



Personal  
Productivity

# What makes us the most effective?

**Passion** – what pleases me, what the world can give for me?

**Purpose** – what contributions can you give to the world?

When you have a strong sense of purpose and passion combined – this brings the best of you!

**Try this Quiz:**

[\*https://www.mortenhansen.com/quiz/\*](https://www.mortenhansen.com/quiz/)

# Set Your Priorities

***The first thing you have to do is to always ask yourself what is your goal?***

1. Make a list of everything you are responsible for at work
2. Ask yourself – if you could do just one item on that list, what would it be? Which task would allow you to accomplish the most?
3. If you could do 2 more items, what items will allow you to accomplish the most in the same amount of time?

*Build a habit of going through your priorities every day\**

# Your Energy Levels

**Do the most important task when you have the most energy**

Sleep well

Work out

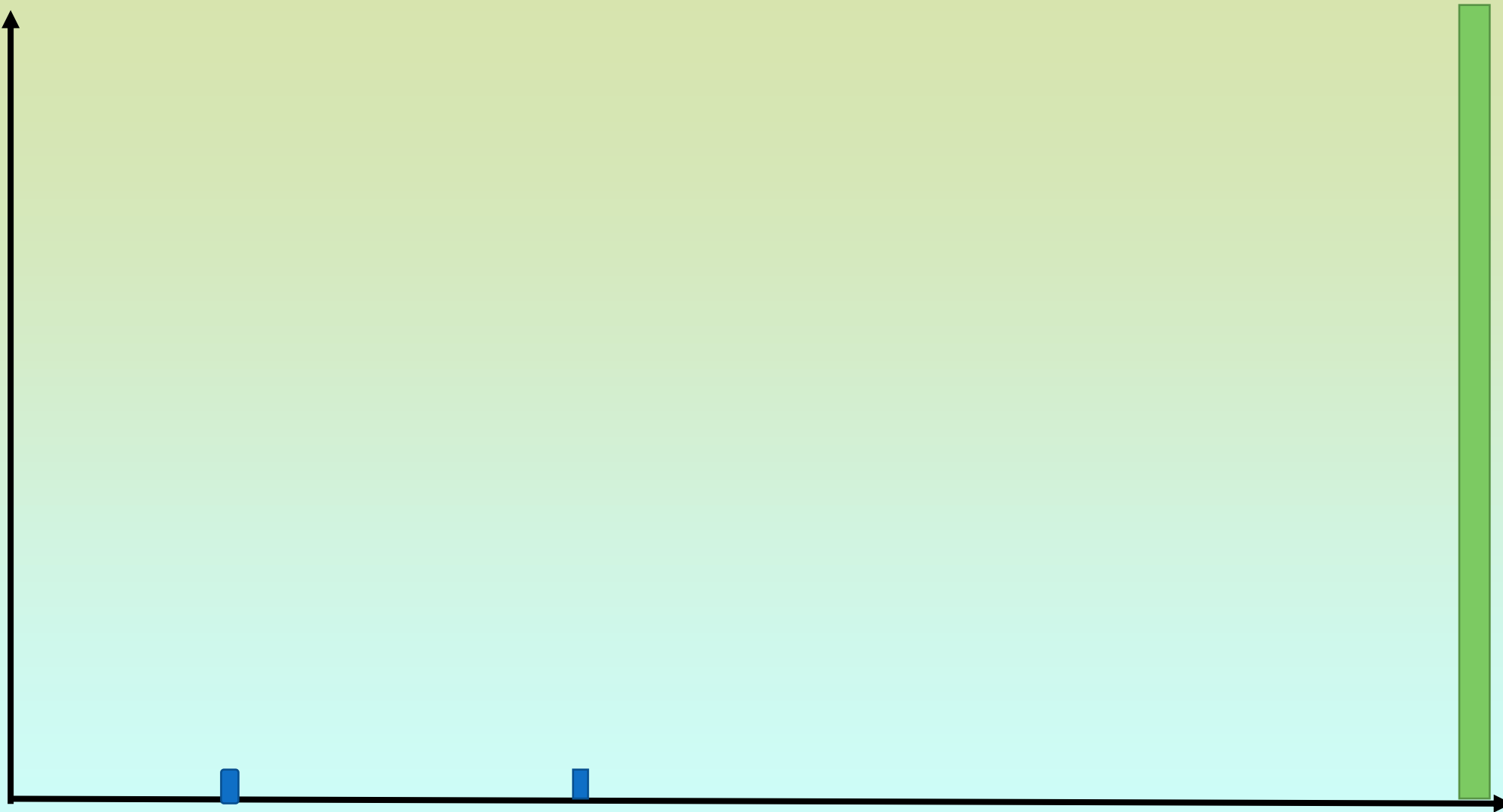
Cut down on sugar and coffee

Take breaks

# Act Towards Your Priorities

1. What is holding you back from achieving the goals? What can you do to fix it? And start acting!
2. Focus on your main priority! Always ask yourself before using your time on something wasteless: is this what is my priority? Is it something that will help me to achieve my goals?
3. Set the timelines
4. Plan every day in advance
5. Be decisive
6. Take maximum from your time - read books, listen to podcasts, go on seminars
7. Be agile – break big tasks into small
8. Do one thing at a time
9. Do the hardest job first
10. Improve your key skills, keep learning

**What stops us from being productive?**



# Activities that make us to put things on hold

- Boring
- Frustrating
- Difficult
- Unstructural
- Lacking personal meaning
- Not fun or engaging
- Lacking deadlines



# You are capable of doing work! You just trained your brain not to!

- Ask yourself what are you stressed about?
- Keep the log how actually you are spending your time, how much time you spend procrastinating
- Spend a very short time working on what you were avoiding. For example train for 5 minutes, spend 1 minute to send email, or 10 minutes on writing new code. According to the research there is a very big chance that you would want to continue doing what you started.

# Remove Distractions

1. Cut yourself from internet. By turning off your phone, putting it away. Practice by starting turning it off only for 30 min a day and see how much you can accomplish
2. Check your email less frequently
3. Learn to say “NO”!
4. If you need to work on the big task, go to separate room
5. Repeat to yourself “Go back to work!”

**Thank you!**