

# 6 Daily Productivity Habits

1

**Focus on the items you're passionate about that need your superior skills. Stop doing everything else.**

- ▶ If you're making yourself busy, stop!
- ▶ With every task, ask, "Can someone else handle this?"

2

**Focus on the six most important things you want to finish. Do the first three before noon.**

- ▶ Boulders are different than rocks. The most important thing is identifying the most important thing.
- ▶ Letting go of getting it all done is letting go of perfectionism driven by your ideals.
- ▶ Choose the items that are most important and make them urgent.
- ▶ Be intentional. Where are you going in 100 days, what three outcomes are you creating, and what does that indicate you must focus on most today?

3

**Delegate your schedule to a personal assistant, your project list to an impact manager, and the execution to a focus manager.**

- ▶ Delegate what irritates you most, first.
- ▶ Delegate any important items that you've put off for more than 14 days; immediately offload it or delete it.

4

**The first 90 minutes of your day is your morning burst. It is prime time. Use it.**

- ▶ Begin your 90 minute burst with a five minute daily huddle with your top three support staff (Personal Assistant, Impact Manager, and Focus Manager).
- ▶ Do not answer email first thing in the morning. It will distract you and rope you into detail work. Schedule two times for answering email at noon and 4pm.
- ▶ Do not answer phone calls first thing in the morning, let them go to voicemail or have your staff answer the phone. Schedule two times for returning calls and checking voicemails.
- ▶ Say hello and goodbye to distractions to maintain control. "I'm prepared to handle that," then pivot a time and place when you will respond with quality attention, for their sake.

5

**Let your personal assistant manage your email.**

- ▶ Make a list of the top ten people that MUST be forwarded to you without question. This is your VIP list that gets through the "iron curtain."

6

**Set aside 30 minutes at a regular time every day for a "Gotta Minute Meeting" to corral staff questions and issues.**

- ▶ Don't solve staff issues until the gotta minute meeting. This forces them to come up with solutions themselves.
- ▶ Ask staff to try three solutions before they tee up a gotta minute question or help request.
- ▶ During the meeting, ask them to describe the problem, the impact, what they're tried to solve it, and the result.
- ▶ Ask them to tell you how they intend to solve it moving forward.
- ▶ Give them a feedback loop to inform you of their results post mortem – time and place.