



Improve Your Productivity

- Will power is not enough
 - Exhaustable source – ego depletion
- Get started
 - [Zeigarnik Effect](#) – compels you to finish a task that has already been started
- Deliberate “practice” – focus on the harder tasks
 - Intense work followed by breaks
 - Disciplined scheduling – break down into sessions with planned relaxation
- Give yourself a deadline
- Create an accountability chart
 - Tracking progress prevents small, mindless work
- Stop multi-tasking
- Create a to-do list the night before
 - Split up tasks into to bite-size pieces
 - Have clear goals and an action plan

What steps are you going to take to improve your productivity?