

Module 4 Transcript

Be Uninterruptible To 10x Productivity

I'm Lisa G. Let's jump in with how to increase your **productivity** by **30%** this week with six easy-to-implement simple habits and strategies that are guaranteed to increase your effectiveness and results.

We can all use more productivity. The truth is it's not that hard.

These are the strategies I use as a high-performance coach. These habits have been proven to have a big impact when consistently implemented not only for me and my clients but with Olympic athletes and Fortune 500 CEOs.

Time is your most valuable commodity. It is a diminishing asset between your career, relationships, and health.

Does it seem like you don't have time to do everything you need to do?

Tim Cook, CEO of Apple, is up at 3: 45 to work uninterrupted before heading to the gym at 5: 00 a.m. By the time the rest of the world wakes up, he is already operating in a more productive state.

Here's how to hack your life so that you can boost productivity in a way that is backed by science without having to get up that early. This will help you to manage your time wisely and close the gap between what you're doing and what you're capable of doing.

Number one is a game changer if you're not already doing this. Time blocking will 10x your productivity.

Feeling like we don't have enough time is something we have all experienced. I know I have, and I've heard this from countless clients too.

I know you're busy with work, have a lot of responsibilities, and have a lot of demands from your life and family.

One of the best ways I know that's going to help you deal with this is to block time. I do this or else I easily get distracted. Schedule at least three or four uninterrupted time blocks.

The second hack is to eat your frog in the morning.

In the book by Brian Tracy, he says to work on your number one task that'll make the most difference first. When you get the most important things done first, you'll feel productive and accomplished. This helps you get more done and be more efficient with your time.

The third hack is the Pomodoro technique.

This will help you make 15 to 25-minute increments even more effective. Pomodoro is where you'll do a 15-20-25 minute interval of hard focus—free of distractions, email notifications, and social media. Then five to ten minutes to do whatever you want. Take a walk, go outside, and scroll mindlessly.

It's very similar to interval training and it's highly effective. The reason why 15 to 25 minutes is the optimal focus is because when you go longer than that you tend to lose focus anyhow, so you're hitting the sweet spot.

Have a timer set for 25 minutes and reward yourself after completing a Pomodoro.

Working for more than two consecutive hours is a recipe for failing productivity. I know some of you want to do longer sprints and you

have to. So, if you work uninterrupted for one and a half to two hours, leave your desk, go for a 10-minute walk or listen to your favorite song.

This downtime is just what your brain needs to prepare for another sprint of solid work.

Here's a pro tip. Don't check your phone.

The fourth hack is to tell yourself a different story.

Tell yourself, "I'm the kind of person who always seems to have plenty of time, especially for important things."

One of my coaches, Simon, has time for his family, a morning routine, his job, and coaching clients. He tells himself he can do it all by bending how he looks at time.

Hack number five is to clean up productivity drains like email.

Here are a few suggestions. Number one, have your assistant take this over. The second step is delaying all responses by 48 hours. This trains other people to email you less. The third thing is to send fewer emails, and only reply if necessary. Fourth, add 'NNTR' - no need to reply - that'll reduce your email responses.

I get it. You're obligated to answer the emails sometimes. But all the time, do you really have to? Eventually maybe yes, but I encourage you to delay checking your emails as late as possible into your day. Protect your morning time at all costs and never allow it to be interrupted by emails.

The pro tip is to turn off notifications.

Here's why.

Because it's no surprise your productivity ends when you open your email. The second you start responding to emails, your brain switches out of productive mode into reactive mode. When you're reacting to other people's demands, emotions, and minor emergencies, it's impossible to focus on your real priorities or do any type of big thinking about your business.

If you find you're unable to stay out of your inbox until at least 10 am or 11 am, ask yourself these questions:

- 1 - How many situations exist that require an immediate email response from me?
- 2 - If I were to reply two or three hours later, would there be any serious negative consequences?
- 3 - If it was that important, wouldn't they pick up the phone and call?

When you do start opening your emails at 12noon or even 1 pm, you'll most likely find it has zero negative effects on your business. But I can guarantee you'll start getting a whole lot more done.

I never look at my emails until I have finished my morning routine.

Hack number six is to become intentional with your day by strategizing how it will go the night before.

What are three to five major projects you're working on? What are the major things you would have to do in order to advance these projects forward?

This doesn't mean you have to do all of these things today. It just helps to start the day strategically by keeping your big goals in mind and writing them down the night before.

These potent strategies will help sharpen your focus, reduce your stress and boost productivity. Try just a few of these ideas and I guarantee you'll start noticing the difference right away.

Here's the challenge: I challenge you to start with one strategy and implement that for one week and keep stacking new strategies each week.

It'll take you a month to implement everything but I guarantee even by doing one thing you'll start to see massive **momentum**.

I will see you in the next module. Thanks for coming.