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The Big 5

hyperproductivity
quick wins

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Before you start reading you are possibly wondering exactly what Hyperproductivity is...

Well, it's my word of choice for those big personal productivity wins that come as a result of making the simplest of changes to your everyday life.

My tried and tested Big 5 hyperproductivity wins are a great starting point to introducing such changes in your own life.

Try focusing on just one of these over the next week, and review if it's working for you. You never know: **it might just turn into a daily habit that changes your life!**

1

The 2-minute rule

This rule's nice and simple: don't immediately rush into every task that comes your way; pause and think. If you decide you can do it in less than 2 minutes, do it now and clear your plate.

Rather than spending 2 minutes (or more) adding it to your to-do list, reviewing it, continuously returning to it, and then finally doing it, you can use that time to rack up a quick win.

The rule also forces you to make a decision rather than procrastinating, and you get the bonus of shrinking your to-do list. Give it a go when responding to emails, doing small tasks, and reading documents (like this guide).



2

Turn off email notifications

Did you know that by taking control of the technology that rules our lives, you could make yourself 10% more efficient? That equates to a whole month of productivity time over a year, safely back into your hands. You read that right: a whole month back for free!

To do this, simply turn off your email notifications. Research shows that it takes 64 seconds to

recover from an email interruption regardless of its importance – think of what you could be doing with that time!

How to turn off notifications in:

 Outlook

 Mac Mail

 Gmail



3



Time Blocking

Having trouble focusing on – or even just starting – a task? There are a number of proven time blocking methods to help stop procrastination and improve focus, and the most famous of them all is the Pomodoro Technique®.

Simply set a timer on your phone (or for a more traditional experience, wind up a tomato shaped kitchen timer) for 25 minutes, and then focus

solely on one task until time runs out. Take a break for 5 minutes to rest your brain, and then start on the next 25 minutes.

It's great for breaking a big task down into more manageable chunks, and for motivating you to do the tasks that you find boring.



**Have a look at the free
Focus Keeper app...**

4

Plan in the Big Stuff for When Your Attention and Energy is at Its Highest

Whether you're an early bird or a night owl, you know at what time of the day you have the most available energy. Use that knowledge to your advantage to tackle the meatiest tasks when your attention and focus are at their highest, and save menial tasks such as email checking and social media scrolling for later.



5



Turn social media time into a task

Here's a big one for the social media junkies out there. When we say we're just checking Facebook for a minute, is it really ever a minute? We often find ourselves lured into a social media vortex, coming up for air some time later.

Overcoming this can be as simple as time blocking your social media, giving yourself 25 minutes to cram your social activity into, before aborting at the sound of the bell.

The best time for this task is when your energy and attention levels are low, so you're not detracting from the work you could be doing. Don't forget, you're still entitled to your 5 minute break afterwards too, as scrolling time can impact your willpower, concentration and decision-making abilities.

And remember, just like your email inbox, to turn off social media notifications so they don't pull you back in randomly throughout the day.

I hope you enjoyed reading about my Big 5 hyperproductivity quick wins.

Remember to start by implementing just one this week and review the difference it's made to your life. I look forward to hearing your success stories!

What did you think? Want to know more? Have any questions? Come visit me at www.jamiesquires.co.uk

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