will not be at The Best anyways.  
Learn to focus on One Thing at a time.*

## **15. Schedule your Fun Outings in advance #enjoyfirst**

Do not wait to celebrate work achievement but rather work hard and preempt that you will need Chill Time in advance to break up your workload, especially the bigger projects that take months to complete.

*This is to avoid burnout, especially when dealing with gruelling long-term projects.*

## **16. Have an Accountability Partner**

Decide what goals you are trying to achieve.

*Share them with your Accountability Partner and keep each other in check.*

*Do you have an Accountability (Business) Partner(s)?*

*How do you gain value from your time with your Accountability Partner?*

*Do you have a structure to your check-ins?*

## **17. Focus on The One Thing**

Narrow down what you wish to achieve into an overarching “One Thing.”

[*The One Thing* explains the success habit to overcome the six lies that block our success, beat the seven thieves that steal time, and leverage the laws of purpose, priority, and productivity.]

**Refer to the book:** *The One Thing* by Gary W. Keller and Jay Papasan for more details. We highly recommend this book, for good reason.

## **18. Learn the best ways to form New Habits**

Make a list of new habits, track how you make progress and then use the strategies that work to take your life to The Next Level.

Apply the practices in *Atomic Habits* by James Clear.

*Why habits are the "compound interest of self-improvement"*

Understand how you form new habits and keep a log of your wins. (We teach this with a no-nonsense creative approach, that helps you fast-track your Atomic Habits with ease.)

## **19. Reflect on your Time Leaks (and Money Leaks)**

*What are you wasting time doing?*

Make a list and find ways to eliminate these bad habits. (We teach this in more detail.)

## **20. Food Bank**

What you eat has direct impact on your performance.

Find out what is lacking in your diet and make the necessary changes.

Check in with your local practitioner or look into seeing a specialist if necessary.

## **21. Simplify your surroundings**

Think about what occupies your thought life. Find a more simple way to get it done.

Once you apply the practice a few times, you will find that out of the box ideas come to you when you least expect. *Genius!*

## **22. Decide if you can eliminate a task all together**

Check what has to be done and what maybe does not really need to get done. Either postponed or canned? Or maybe put it in the "For Later "pile.

Knowing what to prioritise (or eliminate) is the key here.

## **23. Cut down on constant notifications**

Be selective.

Do you really need your notification reminder notices?

Do you know what need to be done for the day in advance?

Preparation is better than relying on a 'beep' or alarm.

*Also, if you have too many notifications set up, you will be on the fast track to burnout!*

## **24. Integrate your business tools**

From time to time you need to think about what tools/apps you are using.

Are they still the right ones for your business, your team and yourself?

Make it a good habit to chat to other people about what they are using and compare notes often. There's always new and better technology to check out and consider.

## **25. Automate manual work**

Check if there are any tasks that can be replace by a tool or initiative. Always remember if you don't know it can be done, you obviously won't choose to do it that way. So always approach things with an open mind, especially when it comes to technology and what it can potentially offer your business.

## **26. Say “no” without blinking an eye**

Draw your boundaries and don't take on tasks for the sake of pleasing somebody in the short term.

Think about the bigger picture and eliminate things that do not fit into that vision. The clearer you are about what you want down the track, the quicker your “no” will be.

## **27. Manage your procrastination zone**

Understand why you procrastinate. Unpack the reasons and find ways around it that will serve you in the near future. (We teach about this, along with Schedules and Healthy Habits)

## **28. Be a List Keeper**

Find ways to manage all your lists.

Work out your app for digital lists. Revert to paper list now and then. It is a good feeling either way to see all the things you have accomplished and to keep track of the random tasks that come to mind, perhaps deferred till a later date and time.

## **29. Organise your work space**

Can you find everything you need when you need it? Scissors? Hole puncher? Ruler? Favourite pen for signing contracts?

If not, you need to work on this one. Declutter and ensure every item has its perfect spot.

## **30. Tackle these tips one at a time**

Same goes, we can make too many changes all at once.

Find a few Top Tips to implement every week. If that's the case you have 10 weeks' of implementing to put in place (3 x 10 weeks).

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## **BONUS**

### **31. Tweak The Plan**

Look over your Playbook and find time to discover and unpack your Time Leaks and Money Leaks, tidy up performance habits and create a Lifestyle that makes you excited to \*literally\* jump out of the bed in the morning #grateful #blessed #with-passion.

Always look for your WIN/FAILURES as a sure measurement and springboard for future successes.

A running log of winning strategies that are personal to you, will be a quick and easy reference point throughout the week. Keep notes of these special moments and special days - it will serve you well for when you need to approach a new task or project with the same level of confidence.

### **32. Ask for Guidance - Mentoring or Coaching**

In the past two weeks, I have achieved more than in the last 6 weeks!

And the reason was plain simple, I aligned my team to another team that had the strategies, tools and methodologies I need/ed in this fun and fruitful season! Their ways are solid building blocks to what we have already achieved and created.

*I just grabbed a few jigsaw pieces that we were missing and the solutions popped up quicker than baking a Banana Cake.*

If you find, we may be a great match to the current issues and problems you currently face, we'd be more than happy to help out. Don't be shy to reach out.

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*Do let me know how you go with these hacks, tips, tools and tricks.*

*Would love to hear your **Productivity into Profit** success stories.*

***Feel free to email them to [hello@my8dayweek.com](mailto:hello@my8dayweek.com) and we will definitely be more than happy to forward you our latest Productivity Checklist or other similar resources.***

***Also, we currently have a link to schedule a free 20 Minute Complimentary Coaching Call.***

***Booking link: <http://calendly.com/my8dayweek>***