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Five Easy, Pain-free Ways To Boost Your Productivity FAST

By Angela Booth

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Summary: Commit to following these five strategies for a month, and you'll be more productive ---- that's a promise.

Category: Motivation

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Five Easy, Pain-free Ways To Boost Your Productivity
FAST (and make more money)

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Commit to following these five strategies for a month, and you'll be more productive ---- that's a promise.

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Note: although my strategies are geared to writers, they will work for you no matter what your work happens to be.

=> One: Think ---- "Do It Now!" and write one sentence

This means, that as soon as you turn your computer on, you write one sentence on your current project.

After you've written one sentence, you can read your email, play Minesweeper, have a cup of coffee, or do whatever you like.

Writing one sentence first has an amazing effect. It alerts your mind to what you want it to do. You've broken through the initial

inertia. You may not get back to work immediately, but you will get back to work, and you'll do it with minimal pressure.

As you're reading your email, you'll think of another sentence, and another one, and before you know it you'll be working happily on your project.

If you're not a writer, then adapt "Do It Now" to your own circumstances. You might call one client, or write a line in your next report, or find a graphic for your new presentation.

=> Two: Never Assume: create a strategy and follow it

Never assume. Always get evidence. Evidence takes time and action to acquire.

We all make assumptions. If a strategy doesn't seem to be working, it's easy to think that it will never work.

In my eight week copywriting course, which helps students to start their own copywriting services business, it's hard to convince students to market their new businesses consistently. Students get the "yes, buts". As in: "Yes, but I don't have any experience..."

If you're assuming, use "commit to 30 days".

=> Three: Commit To 30 Days: form new habits

Follow your strategy for one month. Don't think, just do it. For example, if you're marketing your business, work your plan for at

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least a month, before you change the plan.

If you're a writer, and are sending out article proposals, send out at least five proposals a week (more is better) for a month *before* you assume it's not working and stop doing it.

It takes 21 days to change a habit. In 30 days, you've got time to develop a whole new habit. Therefore, when you've created a plan, stick to it for 30 days. After 30 days, your new productivity will be a habit. And you will have results and feedback, which will help you to get over your assumptions.

You will be challenged. If you commit to contacting ten companies a day to offer your copywriting services, I guarantee you that you'll get a cold, your computer will die, or something else will happen to interrupt the course that you've set for yourself.

Deal with the interruption, and then start your 30 days again,

from the beginning. Remember, don't assume, just commit to the plan, and keep going.

=> Four: Make It Fun

Are you passionate about what you do? Focus on the fun aspects of what you're doing. If you're doing something which has no fun in it at all, like sending out invoices or writing direct mail letters, then give yourself a treat when you complete the chore.

=> Five: Schedule Time Off

When you're running your own home business, work will take over your life if you let it. Keep regular office hours.

If you're moonlighting in your own business until you can go full-time, then take the weekend off. If you work all the time, the quality of your output will degrade sooner or later.

You must have downtime, so schedule it into your plan.

Start today, and try the above productivity strategies for a month. You WILL become more productive.

Resource box: if using, please include

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Writer, author and journalist Angela Booth has been writing successfully for print and online venues for 25 years. She also writes for business. On her Web site <http://www.digital-e.biz/> she conducts workshops and courses for writers.

What is your PROBLEM? There Must Be 50 Ways to...

By Susan Dunn

"What is your PROBLEM?" Have you ever gotten exasperated and asked someone that in "that" tone of voice?

Mary: "I want to move near my grandchildren, but how on earth will I move myself up there alone?"
You: "Just call a moving company. What is your PROBLEM?"

Abby: "I hate being an entrepreneur, but you have no idea how hard it is to get back into a corporation with all the downsizing."
You: "Just call a career coach. What is your PROBLEM?"

Millicent: "I ought to get a raise, but how on earth do I ask him for one?"
You: "Just ask. What is your PROBLEM?"

Antonio: "How on earth do I tell my wife I'm in love with another woman?"
You: "Just tell her. What is your PROBLEM?"

Liu: "I hate this house. I hate it."
You: You've been saying that for 3 years now. What is your PROBLEM?"

What is the PROBLEM when the solution is so EASY?

- ++Easy to us who are on the outside.
- ++Easy to us who are not emotionally involved and can therefore be objective
- ++Easy for us who are not hamstrung by ambivalence (indecision) and can think clearly
- ++Easy for us because we can think logically, and the steps are obvious IF the decision has been made AND there are no emotions involved.

How do you ask for a raise? Gosh, there must be 50 ways to ask for a raise.

Remember that great old song by Paul Simon, "There Must Be 50 Ways to Leave Your Lover"?

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He's talking with a woman ...

"The problem is all inside your head," she tells him. "The answer is easy if you take it logically. I'd like to help you with your struggle to be free. There must be 50 ways to leave your lover."

When we're in an emotional situation, we can be "flooded" and unable to think clearly. We get "hijacked." How do you ask for a raise? You ask for a raise. And it can really get painful to be hung up that way.

"It grieves me so to see you in such pain," she continues in the song. "I wish there was something I could do to make you smile again."

He says he appreciates that, and would she please explain about the 50 ways?

Slip out the back, Jack
Make a new plan, Stan
You don't need to be coy, Roy
Just listen to me.

Hop on the bus, Gus
You don't need to discuss much
Just drop off the key, Lee
And get yourself free.

And then she has a good idea. "Why don't we just sleep on it tonight," she says, and then she kisses him, and he "realized she probably was right ... there must be 50 ways to leave your lover."

Smart girl!

Emotions motivate us. We will sit on the fence until the pain gets too bad in one direction, or the expected pleasure too great in the other direction.

And when we get the feelings that motivate us, we discover there must be 50 ways to ...

As the poet said, "Kisses are a better fate than wisdom." Emotions are our guides. That's what Emotional Intelligence is all about.

©Susan Dunn, MA Clinical Psychology, cEQc, The EQ Coach™, <http://www.susandunn.cc> . Emotional coaching to positively impact all areas of your life - career, relationships, transition, learning, leadership, resilience, self- and other-management. Take The EQ Foundation Course®, and visit the eBook Learning Center: <http://www.webstrategies.cc/ebooklibrary.html> . [Mailto:sdunn@susandunn.cc](mailto:sdunn@susandunn.cc) for FREE eZine.

What is your PROBLEM? There Must Be 50 Ways to...

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How to use your pain to gain
The Causes of Chronic Pelvic Pain
Use SBI! to build Web sites that WORK.
Knee pain and running

Natural Pain Management
Control your Headache!
Stretch Assistant Software
147 Killer Epublishing Strategies
The Art of Kissing



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