



LIONS PRESENTS

Tools and Exercises to Boost Your Productivity

All too often, people mistake being busy for being productive. But being busy just means doing lots of things; whereas being productive or being effective means doing the right things.

1

WHERE DO YOU WANT TO BE IN THE LONG TERM (3-10 YEARS)?

- What do you want from life?
- What excites you, what drives you?
- How do you want to spend your time (at work and in life)?

2

WHAT DO YOU WANT TO HAVE ACHIEVED IN THE MEDIUM TERM (12 MONTHS) TO GET THERE?

- How are you spending your time/resources differently?
- What skills have you begun to develop?
- What opportunities have you opened up?

3

WHAT DO YOU NEED TO START DOING IN THE SHORT TERM (1 MONTH)?

- What specifically will you do on a daily/weekly basis?
- What habits do you need to develop?
- Who do you need to become?
- Will these actions and habits add up to you achieving your goal or is there something else you need to acknowledge?

Exercise 1

Exercise 2

PRIORITISE YOUR TASKS

Rule of thumb: The 80/20 rule. 80% of your activities contribute only 20% to your results – these are your least valuable tasks

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- Write down your to-do list and sort your tasks into the 'most valuable' and 'least valuable' columns. Your 'most valuable' column should only be a fifth of your 'least valuable' column!
- Clearly differentiate 'urgent' from 'important' tasks. What's important to you – reflection, strategising, recovery time – is rarely urgent. Think:
- If I had an assistant, what would I delegate to them (these things won't be important)
- If I worked only one day this week, what would I definitely get done (this is important)
- Manage your schedule by intentionally making time for 1–3 of your most valuable tasks most days. Ask yourself: what do you need to achieve today, not what do you need to do today?

Exercise 3

MANAGE YOUR MENTAL ENERGY

- Are you an early bird or a night owl? Somewhere in between? Think about the time of day that you typically feel most productive, this is the peak of your mental energy.
- Write down your most productive hour and mark it on your calendar.
- Try to schedule your most important tasks at this time.

Exercise 4

REPLENISH YOUR ENERGY FREQUENTLY

Along with peaks, your mental energy will also have valleys. Listen to those internal cues telling you to take a break; ideally a break that stimulates a different part of your brain. Try going for a walk or chatting with a friend.

- Some studies say that the ideal balance between focus and break time is 52 : 17. This is a great strategy for long haul focus tasks.
- Need a push to just get started already? The [Pomodoro technique](#) breaks down work into 25 minute intervals, with a 5-minute break.
- Grab a timer and start experimenting.

Exercise 5

FOCUS YOUR ATTENTION

- Repeat after me: “It is in MY power to create an environment for optimum concentration!”... it just might take some work.
- What’s your biggest external distraction? What can you do to eliminate it, even if it’s just for your peak hour of mental energy?
- What are your internal distractions? Write them all down a piece of paper and set it aside. Put a notification on your calendar to think about them later. Make the choice to focus on the important task at hand.

RESOURCES

- Phil Dobson, [The Brain Book](#) – An expert on productivity
- [Ideaflip](#) – online sticky note platform useful for brainstorming and collaboration