

Simple Productivity

Simple Steps and Techniques
You Can Implement To Get More
Done Even if You're Short on Time

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A top-down view of a workspace. On the left, a portion of a silver laptop is visible, showing the keyboard with keys for volume, power, equals, delete, brackets, backslash, apostrophe, enter, return, question mark, slash, and shift. In the center, a red notebook with a vertical elastic band on the right side is open. Two writing instruments are placed vertically on the notebook's cover: a yellow pencil with a clear cap and a black ballpoint pen with a silver clip. A semi-transparent grey rectangular box is overlaid on the right side of the image, containing the text.

Productivity Starts with the Right Mindset

Chapter 1: Productivity Starts with the Right Mindset

Anything that you want can be changed if you have the right mindset. Your mind is your most powerful tool and your biggest challenger when it comes to productivity. Your mind is the thing that tells you to wait until tomorrow or to watch one more episode instead of starting your work. Your mind is also capable of incredible power to push you in the right direction.

By entering the right mindset you can set yourself up for success and increase your productivity! Mindset is crucial to beginning to change your work habits and strengthen good work routines as well as kicking unhelpful and unproductive habits and routines to the curb!

But how can you change your mindset? If you are looking for a long-term change, you can change your mindset by creating new neural pathways in your brain related to your workday and productivity by practicing a variety of mindfulness and mental exercises. Short term, there are a variety of techniques you can use at the moment to help your mindset enter a positive and productive state.

Changing your mindset at the moment is a challenge for some people. However, it is not something to be afraid of! Just as previously stated, your mind is your best tool. You have ownership of your mind. It is yours and therefore you can create any change you want!

To help create a more positive and productive mindset quickly, try meditation. Meditation may seem like a long-term solution, but taking a moment to reduce your stress through meditation is extraordinarily helpful. Meditation is known to reduce stress, lower blood pressure, help return the body to homeostasis, and even lower the level of the stress hormone cortisol in your body.

This happens all through the breath. Deep and full breathing is a core aspect of meditation and can help oxygenate the blood. When we get stressed at work, we tense our shoulders, back, or stomach. We begin to take shallower and shorter breaths. Taking long and slow deep breaths can help increase your blood oxygen levels and increase blood flow to your brain to help sharpen your focus.