

STAY PRODUCTIVE

Tricks to stay productive



Identify constructive few things that need your attention

- There’s always something to learn, or things that need to get done.. Look into aspects of life that you have been neglecting past few years

Collect YOUR Thoughts Immediately



YOU get your best ideas at odd times like during exercise or your daily commute or driving or you are in best of your mood.

Collecting those thoughts will allow you to reflect on them later.

Trick: Use your mobile app to pen down your thought in short form to remind you soon when you get into the task

List your priorities



It’s easy to get overwhelmed with the requirements of a dream-like project. Creating a daily list of “action items” that need to be accomplished

It keeps you stay honest, motivated, and constantly progressing.

Start small, and gradually build.

Tips: Make a brief list of all the things you need to accomplish to make the day a triumph -first thing in the morning.)



See something through to the end

- No matter what happens, or whatever the end result may be, seeing something through to the end will help you develop the resolve to continue taking chances, growing, and bettering yourself.

- Trick : List your Goals and Priorities and Keep looking at them so make them come true

Reflect on Mistakes & Grow



When faced with a challenge, overcoming fear, or coming back from a “failure,” successful people are focused on growth more than they fixate on the outcome of failure.

(Trick: when feeling letdown, reflect by writing 3 things that went wrong in the process and how you plan to fix them next time.)

Limit Technological Distractions



We live in a world that is constantly stimulated by electronic communication. Text messaging, the virtual worlds of social media, and mobile email capability can become serious time drains if handled inappropriately.

Trick: limit yourself to checking your social media accounts and emails once a day to limit distractions.

Forget About Perfection



Eric Thomas sums it perfectly with his statement, “There will never be the perfect time to do a great thing.”

Successful people understand this, and don’t use their perfectionism substitute for procrastination. No matter how inexperienced, uneducated, or unprepared you might feel, right now is the best time to jump into action.

Trick: think of an endeavor you undertook and performed perfectly. No mistakes at all. Your past laurels promote you in action mode



Destiny and luck is a product of hard work and sacrifice.

Successful athletes, CEOs, and film stars don’t “take days off.”

Challenge yourself constantly and dedicate sometime to bettering each aspect of your daily life .

Trick: Define monthly one area you want to work upon .Don’t overload yourself at once. Stay focused .Take small bites, 12 months a year, and build up.)

Define your success

Success is a large word thrown around by many small mouths. A large bank account, or lavish wardrobes ,do not define success in business and life in totality .

Pick upon your thoughts how you define your success.

Trick: look to people you idolize. Write down what you like about them. Chances are good that the adjectives and emotions you used are some of their greatest achievements



Successful people know what they want and visualize how their strengths and weaknesses will play to their favor or downfall.

Trick: Be by yourself. No phone. No friends. No roommates. You. Alone. BY YOURSELF and pen down your constantly emerging



Don’t Envy others

Successful people don’t have time to worry about the successes or failures of others because they’re too focused on what they want.

Eliminate envy, and other negative emotions, as you’ll surely free your mind for bigger things. These thoughts are one of the key brain drainers.

Trick: talk up and freely promote others you admire, even if they don’t return the favor. You will invite positive energy towards you and positivity keeps you more productive





Embrace Criticism

- Instead of getting defensive and immediately dismissing the negative opinions of others, successful people listen, heed those words, and use them to grow.
- Trick: next time you're confronted with negativity, agree and thank them for it. It will completely disarm your hater.

Outwork Everyone



- **Even though there will always be someone stronger, faster, smarter, and more capable than you, but you'll never be outworked.".**

- We are productive some times but lets check and work upon building our strength to stay productive in totality.



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