

VIDEO 1

embrace

YOUR POWER TO CHOOSE



Video 1 - Productivity Tip: Embrace your power to choose.

It's detrimental if you feel like life is happening to you. If you want to be more productive and accomplish your big goals in life, start viewing the things that you do as a choice. This gives you POWER. It rewires your mind from a helpless victim to a fearless leader! A leader of your own life!

This is one of the hardest yet most powerful productivity principles. Here's how to put it into practice:

Stop using these phrases:

"I have to."

"That's just the way I am."


"She makes me so mad."

"I can't do that."

Instead, choose to take 100 percent responsibility for your life and embrace your power to choose! When you do, you'll be in the driver's seat of your own life.

Strive to remember, every single day, that you do have a choice. Embrace your power to choose.

VIDEO 2



WRITE THINGS
DOWN AND THEN
YOUR MIND CAN

rest.



Video 2 - Productivity Tip: Sleep with a notebook next to your bed.

Our brains are funny when it comes to tasks. No matter what the task is, very important or mildly important, something that needs to be completed right then or something that needs to be completed in two weeks, it's like our brain views the task exactly the same way. It wants us to take care of the item immediately ... even if it's in the middle of the night.

A lot of the stress that people feel is due to unaccounted-for tasks floating through their heads. When there's a task in our mind, our brains keep telling us ... "Hey! Remember to call Amy." or "Remember that ebook that you've been wanting to write? You should start that!"

Instead of spending restless nights, all you need to do is write things down and then your mind can rest.

This simple tip is easy to implement and will create powerful results. Remember to sleep with a notebook next to your bed.

VIDEO 3

STOP
TRYING TO
MULTITASK



Video 3 - Productivity Tip: Stop trying to multitask.

Science has shown that our minds can only do one cognitive task at a time. A cognitive task is anything that requires your focus.

Since we can't actually multitask, what's really happening is lots of context switching. Anytime you switch from one cognitive activity to another cognitive activity you are switching contexts.

The result of this constant context switching is a depletion of nutrients in your brain.

When you try to multitask with cognitive tasks, anything that requires your focus, instead of getting things done, everything takes forever, and it's much harder to reach completion with anything.

If you want to be more productive, follow this tip, stop trying to multitask.

VIDEO 4

focus

ON YOUR BIG ROCKS



Video 4 - Productivity Tip: Practice Daily Focus Time.

Daily Focus Time is a designated time each day when you shut out all distractions to focus on one of your top active projects or tasks, these are your big rocks.

Daily Focus Time is how you accomplish the things you've always wanted to do.

Don't wait for life to slow down to make this commitment. Life never slows down. Choose today, choose right now, to commit just 20 minutes a day to focus on something really important to you. Shut out the rest of the world for a brief moment of time, and allow yourself to focus on one of your big rocks.

Remember, just 20 minutes a day is all you need to practice Daily Focus Time.

VIDEO 5



principles
first



Video 5 - Productivity Tip: Focus on principles more than tools.

Unfortunately, the majority of conversations around productivity are not focused on principles; they are focused on tools.

Tools for productivity are things like:

- Apps
- Paper Planners
- Printables

However, will a new app, planner, or printables help you be more productive if you don't understand foundational productivity principles? No.

That's why, if you want to be more productive, you should focus more on principles than tools.

When you focus on principles first, tools like a great app or a great paper planner can be wonderful things to have in your productivity tool belt. Productivity tools can be tremendously helpful, but they're not the place to start or the place to spend the majority of your time.

To be more productive, remember to focus on principles more than tools.



VIDEO 6

understand

THE 3 TYPES OF INFORMATION



Video 6 - Productivity Tip: Understand the 3 types of information.

We have all felt the strain of dealing with too much information. But, there is a way to simplify it. All information, no matter what it is, can be grouped into one of just 3 broad categories.

- Action
- Appointment
- Reference

Knowing which category of information you're dealing with helps you know what to do with it.

Action items are things to take action on. Action information goes on a to-do list.

Appointments are things happening on a specific day and at a specific time. Appointments go on a calendar.

Reference items are things to refer back to. Reference goes in physical or digital storage.

When any piece of information enters your life, start by asking yourself, "What type of information is this?" Once you know what type of information it is, it'll help you know what to do with it!

To be more productive, be sure to understand the 3 types of information.

VIDEO 7



Video 7 - Productivity Tip: Turn off Noises, Buzzes, Banners, and Badges

The average person gets between 65 and 80 phone notifications per day.

You have a choice on how many times you allow your devices to interrupt you throughout your day. You do not have to get back to emails or text messages the moment they come in. Instead of allowing your phone to interrupt you all throughout your day, choose when you want to check in with your phone.

You are in charge! Have you ever heard the saying: Technology is a great servant but a bad master? When you allow your tech devices to interrupt you at any time, they are your master. However, when you turn off notifications, you are the master and technology then becomes a great servant.

To follow this tip, go to simplifydays.com/notifications to learn how to turn off your noises, buzzes, banners, and badges today!

MAKE

intentional

DECISIONS



Video 8 - Productivity Tip: Have a Weekly Retreat

A Weekly Retreat is one designated day and time per week to retreat from the world to get clear on and have direction for what's important to you!

Typically, a Weekly Retreat is best completed at the end of each week. This could be Friday, Saturday, or Sunday. A Weekly Retreat can be anywhere from 20 minutes to 2 hours. The consistency of this is much more important than the amount of time spent.

By doing a Weekly Retreat, you'll have a much clearer perspective of your life and all that's on your plate. You can tune in to your highest priorities. That way, you can make intentional decisions on the best ways to care for yourself.

To be more productive and to take care of yourself, remember to have a Weekly Retreat!

VIDEO 9

focus
ON
habits



Video 9 - Productivity Tip: Don't Focus on Goals or Motivation

The real secret to success is focusing on habits over goals or motivation.

Habits are the difference between goals that are accomplished and goals that are left by the wayside.

Here's the difference. If you're focused on habits, you don't expect immediate results because you're not focused on the endpoint, you're focused on today. The larger the goal, the more important it is to focus on habits.

Changing any behavior is really hard. Creating a new lifestyle is not easy.

A goal gives you direction for where you want to go. That's important, but that's not where to focus.

If you want to accomplish your biggest goals in life, don't focus on goals or motivation. Habits are what will get you to where you want to be.

VIDEO 10

A decorative watercolor floral wreath composed of various leaves and flowers in muted tones of sage green, dusty rose, and warm tan. The wreath is arranged in a circular pattern around a central grey rectangular box.

CHOOSE TO
FEEL
FULFILLED



Video 10 - Productivity Tip: Choose to Feel Fulfilled

Life is not about productivity.

Productivity is defined by how much work is accomplished over a specific period of time. Life isn't about cramming in more things to do.

Life is about being fulfilled and living a life of meaning. Choosing to feel fulfilled is a mindset choice. Being more productive doesn't necessarily help you feel more fulfilled.

Choosing to feel more fulfilled is a decision that you can make today, right now.

When you choose to feel fulfilled, you gain more peace of mind, and you get to focus on really enjoying life, not just hustling through a list of things to do.

Remember, in order to be productive and to simplify, choose to feel fulfilled.