

Habits of the Super Productive

As we look to increase our productivity and efficiency to maximize our efforts and results; there are no better tools for us to utilize than the habits of the super productive. We have found the struggles most people experience when working towards accomplishing their goals are universally similar. Some of those difficulties are distractions, disorganization, over-extending our commitments, challenges getting started, a lack of prioritization, and fear to name just a few.

If you are falling short of your goals, which of the above-mentioned issues do you struggle with? If you want to know how to overcome these common challenges, we encourage you to review the 7 habits of the super productive below. The fact is, unless we think and act differently, nothing will change. We must not allow the abundant opportunities that exist in today's world to slip through our hands. Regret is a terrible thing to live with. It should never be a lack of know-how that slows us down, because we now have access to the tools essential to becoming a goal slayer.

Upon recognizing that none of these habits are new or unique, I am reminded that the fundamentals of success have not changed. What we need to change is our habits, actions, and behaviors. If we want new results, we must take new actions!

Habits of The Super-Productive

Habit 1: They don't believe in messiness. They recognize that success doesn't flow into clutter. So they prioritize neatness, and avoid being distracted by side issues, literally and figuratively. They follow the one-touch rule, or at worst, pick one of the 4 D's – they do it, delay it, delegate it or dump it.

Habit 2: They schedule everything. They prioritize their time and agenda so they squander as few resources as possible. They also plan family and personal time, so they play the right roles in the right balance. This structure makes their lives more efficient and helps them get better results.

Habit 3: They follow through. As Yogi says, "it ain't over till it's over." They understand that it's not how you start the race; it's how you finish. Their persistence, resilience, and determination give them strength and power to get things done, as well as to take them to completion. They learn to chunk their work into manageable pieces, so they create momentum and drive.

Habit 4: They don't check email more than they have to. They anticipate the typical flow of email, and check it only two or three times a day, to limit wasted time and effort, and prevent getting sucked into on-line entertainment which can prevent them from using the web more responsibly.

Habit 5: They don't forget about themselves. Like Stephen Covey recommends, they sharpen the saw. They select lifestyle behaviors and patterns that serve them physically, mentally, emotionally and spiritually. They listen to their own biorhythms, and they rest enough, eat properly, and restrict their vices to a reasonable level, if at all. Their self-esteem calls for good decision-making, and they accept responsibility. They tend to their own garden of their mind to keep their energy high.

Habit 6: They like to sweeten the pot. When they face a challenging task, they look at it as an opportunity to reward themselves for their excellent performance. They're not above a little self-bribery, or breaking up difficult assignments into smaller, more palatable portions, with intermediary gratification along the way. They find a way to get it done and enjoy it.

Habit 7: They make technology work for them. They avoid getting consumed in trivial technological applications, and instead choose to learn from those that are streamlining their day while making them more effective at what they do. They use the latest ideas and devices, so they can stay grounded in the traditions that got them to where they are.

We promise if you adopt these habits, you will see unparalleled results.

I believe we are designed for greatness. It is inherent in each and every one of us. The difference between those who achieve great success and those who struggle is those who succeed are willing to do whatever it takes as well as being willing to sacrifice immediate gratification for long-term gain.

Create clarity, write down your goals, and review them daily. Start by taking massive action today and watch all your dreams become your new reality with a great sense of pride and accomplishment.

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Empowering Dreams, Igniting Passion, Accelerating Dreams