

How To Get More Done: Productivity Hacks To Set Your Day For More Success



By Gargi Arya

Motivational Speaker Of Adjoa HTC and author of the book

"The Lion-Hearted Soul"

<https://gargiarya.weebly.com/>

Table Of Contents

1. Introduction
2. 5 Easy To Do Tasks To Implement On A Daily Basis To Get More Productive
3. Gift For You



Introduction

Do you find it difficult to organize your time? Do you feel burdened all the time? Do you feel as if you are not able to manage your time well? Is your life charged, comfortable or caged? If these questions resonate with you, I congratulate you for being here at the right place at the right time to learn the right skill, i.e **Time Management**. First of all, I want to clear your concept about time!

Before we get deep, here's a question - **What do you feel is the most valuable asset of life?** Is it time? Do you feel the same? If your answer to this question is yes, then I must tell you that "Time is not the most valuable asset of life".

According to me, **Focus is the most valuable asset of life** because even if you have time and you are not able to concentrate and spend it wisely, what's the use of it? Even if you are investing 10 minutes of your time in doing something, but you are doing the work with full-on focus mode, then you are using it wisely to create something magical. Now, do you agree with me?

This how-to guide is powerful if you truly understand each and every concept and how to apply it on a daily basis. **In this guide, I will be sharing "5 hacks" to improve your productivity as well as your performance in each area of your life!** The next simple question is **"Are you committed to not just learning, but to applying and then teaching it to others?"**



1. Set Yourself A Definite Goal

The best way to change the entire trajectory of your life is to change the way you start your day! ***Either you can be a night owl or you can become an early bird.*** Being an early bird myself, I highly recommend you to follow the quote by **Mr. Benjamin Franklin** "*Early to bed early to rise makes a man healthy, wealthy and wise.*"

First of all, I want to tell you about the ***importance of not seeing your phone just after you wake up in the morning. Why?***

Because, it's been proven that as and when you see your phone after waking up, *your brain/mind goes into a hijack mode* and thus it gets **distracted** all throughout the day, that's why you feel *lazy, depressed, or anxious rest of the day.* ***On the other hand, what you can do is write five things for which you feel grateful and after doing it, proceed with your morning ritual because, in the morning, your mind is just like an empty cup - if you won't fill it with positivity or nurturing thoughts, it will fill itself with its own dirt!***

If you are a beginner in this game, *I want you to wake up each day an hour before your family gets up, so you get some time to spend with yourself or in solitude* (Giving time to yourself is very important because each relationship has to die someday but the one which remains evergreen is the relationship/bond which you build with yourself, don't you agree with me?)

What should you do after waking up?

1. Make your own hour of power

If you are not aware of this concept, let me first brief you about it. What do you think, "How successful people are made?" **They**



1. Set Yourself A Definite Goal

are built when they follow successful habits. That's what I want you to do each and every single morning!

Start with the 20/20/20 formula that says - 20 mins of exercise, 20 mins of meditation, and 20 mins of reading. And, as you move on each day, you can always change it!

Apart from this, the one thing I want you to do each and every single day is to follow the following format **to practice gratitude or thankfulness** (It was taught to me by my mentor - *Mr. Blair Singer who is a world-renowned speaker and the best selling author of Sales Dog and Team Code of Honor*) Answer the following questions before you proceed with rest of your ritual-

- Make a daily goal (Don't overburden yourself by making a To-Do List, set goals which you can achieve)
- What am I willing to give to others today? (Is it kindness, compassion, love, courage, strength?)
- Ten things for which I am grateful
- What am I grateful for that someone else does for me? (For example, I am grateful to my parents for loving me unconditionally and supporting me every time)
- What am I happy about right now? (For example, I am happy to add value in people's lives)

It's said that people who have goals are more likely to succeed. Believe me, I do this every single day and it has helped me so much to evolve into a better version of myself!



2. Use The Power Of Headlines

I guess this applies to each one of us! When we have deadlines above our head, we are more likely to complete our work, isn't it? For example, if your boss gives you some task to complete, but you don't know when you have to submit it. You will do everything but you won't do the task which is given to you by your boss. Am I right? ***But, as and when your boss will announce the last date to submit the work, you will automatically feel pressure and you will get the task done! That's the power of deadlines, so use it to get more organized.***

Note for you -

1. *Don't be in the myth of doing everything by yourself.* Find a person who can hold you **accountable** as well as you can hold them back, so you both are helping each other in your journey towards success.
2. Create your own **mastermind group** - If you don't know the power of a mastermind group, you don't know anything! A mastermind group is one in which there are 5-6 people who come together to put their ideas together and they all help each other to accomplish the dreams and visions they have set for themselves.

I hope you are inspired by the power of keeping deadlines.
*Make sure to find your own angel (accountability partner)!
Later, create a group of leaders - your own mastermind group!*



3. Remind Yourself Of Your Purpose (Write It Each Day)

Always remember the answer to this one most powerful question - **"Why did you start the game?"** Keep in mind that *you must have a reason behind everything you do because if that's strong enough, then you will never ever quit even if you are in the toughest times of your life.* **Keep your "WHY" in front of you - in the form of index cards, dream boards, and sticky notes.** *Put them somewhere where you will see it every day, as when your subconscious will see your dreams in form of visuals, it will go through a structural tension and it will do each and everything to fill the gap between your reality and your goals.* **Every day, write 20 goals.** Include it in your morning ritual, as it will help you to stay focused on your goals.

Coming back to the "Why" part, you may have a question **"How Do I Find My Why?"** Then, I have a solution for you.

Follow These Steps -

1. Write down your story
2. Write your breakdowns (Which events of your life drastically impacted you?)
3. Answer this question - How did you turn those breakdowns into breakthroughs?
4. What did you learn from those experiences?
5. Which one message do you think the world needs to know and if they get the message right, their biggest problems will be solved!

Don't you think it is a powerful way to solve the problem of finding your "Why"?



4. Set Your Priorities Using Eisenhower Matrix's Model

Here's the best way to model your time like Mr. Eisenhower and manage it to produce the best outcomes from your life.

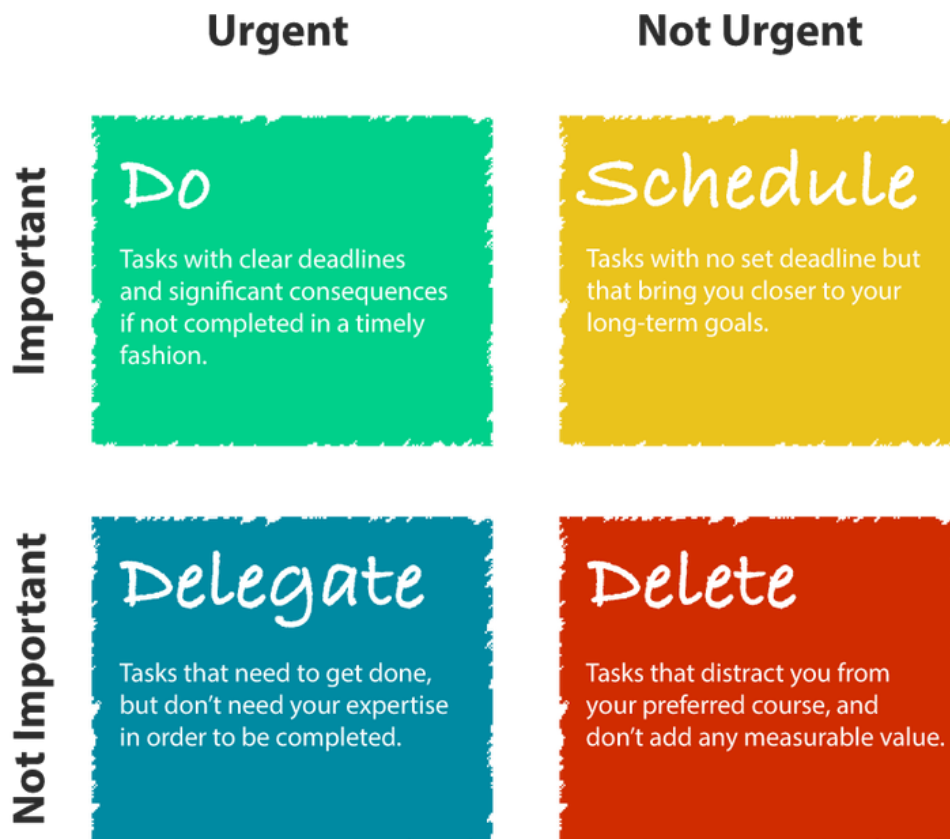
Now, let's understand the whole structure and how you can use it for your highest good.

1. DO - Urgent and Important work

2. SCHEDULE - Important but not urgent work

3. DELEGATE - Urgent but not important work

4. ELIMINATE/DELETE - Neither Urgent Nor Important Work





5. Clean Up Your Messes

Decluttering is the best way to move forward without any kind of clutter in between. Decluttering happens in the following ways -

- **Physically, declutter your home and office.** See, what's not important and what is not serving you anymore in your surroundings. *Throw it away or if you feel it can be used by someone else, you can give it as a charity!*
- **Declutter your own mind (Thoughts).** For this, I have a powerful exercise for you. *Divide your days into three types - Free, Focus, and Buffer Days.* A nice **strategy** would be like this -

1. 5 days (Monday - Friday) = Focus (Work hard to move forward towards your goals)

2. Saturday - Buffer Day (Organize your thoughts, more of a thinking day where you create more plans about what else can you do apart from the work which you are currently doing to get closer to the finish line)

3. Sunday - Free Day (A day where your intention is to relax, celebrate the week and your victories, and of course to have loads of fun with family members and friends)

- **Declutter your diet** - What do I mean by this? It's very important to focus on your body too because if that's not fine, you won't be able to do anything! ***Decluttering your diet simply means removing all that junk food out of your life and eating healthy food so your body gets all the***



5. Clean Up Your Messes

of the five people, you surround yourself with and these people impact you in each and every way. If you feel unorganized all throughout the day, you must change the people around you. For example, if you are surrounded by lazy people all around you, it's obvious that you will attract the same vibe i.e., you will also feel lazy, unproductive and you will procrastinate all throughout your day, on the other hand, if you will surround yourself with inspiring people who have a vision in their mind for this world, you will attract the same vibe and thus you will also enhance and develop an everlasting growth mindset. Don't you agree? ***I know it's not easy to remove someone from our surroundings but to grow and achieve something miraculous, we have to sacrifice some diamonds!***

- **Declutter your goals and dreams** - This is the last thing that I want you to declutter. ***Declutter the goals which you feel aren't yours anymore and you don't have a big reason behind them because if you will keep small goals, you will never be able to go beyond your wildest dreams.***



By Gargi Arya

Motivational Speaker Of Adjoa HTC and author of the book "The Lion-Hearted Soul"

<https://gargiarya.weebly.com/>

Free Clarity Call Session With Me!

Get 30 minutes of a free coaching session with me and limit your limiting beliefs to build, create, design, and live the life of your own dreams!!!

BOOK YOUR FREE COACHING CALL WITH ME

Attract*

Created with Growth Tools in Partnership with Leadpages