

Productivity Hack to Help You Get More Done

OK here is my simple 5 step productivity template that goes with my blog [5 Productivity Hacks - lessons learnt \(from moving to Australia\)](#). If you haven't seen that and want some context head there first. I'm hoping this template will help you get to grips with what needs to be done and keep on top of taking the action to get it done for any big goal you are working towards.

OK LET'S GO !

STEP ONE

1. Identify your ONE overarching goal

This is not your BIG life goal or vision. This is something you need to achieve in the short term (inside 8 weeks).

For us this was moving to Australia and getting set up in our new home within 3 weeks.

For you it could be organizing your child's birthday party or recruiting a new team member. Home life or in business, this process is the same (as I discovered).

YOUR ACTION

Spend some time NOW getting really clear on your goal.

What would be awesome if you could achieve it in the next month or two?

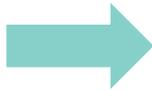
Write out your ideas on scrap paper & keep working at it until it's clear, unambiguous & the thought of completing it excites you (not the process 😊 the result).

Once you have it nailed, write it out on the next page.

My BIG overarching goal and the primary focus of my attention and efforts over the next _____ weeks is to

*I **commit** to giving all of my available attention & time (plus a little bit more), to making this happen.*

Sign here



Congratulations that's the first step done & you're in & committed!!!!

STEP TWO

2. Now break your goal down into themes or categories

Usually in any project there are fairly obvious themes of things that need to be done. This could be things like:

- ◆ Premises
- ◆ Digital
- ◆ Admin
- ◆ Production
- ◆ Communication

You can break them down however you choose, but for us our tasks fell naturally into these three categories:

- a) The House*
- b) Transport*
- c) Admin*

YOUR ACTION

Spend a bit of time NOW with some scrap paper and work out how you can break down all the things you think you are going to need to do into a small number of categories. I'd suggest 3 to 5.

My themes of work for this project are:

- 1.*
- 2.*
- 3.*
- 4.*
- 5.*

High Five - that's the second step done

I left you some space here for a celebratory doodle 😊

STEP THREE

3. For each theme identify the things you have to do to move you forward

Getting everything out of your head and onto paper will help you see what you've forgotten and importantly also give you some free head space. Keeping everything in your head is not an effective way to work.

You are effectively creating your to do list for each area of the project.

YOUR ACTION

Take your time to do this.

1. get a BIG piece of paper (or lots of smaller ones). Write out all of your categories as separate headers on the paper with space round them to write.
2. Now brain dump **everything** you can think of that you need to do under the relevant heading.
3. Keep going, even when you've run out of things that will need to be done. Be as thorough as you can be.

DON'T be a perfectionist, it will stop you getting to where you want to be, as quickly as you want to be there. Just accept you will move a few things round, it's just part of the process.

Be warned this is going to be a long list & it may take you some time to complete this part of the process.

Because creating your list will take several versions and a fair bit of paper, and because some of you will want to do it digitally I'm not going to leave space here for the exercise.

BUT GO DO IT NOW !

Only come back once you have drained your brain of potential actions.

All done? OK let's move on!

STEP FOUR

4. Identify your key tasks

There will be tasks on your various lists that are key to getting going and creating momentum with your project. Things that naturally have to come first or if you do them first, they will make the rest much easier.

YOUR ACTION

From all of your lists of things to do, identify three or four key tasks that will unlock some or a lot of the other tasks, or would just be sensible to get done first.

For us this was

- ◆ *Getting proof of residency*
- ◆ *Opening bank accounts*

So many of our other actions required us to have one or both of these so these were first on our to do list.

These are going to be the things that you unwaveringly pursue first.

My key tasks that I must get done first are:

1.

2.

3.

4.

OK so step four is completed – Yeyyyyyy !!!

Celebratory doodle ?

STEP FIVE

5. Take steady consistent action

Taking action every day from your to do list and not getting sidetracked by other stuff will keep you moving forwards.

REALITY CHECK

To do this and to achieve your goal, you have to sacrifice some other things & not let yourself make excuses!

To get different results, you have to start doing things differently and that means really pitching in, staying focused on the goal & not going for coffee because you “deserve a break”.

You have my permission to have a massive coffee & big piece of cake – ONCE THE GOAL IS ACHIEVED – not before.

We are talking commitment here. You want to achieve this goal right?

You are either committed to achieving this goal or you are not. If you are committed you will do what it takes to take the action & get the tasks done by sacrificing other things and making different choices. The results you get is mostly about the choices you make.

YOUR ACTION

1. Start taking action by working on your key tasks from step 4 first. Doggedly pursue them until they are done
2. Then cross them off the list – TICK
3. Once your key tasks are completed (or running along side completing them) start picking items of each of your to do lists and focus on completing them.

KEEP GOING & DON'T GET DISTRACTED FROM THE GOAL.

You'll have great days of productivity & days that are not so good, but keep going. That goal is yours if you stay focused & take consistent action.

BONUS STEP

There is an extra step that I didn't talk about in the blog but it's really important.

ONCE YOU ACHIEVE YOUR GOAL CELEBRATE LIKE CRAZY

You bloomin well did it – eat cake, dance, pop a cork or two & slap yourself well & truly on the back.

We ate homemade Victoria sponge & drank champagne at 3 in the afternoon with some fab Australian friends. We deserved it & you will do too.

If you'd like some moral support & encouragement head over to the [Practice Momentum Facebook Group](#) & ask to join. We'd love to see you in there and will happily be your productivity cheerleaders.