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Do Just Three Things a Day and Be Productive

It sounds crazy to be able to be productive by doing only three things. But, once you examine just how inefficient we can be you may think twice about dismissing this basic productivity concept.

The 80/20 rule which has been proven in all types of situations, will definitely apply here. 20% of the work you do will result in 80% of the result (profits, grades etc). The other 80% of your work is useless fluff.

Setting yourself a limit of just 3 tasks won't be overwhelming and seems achievable by even the laziest people. And these three tasks will be that 20% that matters.

The first thing to understand, is the difference between being productive and being busy. Often, people mistake a busy, or full day as "being productive". Even though you may have completed a number of tasks, you need to look back and ask yourself if these really were the most important things that needed to be done. Or were they simply 10 or so small things that didn't really matter.

The trick to setting and deciding on what three tasks you should be doing is to focus on what impact they will have rather than on how urgent they are. Often its not hard to do an urgent task. The urgent tasks deadline is a good enough motivator. However, its the "impact" tasks you want to focus on. You may not see results straight away, but these tasks are going to matter later on down the track. And that's what is important.

Once you've chosen your three "impact" tasks, you need to start on the first one right away. Putting things off or procrastinating is productivity's number one enemy. Take the first step right away and dive right on in. Even if you find yourself lacking in motivation, you should have no trouble being able to take the first step.

After completing your first task it's time to take a break. Don't try and complete all your tasks at once, you'll just end up burning yourself out. Take the time to have a snack and let your mind wander a little. After your break you'll have no problems getting back to the task at hand as you'll feel refreshed. Its also a very good idea, not spend your break time on the computer. Apart from needing to give your eyes a rest, you'll be up against a whole lot of distractions. Take a walk, read a chapter in a book or take a powernap instead.

You should aim to complete your three important tasks within the first half of your day. After completion, reward yourself. And because you've completed those three tasks you're free to procrastinate as much as you want for your reward.

So now is the time to get out your notepad and jot down three tasks that will improve your business, life or work, and take the first step now.