

7 WAYS TO BOOST YOUR PRODUCTIVITY



Special Report

LISA HARVEY ROACH

7 Ways to Boost Your Productivity

Created by Lisa Harvey Roach

Wisdom Consulting

www.LisaHarveyRoach.com

All company, product and service names used in this report are for identification, representation or example purposes only.

All images are copyright to their respective owners.

Introduction

Have you ever wished you had more time in a day to get things done? Well, you are not alone!

As a certified Idea/Mind Mapping Instructor and a certified Project Management Professional (PMP), I am always sharing tools and techniques to help individuals and teams achieve their goals.

In this special report, **“7 Ways to Boost Your Productivity,”** I share proven methods you can apply immediately to impact your success at work and home.

Have you ever wondered why someone like Oprah Winfrey seems to accomplish so much more than we do in the same 24 hours? Now before you say, “it’s because she’s got people, honey,” ask yourself what else must she have?

In an interview with Fast Company, summarized by [Curiosity.com](https://www.curiosity.com), Oprah shared that she succeeds by being fully present and living in the moment. She does not believe in multitasking. She does believe in surrounding herself with good people and empowering them to do what they do best. Oprah knows her strengths and weaknesses and knows when and how to delegate. Do you?

In this special report, I start with a Mind Map, then list out the details. Review this document and apply the methods. These are

just seven techniques, I have more. I know you will be interested in learning more valuable tips and techniques so plan on visiting [my insightful blog](#) soon!

7 Ways to Boost Your Productivity – Details

1) **Do not multitask. Focus on one task at a time.**

Multitasking is a myth. Research done by *Psychology Today* shows that our brain cannot do tasks simultaneously, we just switch between tasks quickly.

2) **Create a prioritized “to-do” list the night before.**

Focus on the top three items that need to be completed. Leave room in your day for the unexpected. It is ideal to create this list the night before so your sub-conscious can start working on ways to help you achieve your tasks and goals.

3) **Constantly ask yourself, “Is this the best use of my time?”**

Understand your circadian rhythm (body clock). Know during what time of day you have your most energy. Work on your most challenging tasks/projects at that time.

4) **Create a time log and evaluate how you are spending your days.**

You might be surprised by how often you are interrupted or distracted. Do the time log for one week then analyze how you can use your time more effectively. You might need to put up a “do not disturb” sign or you might need to be honest with that chatty co-worker and tell them that

you really need to stay focused on your project rather than chit-chat.

5) **Make a plan to accomplish your tasks and goals.**

Then follow it. Set deadlines. Use the Plan-Do-Check-Act cycle, a four-step model for implementing change. **Plan** your tasks/work, **do** the work, **check** routinely to see if you are on track. Finally, **take action** if revisions are needed to achieve the desired results.

When planning your tasks estimate the duration of each task and set deadlines based on the end goal date. Be sure to allow extra time to complete tasks because things typically take longer than expected or something unexpected happens to derail your progress. Be sure not to confuse activity for productivity! Be strategic and be successful!

6) **Know your strengths and weaknesses.**

Do you know what you do well? Great, focus on that. Get help with those things you don't do so well. Be willing to delegate when possible. [A better way to discover your strengths](#) is to ask friends, colleagues, and family members to write stories about you when you were at your best. Note patterns and maximize your strengths.

7) **Push through to completion.**

Know that sometimes you will need to push yourself to complete a project even if you don't feel inspired to do so.

Stop procrastinating. Ignore the negative thoughts and emotions. Replace those negative thoughts with positive ones. Imagine how you will feel once the task/project is complete. Stay focused and just get it **done!**

D-Did it

O-On time

N-Now

E-Enjoying life!

Practicing these 7 ways to boost productivity will help you stress less and accomplish more. How will you put this information to use?

Remember, knowledge is power, when applied! Take action now!

About the Author



Background

Lisa Harvey Roach is a speaker, trainer, consultant, and engineer. She is the founder and president of Wisdom Consulting, which offers expertise in the areas of Project Management, Communication Skills, Idea/Mind Mapping, and more. Lisa formed her company in 2008 and has since taught over 800 seminars to 16,000-plus individuals all across the country.

Education

Lisa holds a Masters in Management degree from Aquinas College, Grand Rapids, MI, and a Bachelor of Science degree from Rensselaer Polytechnic Institute (RPI), Troy, NY. Lisa is a certified Project Management Professional (PMP) and a certified Idea/Mind Mapping Instructor.

Personal Mission

Lisa is committed to helping others soar to their highest potential. She believes in sharing tools and techniques like mind mapping and project management to help individuals and teams be more productive, profitable, and impactful.

Through her consulting and training, Lisa shares proven strategies that help people win at work and in life. It all starts by believing that change is possible.

Contact Lisa:

Email: Lisa@LisaHarveyRoach.com

Website: LisaHarveyRoach.com

Follow Lisa:

[Linkedin.com/in/LisaHarveyRoach](https://www.linkedin.com/in/LisaHarveyRoach)