Secrets for Being

More Productive

* **POWER UP in the morning!** - Wake up early. At first, start by getting up one hour earlier and gradually work towards waking up during the hours of 2:00 a.m. - 6:00 a.m. This timeframe is referred to as the “ambrosial period” or the “divine nectar period”. Working, reading, and studying between these hours can really catapult you forward in your day and life.
* **Implement Things Right Away** - Successful people practice “speed of implementation”. This means start doing NOW. There are *many* things we can start doing right NOW. Stop procrastinating and starting doing.
* **Practice: Ready, FIRE, Aim** - Many people are in the habit of practicing “Ready, AIM, fire.” However, executing things in this order breeds procrastination and complacency. You are ready NOW, so **start firing** and the aim will take care of itself. Don’t believe it? Try it and see.
* **Check-In with Yourself** – Get in the habit of asking, “Is what I am doing right now aligned with God’s will?” If not, change what you are doing and get yourself into alignment with the Lord’s will.
* **Maintain an “Attitude of Gratitude”** – Scripture teaches us to “be thankful in *all* things”. In order to change what is going on in our lives we must learn how to be happy with what we have *while* we pursue other things that we hope to achieve. Cultivating this state of mind will help you in stay focused and centered rather than over focusing on the things we don’t have.
* **De-Clutter Yourself** - Put off the things that are wasting your time. Remove 20% of all distractions, including material possessions, that no longer serve you – this includes obligations to people.
* **Practice the 80/20 Rule** - 20% of what we do yields 80% of our results. Two hours a day needs to be focused on action that will move your goals forward. Try to get these two hours in before 11:00 a.m.
* **Get More Done in a Fun Way** -See if you can do your “have to do’s” during your “want to do’s”. For example, say that you want to take a walk but you have a call to make. Ask yourself, “Can I make this call *while* I walk?” Often times there are opportunities for us to integrate the things we have to do with the things we want to do. This is about the integration of our “work life” and our “personal life”; remove the separation.
* **Control the Pain-Pleasure Responses in Your Mind** - This will require focus. Controlling the pain and pleasure responses in your mind will help you create more focus and a better structure in your life.
* **Have an Accountability Partner** – In the beginning, you may want to consider finding someone who can be your accountability partner. This can be a friend, spouse, family member, teacher, counselor, or coach.