

Productivity Principles Methods, Tactics And Resources

Living today means living in a hectic and overwhelming world where information, tasks, responsibilities and everything else is coming at you nonstop 24/7 and just trying to get a grip on your life is like trying to drink from a wide open fire hose.

It can be a very stressful way to live and it is very difficult to get things done consistently, unless you have systems and resources in place to help you.

That's what we are going to talk more about in this report. How you can utilize simple but effective tools methods, tactics and other resources effectively to be able to do more with less effort and to be able to relax, reduce stress and enjoy the journey all along the way.

Your life is today. So live it like it matters, because it does.

Lets put the cart before the horse for a minute and talk about some of the tools and how to use them. Then we will put things back in order and talk about why. If that is OK and you are ready – then lets get started.

Task Management Systems

Planners and Journals – The first tool is one of your most important and that is your daily task management system (TMS). While there are many name brand fancy versions in leather and non-leather but still fancy covers, all containing beautifully printed pages for you to fill out – at their essence they are just fancy notebooks. Nothing wrong with a fancy notebook either – so long as you can afford it and you actually use it. Sadly a lot of them wind up in a heap in the corner or closet, or book shelf gathering dust. So here is what I suggest you do – go buy a plain old cheap spiral notebook for next to nothing at any big box store – or order it from amazon. That way you have minimal investment and maximum simplicity and utility. Later, once you have developed a solid habit of consistently using it daily then maybe you might consider upgrading at some point. But lets get started first.

The reasons you need to write it down instead of punching keys or buttons or simply recording it is that you will remember information better and think more about it when you go through the process of hysterically writing it down. Its sound odd – but it works. Put it another way.

What have you got to lose by trying this?

