

Personal Productivity

The process of getting more out of your time.

Overview

- The two main approaches to personal productivity are to do things faster to produce more and to do things slower to produce higher quality.
- Time management and the process of scaling work and producing more with your time.
- Automation, tools and technologies that reduce your workload.
- Processes, procedures and prioritization that increase your output.
- Routines and ways to better focus to do more with your time.
- Avoiding distractions, low value work and wasted time.
- Slowing down to live and work with intention.
- Mastery and the process of continually improving yourself and your work.
- Daily reflection and the process of deciding what is really important and worthy of your time.

Examples

1. Planning & Organization
2. Scheduling
3. Goal Planning
4. Prioritizing
5. Decisiveness
6. Distraction-free Work
7. Quality Time
8. Setting Deadlines
9. Timeboxing
10. Monotasking
11. Automating Work
12. Outsourcing Work
13. Processes
14. Workflows
15. Continuous Improvement
16. Quality Time
17. Mastery
18. Lifelong Learning
19. Daily Reflection
20. Balanced Routines

Personal Productivity With Information Technology

Katrin Zwirglmaier



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