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# Foreword

Personal productivity has no formal definition but you can make many definitions of this skill. Some people call “time management” as the other name of personal productivity but time management is just one part of this skill while you can say that personal productivity is a broader concept.

There are things like learning, personal organization, time management, mental control and others which make this skill to work more effectively and in a more proper and dedicated way. In this whole discussion, I will try to introduce whole personal productivity to you and will demonstrate things which you do regularly but you do not know that how much you can improve your way of doing those things.

There is no rocket science involved in this but by noticing very simple and basic stuff you can improve your day by day life a lot. Personal productivity means that you should be able to deliver work in time and that too in a very professional and efficient way.

In rest of the discussion, I will tell you the exact techniques of time management, exact theory of increasing your efficiency through personal productivity skills, the right way of learning and other similar things. Continue reading and you will be able to make yourself more productive than even before.

## ***Personal Productivity***

Fit 48 Hours Of Work In A Day With These Powerful Productivity  
Tools

# Chapter 1:

## *Introduction To Personal Productivity*

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### Synopsis

1. Learning is a life time process
2. Organizing yourself personally is part of personal productivity
3. Time management is important pillar of personal organization.



## **The Basics**

If you have been working for quite some time in an office but no one is noticing your work then, you may start to think that you are not giving your 100 percent and you will start spending more time in your office without realizing that spending time in your office will not work for you.

This is not about the amount of time you spend in office, it is always about amount of time, that you spend in doing actual work. If you have not heard about personal productivity before then, you must be wondering that what actually personal productivity is.

Well there is no hard and fast definition available for personal productivity but you can define it in your own ways because it all depends upon your personal circumstances but in this discussion, I am going to tell you in a more general way.

There are basically 6 things which you can do for properly increasing your personal productivity.

- 1: Learning
- 2: Personal organization
- 3: Time management
- 4: Stress/Mental control
- 5: Creativity
- 6: Decision making

**Learning is a life time process**

Learning never ends and this is a universal truth. No matter, where you work and what you work but you will constantly need to learn new and innovative things.

If you are doing an office job then, there can be different software tools which can help you to boost your work. You can learn from your senior colleagues, you can learn from your overall organizational culture and so on. There are endless possibilities of learning because there is a lesson available to learn in almost everything.

I have seen people who often feel contented with their knowledge which is a wrong gesture to show because if you started to think that you have enough knowledge and you do not need to learn more then, new comers who will have some extra and new skills will beat you in your field.

Modesty is another thing that teaches you to be contented but that is also part of our learning process that you should never leave the thirst for learning new things but you also should be very modes in your approach and do not be a show off in your skills.

Achievements often bring declines in people's lives. This is normal trend but you can change that trend for you because achievement is a thing which you boost your courage and you should excel even more in your field.

This also has direct connection with your learning skills because when you feel contented after achievement and stop learning then, you will face a decline right after that achievement. You should not decrease the hard work after some achievements and keep learning as much as

you can to make that achievement more concrete and to get more achievements like that in future.

## **Organizing yourself personally is part of personal productivity**

Organizational skills also play an important role in making yourself more and more productive. The best example of anyone's organizing skills is his or her working desk.

If you see too much hassle on the table then, you will get an idea that person is not properly organized and he or she needs to work on their organizational skills. There are special courses and lectures being delivered upon personal organization because you can increase your throughput by making you more organized and disciplined.

Your personal organization shows and depicts your thoughts that how composed and how focused you are. If you are personally organized and well-disciplined then, people will get a very good idea about you and will take you as a successful and realistic man.

If you want to define personal organization then, you can define it like this "Personal organization is planning your things and making these things to work when they are most needed."

Most important thing in personal organization is to develop a concrete and solid system to implement but the hardest part is to act on that system because it often happens that you can make your rules and a proper system for making yourself more organized but after a while, you forget about those rules and your life comes back on same



unorganized routine. This practice should be avoided and you should try and make things count.

You need to have two things if you want to organize yourself which are goal and plan but just having them is not enough. You need to follow these things and organize your deeds accordingly.

### **Time management is important pillar of personal organization**

You can think of time management as the ultimate management of your life. Time never stops and it keeps on flowing. All you can do is to utilize that flowing time effectively. Have you ever thought of such questions as where you will be after 5-7 year in life?

Where you want to take your career? Do you prefer to watch 3 hours of television in a day or you will prefer to work for 10 hours a day? All of these questions are not very hard to answer but if you are finding them difficult to answer then, you have some serious issues of time management.

### **According to another writer**

“Time management is to achieve a certain state of mind”

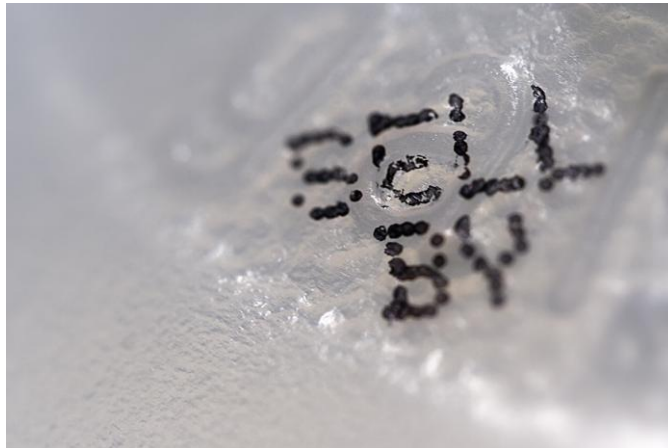
This will sound little confusing but this is very much agreeable because if you are wasting your time then, your stress level is always high and you will be constantly thinking about work.

Even there are few people who wake up in middle of the night and start thinking about their daily work. On the other hand a person who is properly utilizing his time will never go through this kind of stress.

If you have been utilizing your time properly then, you will be working constantly without any problem.

You will not need to remember your work schedule because there will be nothing left behind. In short, you can say that time management gives you peace of mind and I will agree with this fact 100 percent.

There are other things also included in time management which includes personal satisfaction. If you are doing everything in time and according to proper schedule then, you will get time for some things which you have never thought about and accomplishing those things will give you a sense of extra satisfaction with yourself.



# Chapter 2:

## *Mental Control And Creativity*

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### Synopsis

1. Less stress and mental control can contribute to personal productivity
2. More creative means more productive



## **Clear Up The Brain**

Less stress and mental control can contribute to personal productivity

Mental control is a very important aspect which can contribute a lot in your personal productivity. You can take it as to live in the moment. Living in the moment means that you have to let go of your work thoughts in your free time otherwise if you keep thinking about your work 24/7 then, instead of finding solutions, you will be creating more fuzz and chaos in your life.

If you are able to let go of things and you are sleeping well at night then, you can say that you have some kind of mental control. People who have mental control often suffer from less stress and even in the most stressful moments, they can find a way out.

On the other hand, a person who is already obsessed with so many other thoughts will never be able to survive in hectic and tense situation. There are different techniques for achieving mental control and increasing and developing your self-confidence is one techniques.

If you are confident then, you will be able to understand things in a better way without any fear. Self-confidence is not about believing in something false instead it is all about knowing yourself truly and accepting your faults with an open heart.

You can achieve lots of great thing by accepting your faults and taking calculated risks in your life. This is basically the essence of mind control that you are able to take certain risks for the bigger cause. People often complaint that they do not have control over their stress level and it is true to some extent but you can always minimize your

stress level with effective mental control. Mental control allows you to concentrate on just one thing at a time and if you can divert your attention from stressful thing then, it can enable you to be lot less stressful in your life.

Effective mental control will allow you to control your negative thoughts and it will also allow you to make your positive thoughts conquer over you negative thoughts. In short, you can say that if you can develop mental control then, you will be able to make yourself more productive than ever before.

### **More creative means more productive**

Creativity is a tricky thing which can either present in your personality or it will never come in your personality. You can polish your creativity but you cannot make creativity from scratch because if you are not born with some creativity in your personality then, creativity is not a skill which you can learn.

This is basic about creativity but there are different forms of creativity like a writer is also creative and a film maker is also creative but there is difference in approach. Similarly, you also need creativity to survive and excel in your own specific field.

If your boss has ordered an assignment but you do not have any clue about that topic then, you do not need to say a straight no to that assignment instead, you need to do some research and create some ideas about that topic.

Ideas may be present in your mind but you need to implement them in your own words and people often face difficulty in conveying their

ideas. This is a common problem but you can improve your creativity with techniques like mind mapping, brain storming and others. There are other methods which can help you to enhance your creativity.

You can carry a small note book with you all the time and note every new idea which comes in your mind. At the end of the day you will find 82 percent of these ideas just crap but this does not matter instead, you should concentrate on that 18 percent which are brilliant.

If you are given a problem then, grab a paper, computer or anything which you use to write and explain your problem to yourself. This will also give you some good ideas which you can implement in its solution. If your mind is totally blank then, going out for a walk is a good idea because changing the atmosphere will give you new thoughts.

This is a trusted tip because I often execute it. It often happens that I want to write about certain subject but words just stop coming then, I grab my laptop and I go in nearby park where after sometime, I start getting my thoughts back.

Reading about different things is another very important thing which will wide your thoughts and it will allow you to think in an innovative way. Your mind will be full of ideas from every field. Do not limit your reading to on subject matter instead, try to read about everything which you can find.

### **Solid decision will increase your productivity**

Decision making is another important aspect which you need to think about because if you are making wrong decisions then, your whole life

can become complicated while right decision at the right time can make your life much easier and smooth. It can often to you that your mind will tell you that this is not the right time to make the decision but that is just fooling you and right time for making sound decision is always that time when you have multiple options in hand. If you keep waiting for the perfect time to make perfect decision then, there is probability that you will make a wrong decision in the end.

There is a more important thing than just making a certain decision. This thing is to stick with your decision no matter what the consequence is. This is really important because if you started to think about your decision then, it will become difficult for you to exercise that decision precisely. So once, you have made some decision then, stand by it like a man whether it is wrong or right.

Experience is the only way of improving your decision making powers because you cannot learn to make right decision without making some wrong ones. This is obvious which tell you that you should not hesitate to make some big and solid decision. Bad decisions can occur but that should not discourage you from making right decisions.

The purpose of this discussion is to enlighten your thoughts and to make you believe in yourself, so that you can make your own personal decisions. Doing some wrong and right things is part of life but this does not mean that you should stop doing everything. So improve your decision making by making some bold decisions.

# Chapter 3:

## *Time Management For Personal Productivity*

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### Synopsis

1. Applying the 80/20 rule
2. Eliminate Procrastination.





## **Ease The Time**

Time management can be taken as managing your whole life but you need to understand time management first because people often confuse time management with time spending.

These two have some opposite things involved because time is a thing which will never stop for you and from time management you mean how productive you can make your time.

This is as easy as you can think of but for people who have this habit of spending their time more than managing, this could be difficult to grasp but in this discussion, I will tell you some of the basic skills which you can learn and these skills will help you in managing your time in a very productive way.

These skills are as follows

- 1: Applying the 80/20 rule
- 2: Eliminate Procrastination
- 3: Track your progress
- 4: Eliminate distractions

In rest of this chapter, I will demonstrate these skills for you.

- Applying the 80/20 rule
- This is Pareto's Principle that states
- “20 percent of activities bring 80 percent of the result”

If you become more realistic then, you can take that ratio to 30/70 but it is not more than that. Basically this means that you should concentrate on more result oriented things and get them done as soon as possible.

Working on a certain task for more than 4 hours is not the real thing but you should estimate the time in the first place and then start working. According to a survey people who work in office do less than 20 hours of actual work in a week while they spend more than 60 hours in their offices.

Now you can take this ratio negatively or you can say that if only 20 hours per week can bring this much progress in a worker's life then, what will happen if he doubles this time of work? He will make endless progress and he will get employee of the month award almost every month.

The best thing is to estimate the completion time of every task in advance because everyone knows that what his or her work capacity is and how much work, he or she can do in a certain period of time.

If you are working day and night on a specific task then, this will not mean that you will get outstanding results out of that task instead, it

is about the actual time, which you are spending on that task to complete it. In short, you need to be very precise about your work and work time. This is first rule of time management and this can also help you in other time saving strategies.

## **Eliminate Procrastination**

If you are one of those people who like to do their work in last minute then, you should change this habit of yours because this will lead you to stress and will take you away from your goal.

People often make their goals very visible and clear but then they procrastinate. This is not the right attitude for example if you take a person who wants to lose weight but they end up eating their favorite and irresistible food items.

This happens because they start focusing on short term advantages and forget about their long term goal. You should avoid this habit and set your goal realistically.

Consistent effort is necessary for achieving any kind of goal because inconsistent steps towards your goal will take you further away from your goal and in the end, you will be complaining that your whole time is wasted and you have got nothing in the end.

You need to tell yourself that procrastinating will not give you any benefit instead it will take you further away from your objective and you will be suffering in the long term.



# Chapter 4:

## *Tracking Progress And Eliminating Distractions*

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### Synopsis

1. Track your progress to stay active
2. Eliminate distractions



## **Eliminate Distractions**

### **Track your progress to stay active**

In order to get closer to your goal, you need a perfectly organized tracking process and this procedure should not only track your work time but it should also tell you about your other activities. You can do this by having a diary in your hands and writing down all of your activities in that diary will help you to track your progress. You can make sections like leisure time, resting time; working time and etc. in these sections note precise timing of doing everything.

In the end of day, you need to calculate ratio of your unproductive time and productive time. If the ratio come 4:1 in favor of your non-productive time then, you should think and act fast. Cut down your nonproductive time and try again and try to make this ratio at least 2:2. If you can achieve this kind of ratio then, you can think that you have learned the art of time management to some extent.

### **Eliminate distractions**

When you have a fixed strategy to work then, you should try to avoid all kinds of distractions and concentrate on more productive things. This can also be learnt very effectively from organizing yourself which

I have mentioned in the first chapter. If you have a messy work table then, you will often feel very bored while working. Similarly, you need to learn that how can you deal with interruptions like phone calls, people passing by and others. If you do not know the way to deal then, simply avoid this.

If you have some inevitable distractions then, you must make a task list. This small deed will allow you to resume your work as soon as you return to your desk.

All of these things may sound small but in the long run, these tasks are very important and you should try to learn all of these for proper and effective time management. If you continued in an undisciplined fashion then, your life will lead you to nothing and you will be standing in same position where you are now.



# Chapter 5:

## *Tripling Your Efficiency Through Effective Personal Productivity*

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### Synopsis

1. Time log will help you to manage
2. Analyzing your results
3. Calculation of your personal efficiency ratio will be helpful.





## **Better Ways**

Have you ever got that feeling in the end of the week that you have not achieved as much as you could have. When you are trying to build a successful career or business then, time is the most valuable thing which you can have and your income from that career or business is direct result of how you spend your time.

Time never stops for anyone and the clock keeps ticking but it is up to you that how good you can utilize any given time. You can almost triple your productivity by implementing some simple tasks and in this discussion; I am going to tell you all of those tasks.

### **Time log will help you to manage**

First and one of the most basic things which you can do to increase your productivity is to keep a time log of all your activities. If you have never tried time log before then, try it for one day and you will note that you are wasting so much of your time in some really unnecessary things while you can increase your throughput by utilizing that time in a better way. Some people say that they tried but they do not have a very effective method to note their time log. Well here is simplest method of making a time log of your actual working time.

You need to take a stop watch and start your time measurement when you start doing your actual work not before or after and stop that stop watch right when you stop working.

Do this throughout your day and note the time of those tasks which you really think were productive. If that is not feasible and you want

to have a detailed time log of all your activities then, best way is to take a diary and make an entry of everything. This is effective method which I tried for myself. It is little tiring but you will get hold of it once you start.

In this system, you have to make entry every time you leave your chair. You will make an entry of you leaving for bathroom, reading newspaper, taking phone calls and all similar things. In the end, you will see that the exact amount of time which you waste every day in all of such activities.

When I calculated all of this then, I noted that I worked juts for 15 hours in a week while I spent more than 40 hours in my office. This ratio was alarming for me but then I realized that if I can make this much progress in those 15 hours of work then, what will be my progress if I start to improve my working time.

### **Analyzing your results**

Now once you get detailed time log then, you need to analyze it and think that how productive you are. According to survey 90 percent of employees who work in office spend more than 70 percent of their time in useless activities like reading paper, setting their dress, setting their table and other similar things. So if you get some dramatic results out of your analysis then, you do not need to worry and move onto next step.

### **Calculation of your personal efficiency ratio will be helpful**

If you can get some results like you are spending your 15 hours in actual work out of 60 spent hours in office then, you should think

about your salary and achievements which you have got in those 15 hours of work. You will be satisfied with that but you should think that you could have achieved so much more if you have spent even more than 30 hours in work. There is simple formula of calculating your personal efficiency ratio which is

$$\text{Efficiency Ratio} = (\text{Time Doing "Real Work"}) / (\text{Time Spent "At Work"}).$$



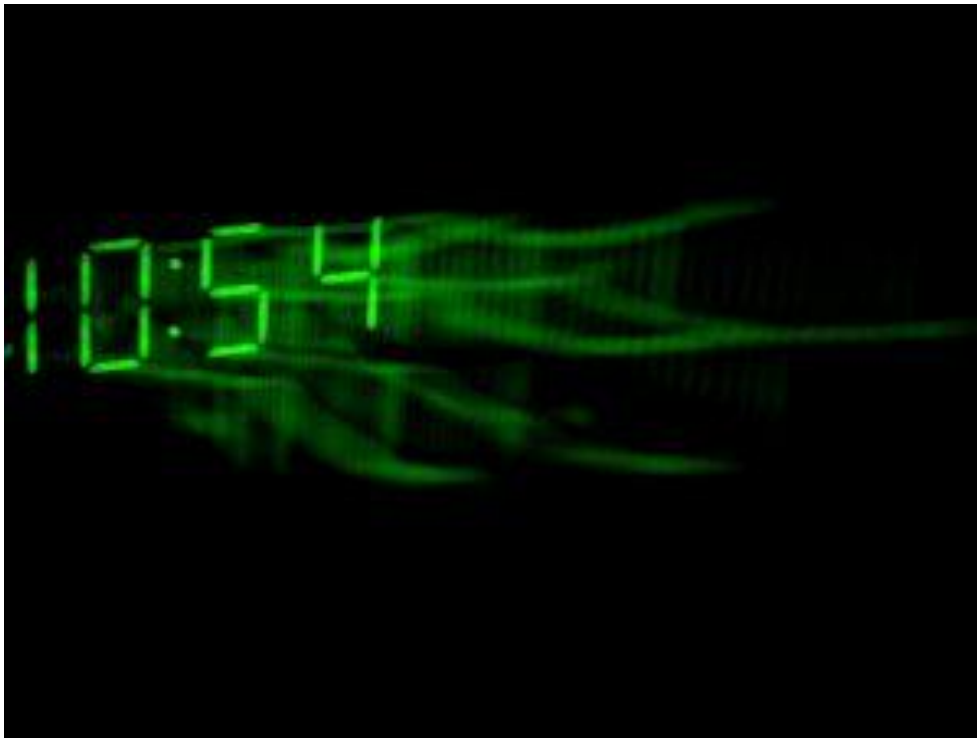
# Chapter 6:

## *Increasing And Monitoring Your Efficiency*

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### Synopsis

1. Cut your total hours to increase your efficiency
2. Increase your total hours by monitoring your efficiency



## **Step It Up**

Cut your total hours to increase your efficiency

After seeing some results like 15 hours of total work out of 60 hours spend, most of the people will follow the obvious approach of working harder. This is not the right approach and it is approach which I decided but I failed and next day I started an opposite approach and it actually worked.

You should not work hard to get your efficiency increased instead you should cut on total hours of your work in order to increase your efficiency. This means that you will be spending fewer hours at work but your efficiency will remain same.

If it is still confusing for you then, you can think it as you will be spending 50 hours at work instead of 60 but still you will be spending 15 hours in actual work which will ultimately increase your efficiency.

### **Increase your total hours by monitoring your efficiency**

Once you can cut your hours while maintaining your past efficiency, you need to increase total hours and increase efficiency. This strategy really helped me because as I mentioned that initially I was spending more than 60 hours at work while spending just 15 hours in actual work but now a day after 6-8 months, I have been able to spend less than 50 hours at office while working for more than 35 hours. This is incredible performance, and if you need to implement it then follows the whole above procedure.

If you have observed in this whole chapter then, you will note that I have emphasized on just one thing and that is time logging which is an important aspect of your time management.

If you can note your time precisely, then, you will be able to utilize it even more properly and precisely. This is as simple as it sounds and you should learn how to do it. It will be difficult in start but once you get going then, you will grasp everything on the way.



# Chapter 7:

## *Inspired Living*

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# Synopsis

Try to integrate all of the above mentioned things in your life and you will ultimately get an inspired living standard.



## **Get Motivated**

If you can act upon all of the above mentioned things and can implement all of those in your life then, you will get an inspired living standard.

All of the above mentioned things are not that much difficult to be integrated in your life and you can easily make your life better and more productive with these things. Inspired living is something which everyone cannot attain in their life time but with these techniques and tactics, you will be able to achieve that inspired living where everything in your life will be well-organized and well-structured.

Every one of us has this tendency of making unlimited progress in our life but we all need a bit of inspiration to start that progress. I have seen people who keep on living their life without any purpose and aim but when you get them motivated then, they can make so much progress that even most organized people can be left behind.

All of the above mentioned things and strategies may sound little complex and hard to grasp but once you decide to give your life a new direction then, it will be just matter of time when you will be skilled in these things and you will have achieved an inspired living for yourself.

If you concentrate on the above mentioned things then, you will find that there is no more important thing but to utilize your time effectively and precisely.

This is one of the most basic tasks which you need to learn and all of the other things will start making sense. Once you can give your thoughts a direction then, everything will become easy and routine. If



you see some well-settled people around you then, you must not think that they have got that inspired living standard easily. There is an effort of life time behind all those achievements.



# Wrapping Up

Personal productivity is more like executing some task and then getting its reward at the right time.

There are lots of skills which you need to know to achieve a high level of personal productivity. In above discussion, you will come across all of those necessary skills which you always need to make yourself more and more productive and suitable for any given circumstances.

First of all, you should never quit learning because learning is a life time process and with constant learning, you will be able to make yourself better with every passing day.

Similarly as you keep reading, you will be amazed to know some very important aspects which you have never thought before but these small things depict a lot on your whole life.

