

# **DAY 3: 3X YOUR WORK PRODUCTIVITY**

**Become Laser Focused  
& get things done in  
half the time**

**DAY 3 WORK-FROM-HOME WELLNESS MINI-SERIES**

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Has it happened to you?

You are doing work and then you just open your browser for the news, then you see the latest celebrity shocking news , then there is a video link . You click on the video link open it and then you tube shows you similar videos and after 30 minutes, you do not know , where have you landed up.

How did it happen?

We will talk about this on a minute, but let me ask you something first.

Do you know **what the most valuable thing in today's world is?**

No.

It's not money.

It's not time either.

It's not the data or the information too.

It is your **focus**.

Focus leads to action and action leads to results.

What is enemy of focus ?

**Distraction.**

How much time you spend on browsing, seeing news about celebrity kids or wives or girlfriends or movie star gossips.

How much time on FB ?

How much time on wapp ?

How much total time on browsing?

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How many hours/day?

Comm'on , give me a decent real number.

3 hours per day?

That is  $3 \times 365 = 1095$  hours in a year.

Divide it by 8

And it becomes 136 work-days, considering a work day of 8 hours each.

### **136 work-days of the entire year?? Wasted on browsing!**

Remember, all the social media & news sites, all are vying for your focus & attention .

You are a product, a click bait.

And they are spending millions daily so that they can catch you as a clickbait!

### **How do you protect yourself?**

- 1) Uninstall apps from your mobile. Block the sites from your browser. Keep your mobile phone away in the drawers . Check it only at the designated time blocks. Make your environment distraction free. Build a distraction free system.
- 2) You need to start planning your day at least a night before or from early morning – what is the one major task you want to accomplish . This should be aligned with your bigger weekly / monthly / quarterly goal.

- 3) Your first 3 hours of the day are the most productive. You have to prioritize your most creative, most tough, most rewarding, most moving, meaty part of the day – 1st thing in your day. **EAT THE FROG.**

### **How do you plan your day?**

The day is built of time blocks.

You need to determine time block and put it in your calendar.

Unless it is put on your calendar, it is not blocked.

What's an ideal time block?

40 : 20 works well for most of the people but if you want to do some deep , intense work , then you can stretch it to 50:10 .

### **Work for 50 minutes and then take 10 minute break as a reward.**

What you can do in those 10 minutes:

- 1) You can go and have a chat with your spouse or kid if they are free.
- 2) You can stretch, drink water , listen to a song , go to the balcony . It is your time to refresh.
- 3) If you are doing deep work and want to continue , do a 10 minute meditation. "Release tension, bring intention".

Deep breathing 5/5/5.

Bring intention on the next phase.

## 8 system & processes:

- 1) **Jumping tasks:** May be you are working on a presentation and then you have to send some emails. Working on block time applies here also. Take a break between jumping tasks.
- 2) **Alarm reminder:** Choose the virtue you want to focus on for the day or for the month and put in as your alarm reminder during the whole day .
- 3) **Daily self-score :** Score yourself daily so that you can track your progress and improvement every day.
- 4) **Self-review system :** Take a self-appointment every month . It is your personal review system built into your monthly calendar where you review your progress , calibrate and prioritize your task.
- 5) **Be on your A Game** – Difference of doing it for yourself and doing it for others. Who needs you on your A game ? Who needs your help badly?
- 6) **How to get free time** – Who loves free time? Crush 3 hours so that you get plenty of free time.
- 7) **Delegate** – Work & prioritize those tasks which move the needle. Tasks which nobody can do except you . Delegate everything else.
- 8) **How do you build momentum?** - Put a deadline to your major task which will move the needle for you. Now for each passing day, put a X on the date . You need to make sure, you are completing the task as the completion dates approach near.

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See you in the LIVE Workshop soon.

*Vineet*