

9 SIMPLE STEPS TO BECOME MORE PRODUCTIVE



Written by Kal & Antonio



Antonio Centeno



Kaloyan Tsilev

Who is this ebook written for?

In our everyday lives we try to be productive, achieve big goals and be more successful. This applies to so many areas - our jobs, businesses, families. It seems like every day we work hard, but somehow when we look at the big picture it appears that we have made just little progress in achieving our big goals. Even worse, a lot of the time we never manage to get to them...

The purpose of this book is to help you understand why this occurs. Why do we work hard, but fail to move forward? Why are we not committed enough to achieving our own goals and desires? What is stopping us from being productive? And how do we get on the road to becoming more successful?

Having read this book and applied the simple steps that we offer you, you will notice daily improvements in all areas of your life. Your work will become more enjoyable and you will have that sense of accomplishment on a daily basis. But perhaps most importantly, you will notice that by prioritizing your life, you will finally have the time to spend on the those who matter most to you and the things you want to do.

[I Will Do This Today](#)

How To Be Accountable In 7 Steps

Often times we find ourselves fighting fires, arguing over who committed to what, why it didn't happen, and noticing things that fell through the cracks in just enough time so that we can take some remedy action and execute them. But the action we take is just to make things normal again – until the next time.

Why does this happen when we work so hard to make sure we keep up with everything? Well, this might be true, but we don't hold ourselves accountable – **we simply don't want to admit that some things are really our responsibility until the last moment possible.**



What Is Accountability?

Someone who is accountable is completely responsible for what they do and must be able to give a satisfactory reason for it. In other words, by becoming accountable to ourselves, we are responsible for the actions we take and the choices we make.

Why people struggle with it?

Well, there is the fear of failure. According to Mills-Scofield, **we have been conditioned to know that failure is simply the worst**– ever since we were kids. So little by little, we grow

up being fearful to try new things, fail and learn from our mistakes. Moreover, we are fearful to take the responsibility to do what we know we should because it will be good for us in one way or another.

Accountability means giving our word and putting our reputation on the line.

There is someone who counts on us and this can simply feel too overwhelming. It is just too much on its own, let alone when you start to think about the bigger picture and all the things you have to do every day.

Lack of commitment is another problem. As Mills-Scofield points out, maybe we are don't believe that the request is that important to change our priorities. Or perhaps, we

don't trust another person to keep their promise to us.



Think about it, in business, if your client keeps changing their mind all the time, then it is hard to commit working with them and delivering the right results. For one, you are just tired of changing your own plans associated with that. Two, you learn to anticipate change, so why do it in

the first place.

Imagine now that you are the client – would you keep your promise to that other person?

Would you like to deliver the results every time?

Yes, being responsible is an important part of life – **this is how we grow and move forward.**

Why Is Accountability Important?

“I can take my time, and if I’m lucky, I can get you to wonder who to blame.”

We know too well what happens when we fail to achieve our tasks – we feel bad, under-appreciated, fail to move forward in our careers... or it can be about things much simpler than that, such not taking care of household work and letting it bother you for a long time.

“Everyone wants to be a leader. However, few are prepared to accept the accountability that goes with it. But you can’t have one without the other. They are two sides of the same coin.”

Michael Hyatt

You take responsibility and you don’t blame other, the environment or whatever else for not making it on time. If you want to be a leader you understand your mistakes and take actions to improve.

That is why it is important that you take responsibility and do what you said you will.

But also **learn from those experiences when you did particularly well and got good results.** Analyze what made you successful. What actions did you take to achieve the result you wanted?

[I Will Do This Today](#)

What Are The Best Tips For Being Accountable?

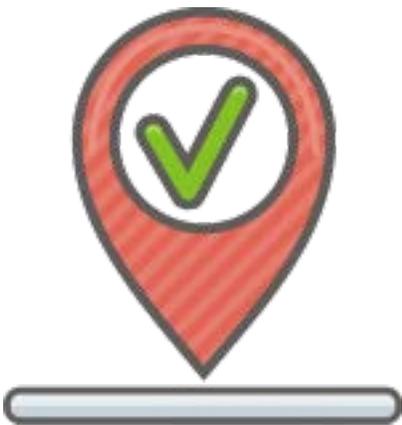
According to Mills-Scofield, you need to incorporate a certain type of culture. This is what works best for businesses as well.

1. Communicate



Why is the task important? What is the end result that you are after? What specific actions are you willing to take to ensure the job is done? If there is another party involved – what is it that they need to do to ensure success. You need to believe that **what you do serves an important reason** and will help you achieve a desired goal.

2. Be present



Obviously, you need to commit to being there when needed. You will also need to remove any obstacles that prevent you from achieving your goals.

3. Prioritize



Prioritize your responsibilities and objectives to ensure that you are on the right track and that what you do is important and that it

will bring you success. When you commit to doing something – set a due date and make sure you complete the task by the date.

4. Don't fall off the wagon if you fail to be accountable



It will happen even to the best among us – sometimes you will not be able to perform the task in due time. The important part is not to give up on it. Just reevaluate what needs to be done and remind yourself why it is important. Most importantly – learn from the experience.

Look at it this way – **if you learn from it, then how can it be a failure – you are already a step ahead because you know what not to do the next time.**



5. Destroy the fear of failure

Following up, you probably know by now that failure is nothing, but an opportunity to try again.

[I Will Do This Today](#)

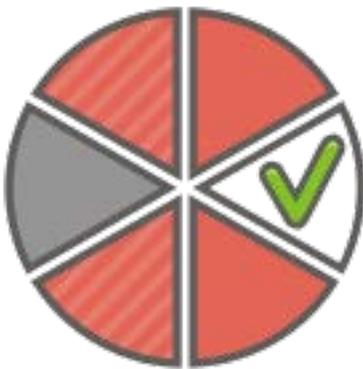
Even if you do not reach your goal, the process will have a huge impact on your confidence and will help you be accountable in the future.

6. Set up an award system



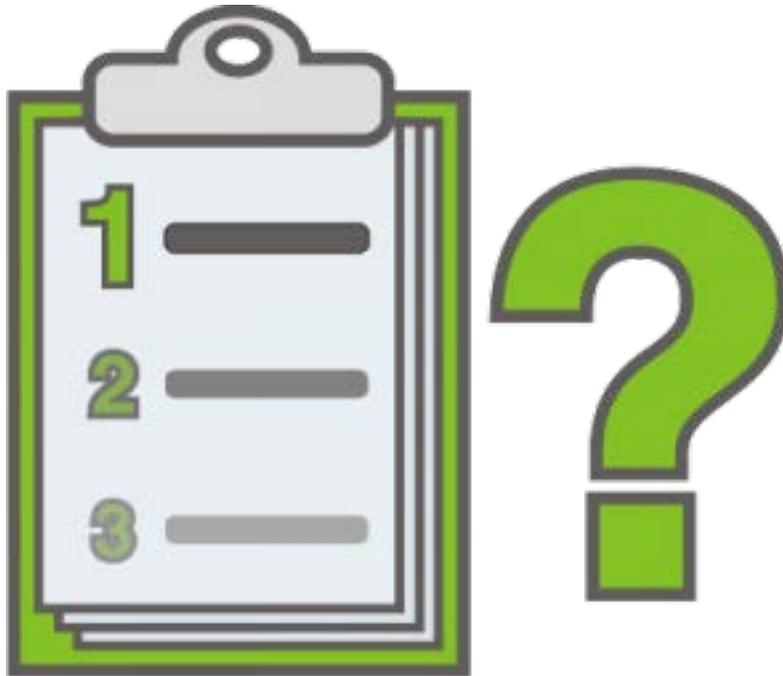
Don't forget to reward yourself for the successes you have. The reason you achieved them is exactly because you were accountable – you took action when you were supposed to.

7. Start small



Being accountable doesn't mean that you must take huge responsibilities and it only applies to those. **Sometimes it will be about the little tasks you need to do.** That is why at **IWillDoThisToday** I want you to commit to one small task that you can perform ideally in 24h or less.

How To Prioritize



Have you ever felt like you are spending your time doing repetitive tasks over and over again, but at the same time there is no time left to work on what's truly important?

Are you drained of your energy every single day without being able to identify definite growth or moving forward in your career or towards achieving your life goals? Have you ever felt what McKeown calls the “stress of **everything-is-important-so-everything-has-to-be-done-but-I-can't-do-it-all**”?

Don't worry – most of us have been there.

Why?

Because at the time we didn't consider distinguishing what was important from what was just urgent.

Sometimes we even do things that are neither one or the other.

So how do we take care of this problem? By prioritizing.

What Is Prioritization?



You will need to discriminate your important tasks from your urgent tasks. This is what prioritization is.

"If you don't prioritize your life, someone else will."

Greg McKeown

So how do you do that?

[I Will Do This Today](#)

Probably one of the most effective ways is to use the so-called Eisenhower Matrix.

As McKay points out the matrix consists of a **square divided into four boxes** or quadrants, labeled:



1) Urgent/Important

These are tasks that require our immediate attention and also work towards fulfilling our long-term goals and missions in life.

For example: term paper deadline, business proposal submission, health emergency.

Schedule those tasks in your calendar so that you are ahead in the game.

2) Not Urgent/Important

According to McKay, these are the activities that don't have a pressing deadline, but nonetheless help you achieve your important personal, school, and work goals as well as help you fulfill your overall mission.

Planning is crucial here. You should spend most of your time in this quadrant as those activities will provide you with lasting happiness, fulfillment, and success.

Examples include: working on your business, studying, learning new skills, spending time with your family, etc.

3) Urgent/Not Important

These are attention-seeking activities, but they don't help you move forward and towards achieving your goals. As McKay points out, these are interruptions from other people, who want your help to achieve their important goals.

Thinking of your past week – how many times were you in such a situation? These tasks can definitely feel important – after all you are helping others in one way or another, but what is important is that you dedicate time to develop yourself first. Spending too much of your time here is a recipe for frustration.

Examples: phone calls, most emails, texts, people coming to ask for a favor, etc.

4) Not Urgent/Not Important

Those are distractions – they are neither helping you get closer to your goal nor are you helping someone else.

The reality is, however, that most of us spend a chunk of our time here. Watching YouTube or TV, playing games, shopping sprees online... You don't realize it but at some point you take a look at the time and your day is gone.

As a result, after a few of these sessions, you start feeling without purpose.

Don't try to eliminate these from your life. Everyone should have a healthy amount of stress-releasing time doing something else. But don't spend more than 5% of your time here.

Why Is It Important To Prioritize?



As Marie Forleo points out many things in our lives can feel urgent – checking email, answering calls – things that demand our attention now. The problem, however, is that things that are urgent relate to accomplishing other people’s goals – not our own.

Important things are different. There are no ‘alarms’ around them, they are sitting on the side – waiting for you. Those relate to our goals and dreams, not other people’s. They are also easy to ignore.

It is important to focus on what is important first. This is to help you achieve your ultimate goal.

The urgent stuff will always be done, because it has to by default.

What Are The Best Tips To Help You Prioritize?

- Create and maintain a master list of everything you need to accomplish in the future.

This will help you capture ideas as they come as you can just note them down and continue with your work. Then, when you are finally finished, you can actually come back to the list.

- **Avoid the mistake of saying “yes” when you know the answer should be “no”.**



Again, people will always give you more and more work and take advantage of your time. Know when to say “yes” and when to decline. There is nothing more important to you than what you want to achieve and the only way to do so is to work towards it. If you spend the majority of your time on something else... well, you will never achieve your goal. It is logical, but yet so elusive.

- **Avoid working for or with people who don't respect your priorities.** This brings me to the next point. You need to let people know that although their objectives are urgent and important to them, you have to

take care of something else first. Do not overcommit. Know your schedule and appreciate your time. Let people know when you will be able to work on their tasks and give them an approximate date of completion that is taking into account your work as a priority.

If they don't respect your time, then you should avoid working with them.

- **Be realistic with time allocation**

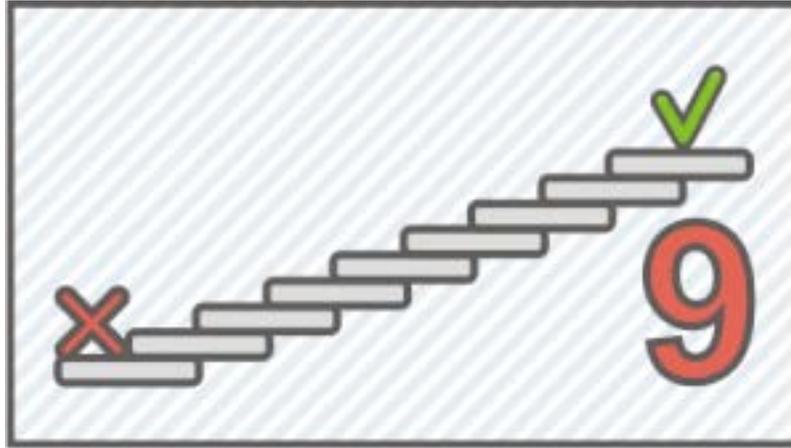
Often times you will find yourself in a position of having too many important tasks. In your attempt to work on all of them, you will develop a tendency to allocate shorter-than-necessary amounts of time to each important task.

Always be realistic and allow time for breaks – after all you would need to maintain focus throughout the day and not feel burned-out after two hours.

- **Ignore the urgent tasks until your important work is done for the day.** Every day you should aim to have a clear idea of what your important tasks are for the day. Work on those first and after you are done start working on the urgent ones.

[I Will Do This Today](#)

9 Simple Steps To Becoming More Productive



When was the last time you felt truly productive – you accomplished everything you planned and even more?

We all had days like this. So why are we not having them on a daily basis?

What keeps us from being the best we can be?

According to Penny Zenker, author of *The Productivity Zone*, there are two factors that hinder our productivity – procrastination and perfection.

These two are the extremes and you need to avoid them. To be productive, you need to be in the zone between procrastination and perfection.

What Is Productivity?



Simply put, personal productivity is completing the actions that move you closer to accomplishing your goals in a manner that brings balance and ease into your life.

Productivity is about the effective and efficient use of all of your resources. Resources include your time, people, knowledge, information, finance, equipment, space, energy, materials.

According to Riddle, there are essential requirements to become productive:

- **Setting meaningful and measurable objectives**

Your objective shouldn't be just about achieving some tasks from your to-do list. You need to know your "Why".

What is the purpose of doing what you do? Earn more money, develop professionally, learn new skills – you need to know why you are doing it. In addition, the end goal of your work should be inspiring to you. Otherwise, you will never start the process and will delay the work to the very last moment, only to do a mediocre job.

- **Evaluating the objective into actionable items**

In order to achieve your goal, you need to take massive action. Dreaming about something will not get you to it. Therefore, you need to evaluate your work into actionable steps, which you can then easily accomplish.

An actionable item has no dependencies. It is possible to complete this task in a single step.

Keep your focus on the big picture, but look at the little tasks you need to do, each of which will have a the purpose of getting you closer to what you want to achieve.

- **Completing the individual actionable items**

Now that you have a list of small tasks, it is most likely huge. Most people give up at this point.

Why?

It is just too overwhelming to do everything. You don't know when you will have the time and by the look of that long list you have – most likely never.

What you need to do is evaluate realistically how much time each action will take you and schedule time for it in your calendar.

This is crucial to your success.

[I Will Do This Today](#)

If it isn't scheduled, you will never get to it. It will always be left for later...and the reality is that "later" never comes.

- **Reviewing and acknowledging your progress**

Don't get caught up in your work so much that you never stop and appreciate your success. You need to take the time and look back at your work – evaluate how you have done so far and what is left to be done.

How else would you know if you are productive or not?

Create a success journal, or simply evaluate your actions at the end of each day. What worked, what didn't? What can you learn and how can you apply this knowledge in the future?

Why Is Productivity Important?



Some people are naturals at personal productivity, others have to learn it.

In today's busy world, there aren't enough hours in the day to allow us to meet all of the demands we have. By being more productive, you can do more with your time.

You can also perform better – productivity will allow you to achieve better results of the stuff you do with your time.

Being more productive will result in higher income in the long term. You will simply find the time to do the important tasks – those that generate income.

Being on top of your to-do list will also allow you to do something different. It is always good to add variety to your lifestyle.

Lastly, by being productive you will feel in control. You will no longer wonder what to do next and if you are on the right track. You will have a clear path to success.



The Best Tips On How To Be Productive On A Daily Basis

1. Understand Your Body

Everyone is different – some people work best at night, other perform much better in the early morning, etc. You need to know what works best for you and adjust your schedule in a way, so that you do your most important tasks when you perform best.

2. Keep Your Body Hydrated

This is probably the easiest to implement straight away, but also the easiest to leave behind. If the water content in your body drops even by a percent, this affects the way your brain works and your productivity drops fast. It is easy to 'forget' because most of the time we don't feel dehydrated.

Nowadays, we are just used to feeling this way so we don't pay attention. You need to create a habit that automatically ensures that you have water in your system. For example – keep a bottle of water on your desk and drink often from it. As soon as it gets empty – refill it.

3. Take Breaks

Having said that, you need to make sure that you do not burn out. Take short breaks every half an hour to ensure that your brain can remain fresh and focus longer.

4. Create A Routine That Works For You

Once you know when you perform best, it is useful if you follow a certain routine. Turning off your mobile notifications, limiting other noise and disturbance, getting a cup of coffee, etc. If you do that every day your body and brain will automatically get “in the zone” before you start work and you will be more productive.

5. Prioritize

You need to know which tasks are important – helping you achieve your goals and which are the ones that are urgent. Adjust your schedule and working method, so that you work on what is important first.

6. Batch Together

Knowing all the tasks on your to-do list, you can arrange them in a way to perform similar tasks together. This will save you time and will help you be more productive by simply focusing on similar tasks – one after the other.

7. Create A Simple And Easy-To-Follow To-Do List

[I Will Do This Today](#)

Having said that, your to-do list should be really simple to follow. As mentioned above, you need to evaluate each objective and see it as a compound of easy-to-follow steps. Your goal when doing a to-do list should be making your workload less complicated. This way you will avoid delaying it, because of how complex everything seems.

8. Focus On One Task At A Time

This is an important one – you cannot be productive if you are doing multiple tasks at the same time. Multi-tasking is preventing you from completing your objectives quickly and effectively.

In other words, when working on one task, avoid combining it with other things.

Note that batching work together is quite different. It refers to setting a system, whereby you do similar tasks one after the other, but never at the same time.

9. Brainstorm On A Spare Piece Of Paper

Have you ever worked on something and all of a sudden an idea popped into your mind. What did you do? If you are like most people, probably you started doing this new task before you forgot about it, thinking that it will only take a second. But it didn't. You probably didn't even finish it completely because you thought of another thing. It can be an endless cycle, leader to nowhere else than the road to becoming overwhelmed and frustrated.

The solution is simple – have a pen and a piece of paper next to you while you work. If you want to be even more organized you can dedicate a specific notebook, or you can take notes digitally – whatever works best for you. The point is to note down the idea for later and thus stay focused on the current job. After you complete your current activity, you can go ahead and adjust you to-do list to incorporate those new ideas.

[I Will Do This Today](#)

What to do now?

If you haven't already, go to WillDoThisToday.com and sign up for your 4 weeks FREE email reminders. We will send you those Monday to Friday to remind you to come and make a commitment. In addition, we will provide you with a motivational quote - a quick motivation to take action and change your life for the better!

After the initial 4 weeks you will be asked to upgrade, which is your choice, but we are confident that you will discover the tremendous value of this website that will help you make daily progress.

Remember that making small, incremental improvements over a long period of time will lead you to huge, monumental gains!

The logo features the text "I WILL DO THIS TODAY" in large, bold, white, uppercase letters on a solid red rectangular background. Below this, the words "Prioritize / Commit / Take Action" are written in a smaller, white, sans-serif font, also in uppercase, with slashes separating the three words.

I WILL DO THIS TODAY
Prioritize / Commit / Take Action