

## Proven Performance Tips

### Execute and Elevate Your Results

#### *Take Control of Your Time To Improve Performance & Happiness*

- ① Remove yourself from unwanted emails regularly so your inbox is less distracting and less aggravating - unsubscribe or mark as spam.
- ② Create email filters regularly so your inbox is less distracting - personal, read later, bills, etc.
- ③ Think about how you get more done before & after vacation. Take more vacations and work in that mode even when not taking vacation.
- ④ Write down 3 most important things you have to get done each day and do them first. Do the thing you want to do least, **FIRST!** Knowing you need to do it, drains energy.
- ⑤ Keep a log of daily (or weekly) accomplishments that you feel good about. Review regularly for motivation.
- ⑥ Use an accountability partner and/or use a habit tracker app (lifehack.org has a good review of habit tracking apps to find one that works best for each person)
- ⑦ Schedule time regularly to take care of yourself. Feel better, perform better.
- ⑧ Declutter work area. Only have what you are working on in front of you for better focus.
- ⑨ Turn off unimportant notifications on computer and phone. Use a time tracking app like StayFree on your phone to raise awareness of how much time you spend in various apps.
- ⑩ Read / listen to Blinkist books to get the quick summary (then dig into the whole book or certain chapters if it's good/relevant. Listen to books / podcasts while walking the dog /exercising /driving/cleaning/etc.
- ⑪ Read Atomic Habits - Good & bad habits control us. How to change them.
- ⑫ Delegate more often and do it properly
- ⑬ Estimate time to complete tasks and keep track. Learn to estimate more accurately. Tasks often take longer than planned. Consider transition times, distractions, personal breaks.
- ⑭ Create one new habit per month, do it consistently so it becomes a new habit, track it, then continue it and start another. Read Atomic Habits regularly.
- ⑮ Figure out your most productive time of day and schedule that time with yourself to work on important, non-urgent priorities. 30 minutes per day = 130 hours per year! Regularly work on things that aren't critical this month, but that will benefit the future. Schedule this as "no interruption" time and communicate it to everyone in office (and don't look at phone or email).
- ⑯ Batch similar activities - Set certain times per day to check email. Delay incoming email if possible.