


How to be more productive?



By Dan Silvestre
and
Polina Sinkevich

Why Do You Want to Be 100-Times More Productive?





L1-Conclusion: My deepest reason is wanting *more time for pleasure*. It was my first step. I should figure out my why

Where Is Your Time Leaking?




Goals

Get more subscribers to One Productivity newsletter.

Post four new articles to my personal blog.

Become a “Most Viewed Writer” on Productivity in Quora.

- | | |
|--|---|
| <ul style="list-style-type: none">•promoting my newsletter to my current subscribers of other services•creating Facebook Ads for the newsletter•posting on Facebook groups promoting the newsletter and engaging with the community•... | <ul style="list-style-type: none">•analyzing metrics without taking action on anything•random internet surfing (darn you, Reddit)•watching TV shows during work hours (yes, really!)•reading answers on Quora (non-related to topics I need to read about)•reading email newsletters•... |
|--|---|



L2-Conclusion: Silly subjects, like biology or literature, steal my time. Also checking phone because of notifications.

Decluttering Your Routine and Ruthless Prioritization



Attending pointless meetings.

Ask boss if your presence is necessary.

Just say no.

Schedule something critical right after.

Random internet surfing.

Block websites where you waste time.

Set a timer for the web adventure.


Save articles for later.

Dealing with excessive email.


Set up filters on automated emails.
Use machine learning on Gmail.
Stop replying to emails when it's not needed.

Checking phone because of notifications.

Remove all notifications.
Set phone to do-not-disturb during work hours.
Put phone in a drawer/backpack.



L3-Conclusion: This Course wants to steal my leisure time! No series, no surfing Internet, no breaks, only work!



My secret conclusion: don't like
this course, it didn't teach me, it is
very depressive(((

A Perfect To-Do List



My To-Do list

- a) Geography
- b) Essay (for Kira Tevosian)
- c) Essay (about space)
- d) Math
- e) Physics
- f) Chemistry



L4-Conclusion:It was very interesting
and useful. This course s OK.

Staying Focused— Pomodoro Technique



In 2013, the average person could focus on one task without being distracted for eight seconds. A goldfish has an attention span of nine seconds...



Scientists found about 82 percent of all interrupted work is resumed on the same day. But here's the bad news—it takes an average of 23 minutes and 15 seconds to get back to the task.”

The Pomodoro Technique

1

Decide on the task to be done.

2

Set the timer to **25 minutes**.

3

Work on the task until the timer rings.

4

Take a short 5 minute **break**.


5

Take a 15-30 minute **break**.

repeat 4 times



#bitesizePD



L5-Conclusion: I make the big
mistake! This course is perfect!
Pomodoro Technique is very simple
and useful.


Getting the Routine Work Done





2 MINUTE RULE

Simplativity



L6-Conclusion: So helpful! So useful! Two minutes! I can't forget about something important, because It's already done!

Getting Things You Hate Done Easily



Homework

LIKE


HATE

Translating texts

Prepositions

Oral Speech

Phrasal Verbs




L7-Conclusion: I knew about this technique, but it was interesting to read it, because sentences are simple that's why reading this lesson was pleasure

Staying Consistent



Your only job is to NOT break the chain.







L8-Conclusion: I like this technique, because it's interesting. When you have a big chain, you don't want to break it. You do it every day even you are a lazy-bones

Using Your “Gap Time” Wisely



- 
- **Learn something new**
 - **Plan your week/day**
 - **Work on a side project**
 - **Clean up your inbox**
 - **Help your team**



L9-Conclusion: This lesson was interesting. And sometimes I really use it, but also think that we should give time for our brain to rest.

Wrapping Up—A Checklist



Pomodoro Technique



The 2 Minute Rule



Your only job is to NOT break the chain.



I strongly recommend you this course, Because...

