
Peak Productivity: Mastering Prioritisation, Procrastination, and Time Management

Effective Techniques to Achieve

- *Business Goals*
- *Career Goals*
- *Personal Goals*



Welcome!

Dean Holmes



the
wealth
network

Overview

Prioritisation

- What tasks are most important and need to be done first.

Procrastination

- Work through some methods to understand and change motivations

Consistency

- Creating some consistent habits and activities.

Tools

- A few tools and frameworks I use.

1. Prioritisation

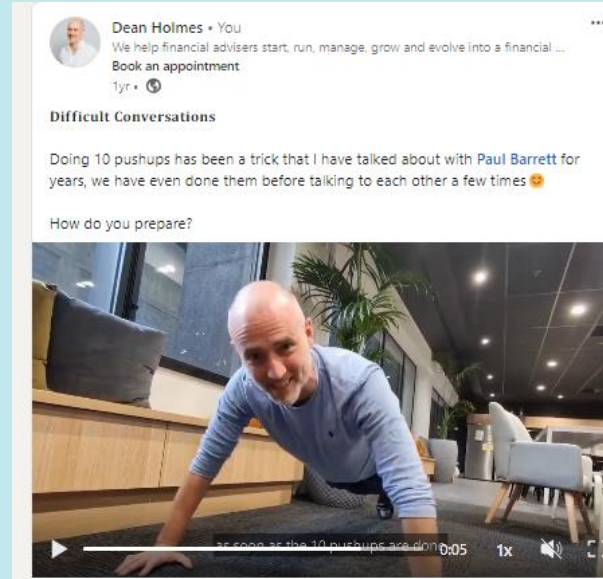
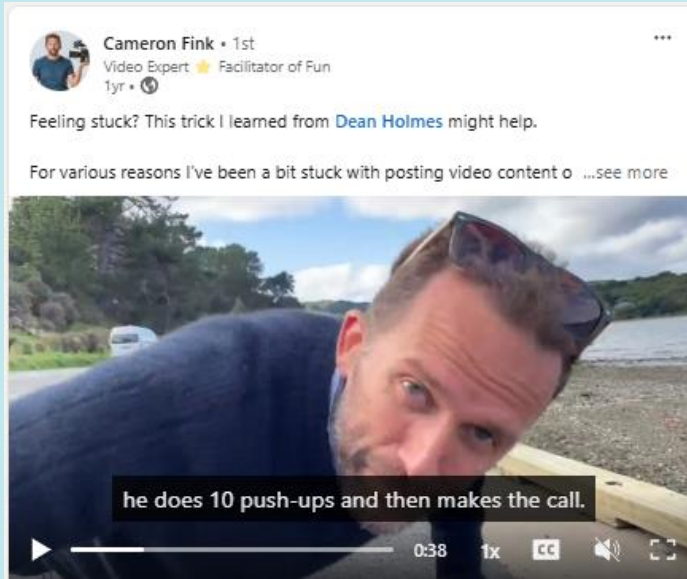
- Urgent Important Matrix
- Eating the frog
- Getting it finished
- 80/20 rule
- Playing and Avoiding Task Tennis



Tasks

- Eisenhower Matrix | Urgent-Important Matrix
- How can you structure your day to focus on the right tasks.





Eat the frog | 10 Pushups

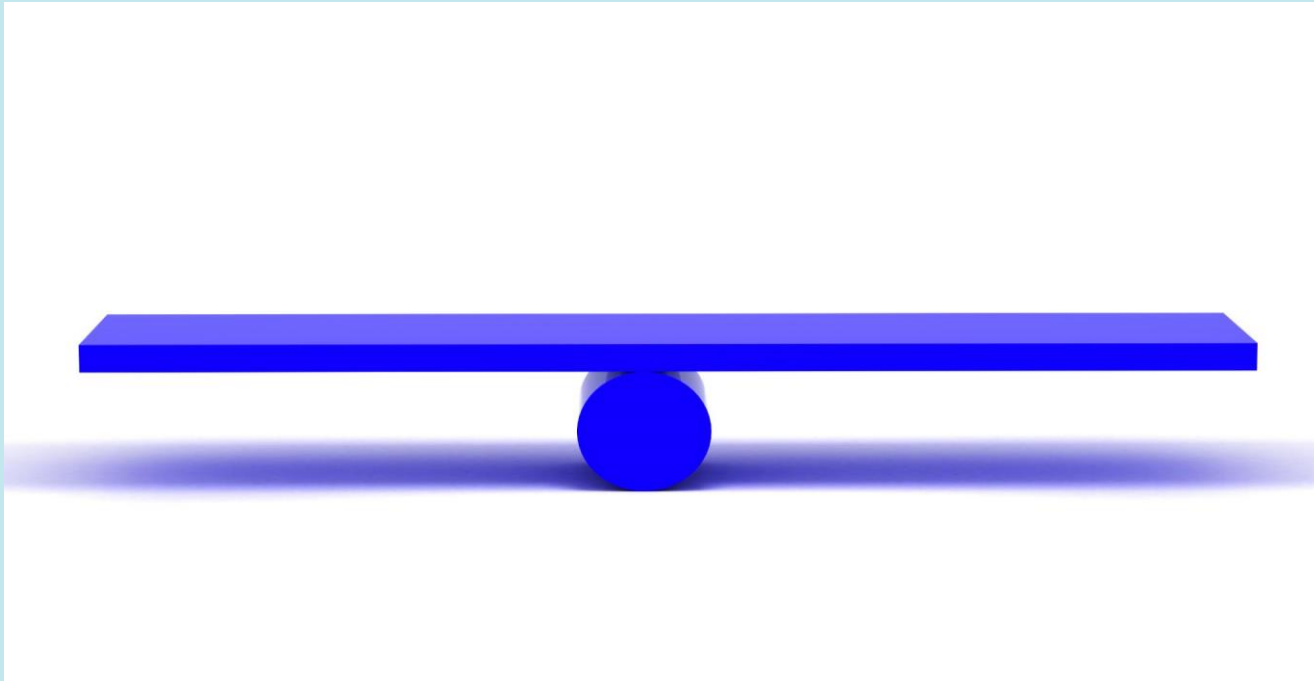


Get It Finished Setup your team for Success

- Get 80% done and schedule the next 80%. That will get you to 96%
- Don't lose momentum for the small items

The Pareto Principle

The Pareto Principle, also known as the 80/20 rule, is a useful tool for prioritizing tasks. It states that 80% of the effects come from 20% of the causes, allowing us to identify the most impactful tasks and prioritize them accordingly.



Tennis

Members

- Stop email tennis with members (delayed send emails). 2 emails should have been a phone call.
- Be clear on communication methods (esp with the change to Intelliflo)

Team

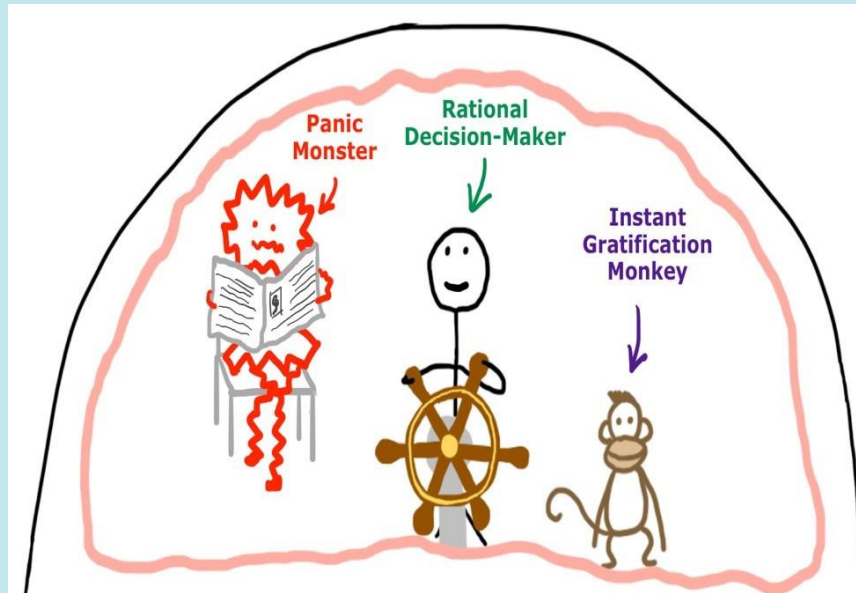
- Messages, Chats, Channels, Emails, Tasks



2. Procrastination

Tim Urban:

Inside the mind of a master procrastinator



TIMURBAN

00:04 / 13:54

Inside the mind of a master procrastinator

71,537,476 views | Tim Urban | TED2016 • February 2016

The Carrot and the Stick

- Yo-yo motivation? You get excited about a new goal or project but a few weeks of being disciplined you start to lose focus or motivation.
- You have “avoidance behaviors.” Put off the big tasks or the most important tasks until tomorrow, until next week etc?
- Leave things to the last minute. Don't take action until the deadline and that’s when you get the most done.
- Do you beat yourself up a lot? Or do you feel like it's never good enough?





Worksheet

Ep #1 Motivation Secrets Get Unlocked Ben Elliott



Get Unlocked Podcast With Ben Elliott

As a high-performer, you know that your personal development, success and the quality of your life. In each episode, interns will unpack proven, practical and bulletproof strategies that the success, the performance and the mindsets of business globe.



Stress

- We are not brain surgeons
- The client stress is not our stress
- Learn from other professionals and see how they tackle situations

2. FOCUS ON WHAT YOU CAN CONTROL.

Your attitude.

Your thoughts.

The opportunity.

Next steps.

Solutions.

What can you learn from this?

A positive outcome.

Who can you ask for advice?

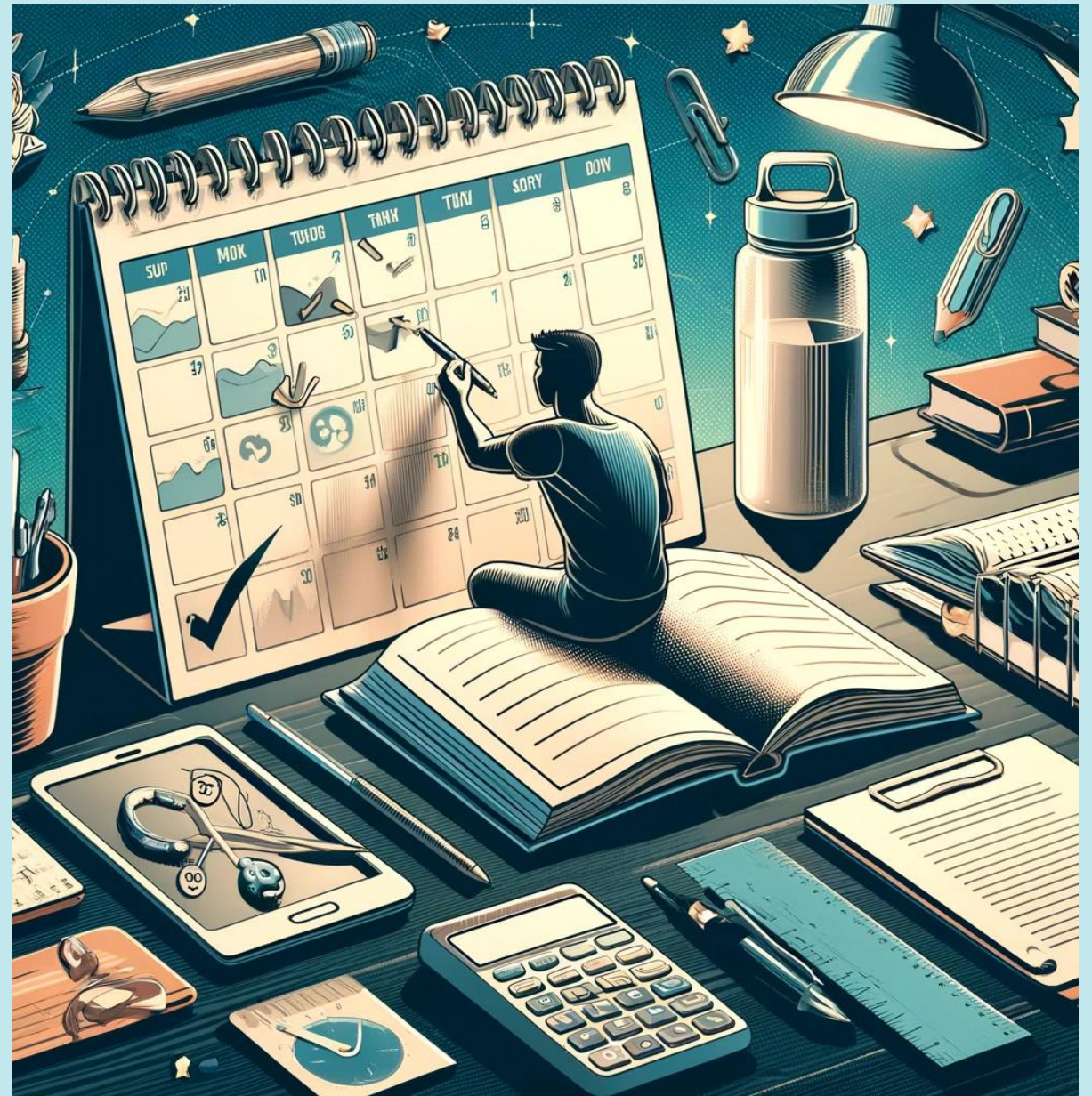
Your response to the challenge.

3. THINK LONG TERM SOLUTIONS.

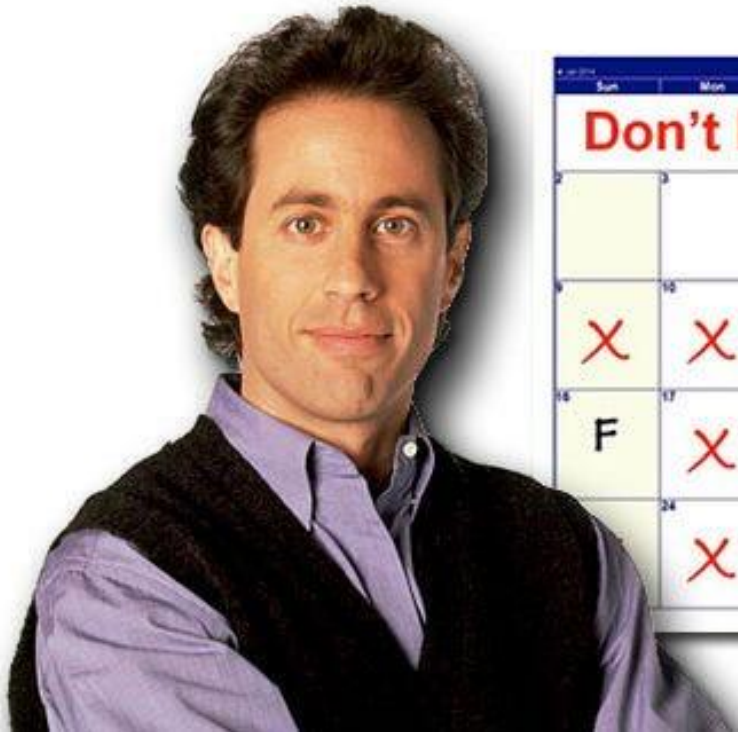
What are the 3 most reoccurring issues, problems or stressors you face?

1. _____
2. _____
3. _____

3. Consistency Habits



Don't break the chain



~ February 2014 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						X
X	X	X	X	W	W	F
F	X	X	X	X	X	F
	X					

SUN	MON	TUE	WED	THU	FRI	SAT
		1 -	2 X	3 -	4 X	5 -
6 -	7 X	8 -	9 X	10 -	11 X	12 -
13 -	14 X	15 -	16 X	17 -	18 X	19 -
20 -	21 X	22 -	23 X	24 -	25 X	26 -
27	28	29	30	31		

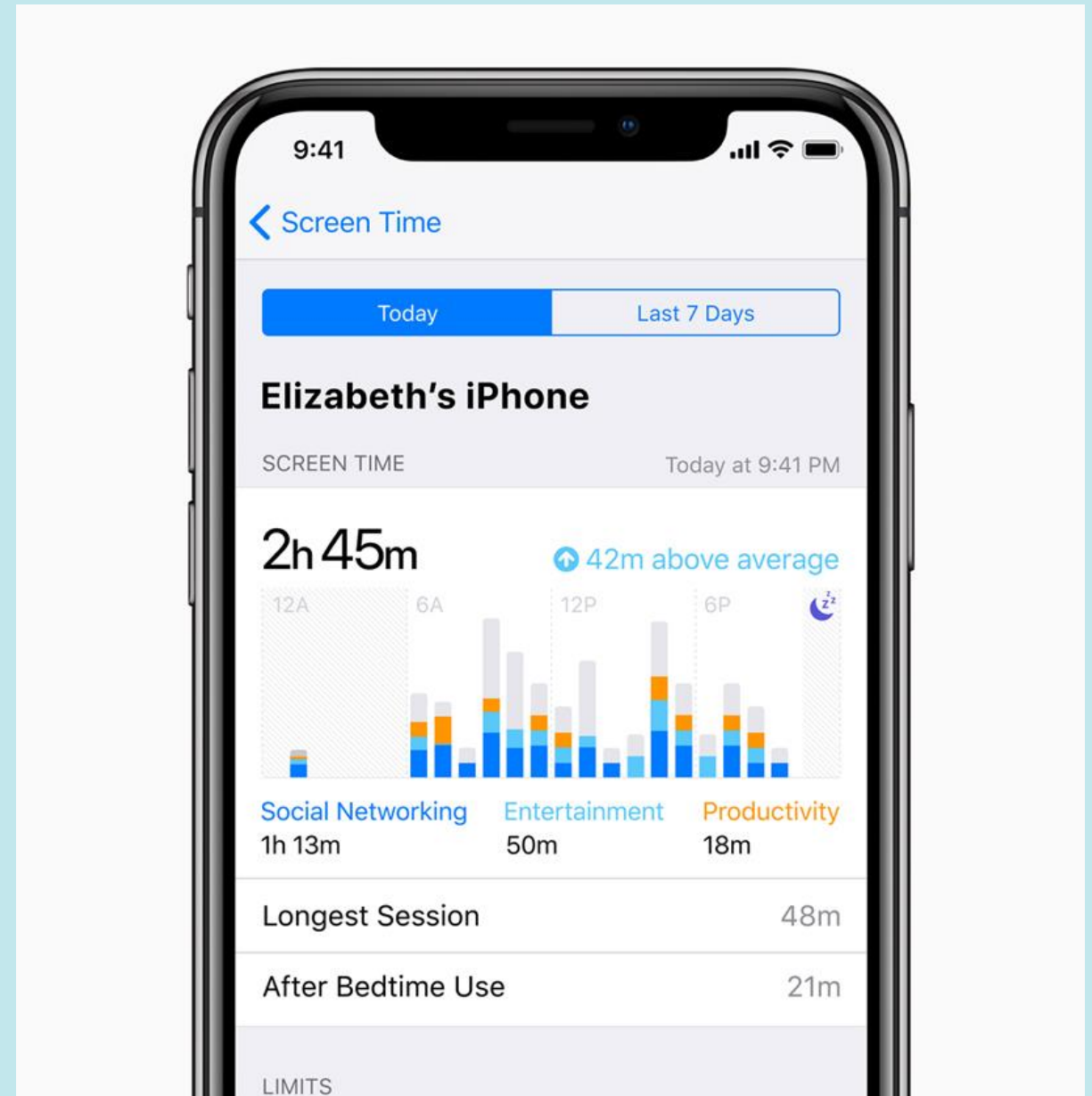


The 1% Rule

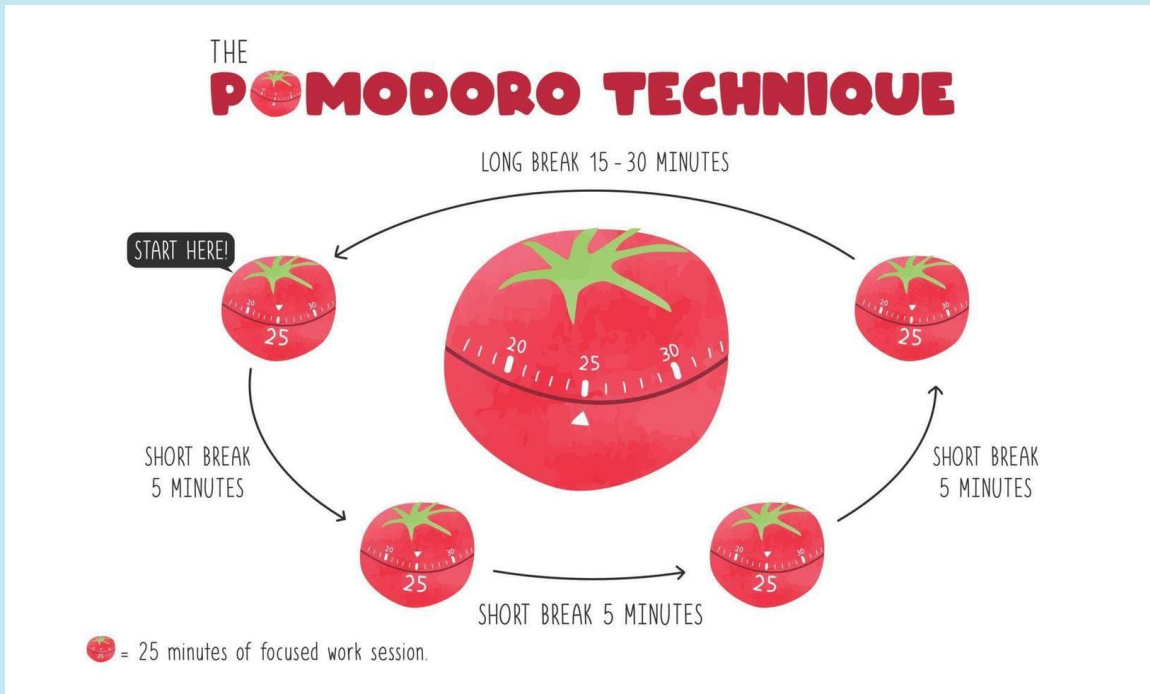
Small Daily Improvements for Big Long-Term Gains

4. Tools Technology

- Don't read an email 3 times
- Use airplane mode, turn off notifications
 - Phone in another room (new research)
- Use restriction apps
 - Limit social networking to 45 min
 - Limit single apps to 30 min



Pomodoro Technique



<https://www.wealthnetwork.net.au/pomodoro>

What is the Pomodoro Technique?

- It involves breaking tasks down into shorter, more manageable intervals, typically 25 minutes each, with short breaks in between.

Why use the Pomodoro Technique?

- By using the Pomodoro Technique, we can work more efficiently and effectively. The timed intervals help to increase focus and productivity, and the short breaks in between can help to prevent burnout and increase creativity.

How to use the Pomodoro Technique?

- To use the Pomodoro Technique, break tasks down into timed intervals, typically 25 minutes each, with short breaks in between. Repeat this cycle several times, then take a longer break. Use a timer or a Pomodoro app to help you stay on track.

Record your loss of focus

- **Most important thing, track your distractions. Keep a note on your desk. Every time you are distracted, write it down.**
- **At the end of the day, review these items**

Time Blocking

Time blocking is a proven technique for effective time management that involves setting aside dedicated time for specific tasks to accomplish what matters most.

Respect other time blocks

e.g. Team Time



Questions?



Conclusion

Try 2 things for 90 days | Document your progress | Share wins and challenges

The Wealth Network - Presentation Feedback



Thank you!

