Motivate Yourself Now

BACKGROUND: Would you like to be more productive with the time you have? Achieve more with less effort? Delegate time-consuming tasks? Well, you can! Achieve more by identifying tasks in the shaded quadrant, **QUICK Wins: LOW Effort, HIGH Impact tasks** - and letting go of **Hard Slogs: HIGH Effort, LOW Impact tasks**.

But first you must identify them! Read below and then use the empty template over the page to divide up your own task-list and get boosting your productivity!

LOW Effort (Easy) **HIGH Effort (Hard) Big PROJECTS QUICK Wins!** Spend 5 mins brainstorming This is probably the bulk of your work or main role, so make sure you: these every week. Then: **HIGH Impact** Block out time to do the work! Do as many as you can (without compromising the Plan, prepare & clarify required outputs High bigger picture) Agree goals, dates & break down big If you can, identify one of tasks into smaller chunks - creating these to complete daily! smaller, lower effort tasks What tasks feel or seem HIGH Identify tasks on your list that are effort, but can actually be interdependent eg. need to be finished before you start the next completed quickly? (eg. a task vou've been avoiding) one. Mark these as a priority HIGH Impact, LOW Effort HIGH Impact, HIGH Effort LOW Impact, LOW Effort LOW Impact, HIGH Effort **Hard SLOGS! FILLER Tasks** Phew! Is this task really necessary? First ask if this low impact task is really necessary? Who else might enjoy this task, could do it faster or could you delegate to who If yes, use these tasks to: would benefit from the experience? Make use of those 15-30min What OTHER ways are there to approach this task? Get creative! 90 V gaps between meetings! Give you a break from bigger If you HAVE to do it, find a way to: tasks Break it up into smaller, manageable Give yourself a boost by tasks & take regular short breaks! completing something! Keep productive when you're Bring some fun to it (eg. add music) feeling tired or low energy... Get super-focused (eg. work from home) REALLY reward yourself when it's done Iow **EFFORT** High What have you learned so far, that you'd like to make a note of? _

Now it's time to put YOUR tasks into the relevant categories on the chart overleaf - so you can really make use of this new productivity technique.



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INSTRUCTIONS: Many of us spend most of our time on big project tasks. But what could you focus on and let go of that would maximize your productivity? Use the empty template below to review your task-list and see what you learn:

- 1. Write down what % of time you spend in each quadrant. Where do you spend most of your time?
- 2. Review your tasks for the week and then assign them to the quadrants below.
- 3. Highlight any deadlines you absolutely MUST get done this week. Which quadrant they are in?



BE MORE PRODUCTIVE: How would you like to spend your time differently?

What actions could you implement in the next week to improve your productivity? How can you maximise your "Quick Wins" while also completing your "Big Projects"? What gaps do you have where you could complete *necessary* "Filler Tasks"? What "Hard Slogs" could you delegate or drop altogether?

The Quick Wins I will focus on:
The Hard Slogs I will delegate or drop:
Other Action/s I will take:

Why not put your completed chart somewhere obvious - so you can refer to it as the week progresses?