

The Productivity Academy



PRODUCTIVITY ACADEMY

Congratulations!

You've made a good choice that will result in more free time, increased wealth, and less mental stress.

Sounds like a lot, doesn't it?

Well, it's true. As many others have found, increasing your productivity and efficiency is the key to many areas of your life.

So - in true productivity form, let's get started!

Digital Resources

If you do not utilize your computer and smartphone fully you are losing out. Period.

It does not matter if you don't like using technology, you haven't taken the time to learn, or anything else. Make use of these powerful platforms or you will fall behind.

Step 1: Download a to-do application that is available on both computer (PC or Mac) and mobile (Android or IOS). I prefer [Todoist](#), but there are other great ones such as [Nozbe](#).

Step 2: Take 5 minutes to watch their introduction and tutorial videos.

Step 3. Leave a tab in your internet browser open to the application (so that you will remember to use it!) and start using the mobile application as well. Start now!

Result: You now have a way to manage tasks, reminders, and lists, that will be available anywhere you are online. Incredibly powerful - combine this with a daily review (5 minutes) and you are $\frac{2}{3}$ of the way to huge productivity gains!

Offline Resources

Having access to a system that works for you online is big nowadays.

However, there are still times when you need offline capabilities: batteries die, situations may not be favorable, or you just NEED to write or draw something out (everyone is different!).

Therefore, having the capability to capture ideas, tasks, and more in a manual manner is very important.

Step 1. Identify the best method for you. I recommend a small notebook, my personal favorite is [this one](#), but anything [like these](#) will do.

If you don't want to carry a notebook with you (whatever you do choose, it should always be within reach) then you could choose to carry a new 3" X 5" index card in your pocket and just use a new one each day. Remember to keep a pencil or pen in your pocket.

Step 2: Start using it now. Seriously - write something in it. The overwhelming majority of people won't use a notebook since they are worried about what to first put in it! It sounds crazy but it's just human nature. So write down what your goal is on the first page.

Step 3: Use the notebook or index card when you can't use your electronic devices or for brainstorming.

Result: You now have a way to capture all ideas and tasks without the need for your phone or computer. This completes the circle - with one more input.

Bringing It All Together

Here's the final step - use these tools every single day. These are not "work" tools, or "school" tools, or "personal" tools - they are life tools that will improve your entire life.

Set a time each day to review your chosen application and your notebook. This should only take 5 minutes. Use that time to get rid of anything no longer needed, add anything from the notebook to your application as needed, and to add any stray tasks or lists that are floating around in your head.

Result: By using this simple system people have seen hours of time appear as if from nowhere and unburdened themselves from that nagging feeling of "I'm forgetting something..."

Now - put it to action and start making this system work for you!

For more information and to read helpful reviews, productivity tips, and more, visit the website: <http://www.productivity.academy>