CRACK THE PRODUCTIVITY CODE AND SET YOURSELF UP FOR SUCCESS

IDEA GENERATOR

NAMS
Novice to Advanced Marketing System

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Introduction

Successful entrepreneurs are highly productive. They follow routines to make the most of each day. Consider one or more of these ideas to add to your daily routine.

Create Energizing Playlists

Music can energize and inspire. It can also calm, de-stress and soothe. Use energizing music when exercising, cleaning, or when working.

Use soothing music when you need to de-stress or center yourself, such as during meditation.

Making separate playlists to suit your mood can help make your day more productive.

Avoid Caffeine

If you're addicted to coffee for the caffeine, drop down to no more than two or three cups a day. Any more than that, and the energizing effects are reversed.

You will be prone to side effects like:

- ☐ Upset stomach
- ☐ Heart palpitations
- ☐ Tiredness
- ☐ Nervousness
- ☐ Insomnia

And if you must drink coffee later in the day, switch to decaffeinated after 3 p.m.

Identify Your Learning Style

Everyone has a predominant learning style, or a mix of styles. Decide which type of learning is most effective for you and reap the rewards.

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Visual

Is it easier to learn from graphics, videos, diagrams, webinars or infographics?

Aural

Would you prefer an .MP3 file or a podcast over a webinar or article any day?

Kinesthetic

Do you prefer to learn "hands on" by doing things, touching them? Do you enjoy using a new platform or software?

Verbal

Do you prefer the written word—transcripts, written instructions, articles? For example, can you read an article faster than you can watch a video?

Once you identify your best learning style or styles, honor it. Get rid of that written "To do" list if verbal learning is last on your preferences list. Dictate that article if you're an aural learner. Draw little icon-pictures instead of writing things down or use a mind map if you're a visual learner.

If you cater to your preferred learning style(s) you will find that tasks flow easier and you remember things better, leaving you with more time, focus and energy.

Automate Everything You Can

Instead of doing everything from scratch, find ways to automate tasks. For example, use resources, apps, tools, and templates.

Use timers, tracking apps, scheduling tools that makes tasks easier for you or helps you perform tasks and take care of responsibilities more efficiently.

Let Go of the Little Things

Discard tasks that aren't essential. If you can't throw it out, delegate or outsource it. That includes household chores like cleaning (hire a cleaning lady) or grocery

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shopping (many supermarkets allow you to order online and have your groceries delivered.)

Don't Multi-task

Numerous studies claim that multi-tasking reduces productivity and focus. A better idea is to plan your day ahead of time. Do this either at the end of the day before, or in the morning as part of your routine, away from the computer.

Planning and prioritizing often reduces or eliminates reactive behavior, which can include multi-tasking!

Avoid Unhealthy Snacks

As part of your morning routine, prepare or select healthy snacks. Protein bars, fresh fruit, fresh veggie sticks, cheese, mini one-serving cans of tuna, and nuts.

Remember to include healthy drink options too, such as green tea, or water with lemon or lime.

Begin Your Day with a Healthy Breakfast

Many people like carbs or something "light" for breakfast, but your brain and energy levels will do better if you eat a breakfast that is balanced. That means including protein and fresh produce too.

If you really don't want to eat bacon and eggs, there are lots of healthier alternatives.

Examples of Healthy Breakfast Choices

- ☐ A glass of milk or yogurt for protein
- ☐ Add protein powder in oatmeal or with a smoothie
- ☐ A protein bar plus an apple (that gives you all the protein and carbs you could want).

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Adding spinach to your smoothie also gives you those crucial “leafy greens” and you won’t taste spinach. It becomes a neutral flavor in smoothies. Soon these choices will become a natural habit

Embrace Saying “No”

Have you noticed yourself in a reactive state, where your routine slips out of control? Chances are, you’re agreeing to take on other tasks and responsibilities, when you should be saying “no”.

Protect your routine by learning to respect your own boundaries. Never give excuses or reasons why you can’t do something, which just encourages argumentative pressure. Simply tell them “No. My plate is full.”

Take Frequent Breaks

Lunchtime doesn’t count as a break. Especially if you eat at your desk.

If you spend your days sitting at a computer, you must schedule a break every hour (two at the max) and use a timer with an alarm to remind you, until it becomes a habit.

Then get up. Walk around. Walk round the block. Do some type of exercise. Or lie flat with your legs on a pillow, letting your mind wander and your back rest.

Make the breaks short, with ten to fifteen minutes, max.

When you go back to the desk, you may find that the break stopped you from going off course, getting too involved in extraneous research, or the perfect opening for your next video. Solutions may suddenly present themselves, or your day will just get back into focus, so you can zoom in on your priorities.

Before you try this, track and assess how much you accomplish during your regular week. Then add the breaks, and track and re-assess. Was there a difference? Did you get more accomplished, even though you took breaks? The same? Less?

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Begin Work at the Same Time Daily

As an entrepreneur, you likely feel like your schedule could be flexible. However, you should begin work at the same time every day. No matter how flexible you are the rest of the day, getting yourself into the habit of sitting down to work at the same time every day will help you accomplish more and avoid procrastination.

Schedule Time for Yourself as well as Clients

Schedule time for your own projects on your calendar. You'll be much more likely to start your project and not let it get bumped by some other task or issue.

Reward Yourself

It's a fact. If there's a reward at the end of a challenge, people are more likely to stay the course. What is your ideal reward for being productive?

Get an Accountability Partner

Some people find it inspiring to exercise with others or have an accountability buddy to help them stick to a new routine. Find a peer or friend that wants to increase productivity too and discuss how you can help each other. Cheer each other on.

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