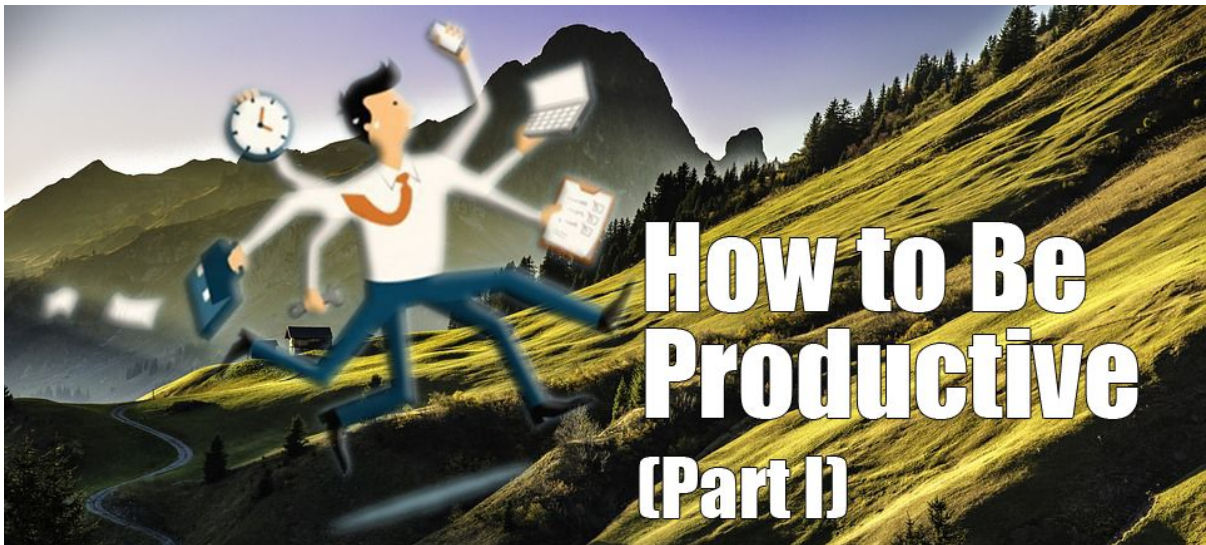


TOPIC 2
HOW TO BE PRODUCTIVE
(PART I)



Everything starts with **motivation** and **order**,
a **working system**.

Discipline will create order in your life, and make it how
you want it to be.

Be aware of what you're doing.

Do the things you decide to do.

Know why you are making your decisions.

Know yourself and have clear **values**.

Have **control**.

Continuously **improve**.

Make **decisions**, be **proactive**, don't complain, be **free**,
improve, conform, enjoy, **be happy**...

- **Steps to take, the basis**
- **The premise**
- **It's time to act**
- **The guidelines we're going to follow and achieve**



STEPS TO TAKE, THE BASIS

The **first steps** to take are the most difficult and will be the most challenging. The **change will be the repetition of new habits**, and in the end will be achieved spontaneously.

It's possible that your instincts and mind directly conflict with the change you want to experience and at the start it is complicated and painful. There will be mistakes. You'll get discouraged. At that initial point is when many people think it's not worth it and give up.

It's at this time of discouragement when you need to swing the balance: **benefits, balance, better productivity in your job and personal life.**



**IT'S ALL ABOUT GETTING STARTED AND
OVERCOMING THE HARD TIMES
TO REALIZE THAT
THINGS WORK WELL AND
your mind wants more.**

When we talk about **willpower**, it's best to not talk about big things, but small ones with **firm changes**. The idea is **to take a firm and secure step** and then it's just a matter of taking the next step.

If you're resisting taking a step, it's better to stop and repeat it patiently until it takes hold.

THE PREMISE:

One step at a time, one change at a time.

The change is small and obtainable. It should be **simple**.

It might seem like no big deal: repeat it, until you **own it**.

It shouldn't be an obligation but a **motivation, a challenge for yourself**.

Be **patient** and **determined**.

Measure your own results:

- If you make mistakes, keep going. No one said it would be easy.
- If you succeed, be excited and enjoy it.

IT'S TIME TO ACT

First you have to be very clear that you are going to be the person who is going to make the **decisions**, look for **solutions** to conflicts, suggest **changes**, **keep moving** instead of waiting.

Take action with a **constructive attitude** to become a **productive person**.

Try to become the **best you can be**. Many are afraid of achieving their potential because they are afraid of finding a locked door. That's not the right attitude. You should **develop yourself as best as possible**.

THE GUIDELINES WE'RE GOING TO FOLLOW AND ACHIEVE

1. POSITIVE ATTITUDE AND PROACTIVENESS
2. WHAT IS YOUR VISION?
3. SMALLER RATHER THAN BIGGER
4. TAKE CONTROL
5. HOW TO DO IT
6. THE DARK SIDE
7. CONCLUSIONS



The Important Thing is not having the ideas,
but making them happen.

1. POSITIVE ATTITUDE AND PROACTIVENESS

We are going to try to have an open mind and **POSITIVE** thinking. This way, you'll be enthusiastic, be **excited and motivated**. It will increase your **creativity, serenity and determination**.

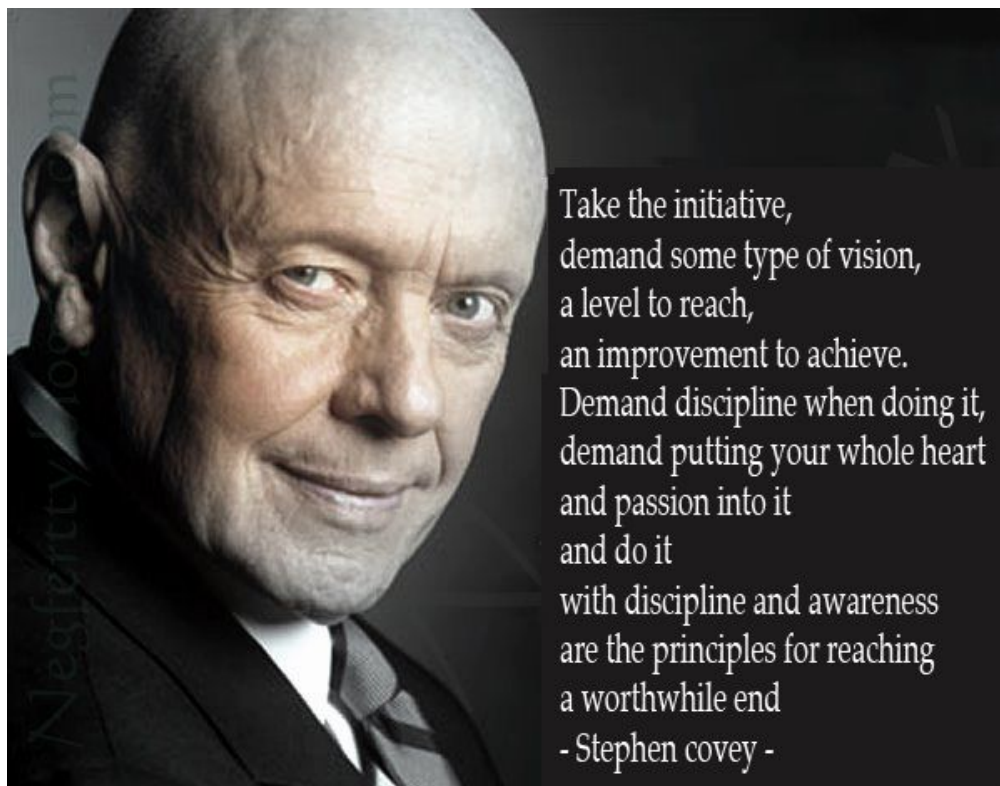
We are going to **take control** of all aspects of our life with **initiative and planning**. We are going to take the initiative, take action, be committed and hold up to the commitments

DO YOU WANT TO CHANGE?

You have to swing yourself to that side of the scale so that in the "down" times, which will happen more than once, you can always have the opportunity to **improve, learn and overcome**.


The path to productivity is arduous and difficult and even though you're moving forward, there will be times it seems like you're not making progress. However, you must **keep going with a positive attitude and proactiveness** because what you want to achieve is everything on your **list of productive tasks**, remember?

<<A productive person is someone who beyond just their actions, also has a positive and enthusiastic attitude>>



KEYS FOR BEING ACTIVE

Manage a positive attitude
Act decisively and with determination
You'll persevere and triumph
Adapt to a competitive environment
Change the direction of action
Maintain a critical attitude
Plan and measure
Emphasize quality
Reflect about how
Enjoy



A proactive focus consists of changing from the inside out: Be different, and that way cause a positive change in what is outside: I can be smarter, more diligent, more creative, more cooperative.

(Stephen Covey)

To supplement what was just said, using positive vocabulary in our daily speech is important.



"YES" over "NO."

"HE WHO WANTS TO ARRIVE, LOOKS FOR A PATH, HE WHO DOESN'T, LOOKS FOR EXCUSES."

Avoid generalizations and be more specific when talking so that your message is more effective. Leave aside the fallacies, stereotypes, exaggerations, twisted realities and victimization...

Speak positively, making your vocabulary more positive will also help you to not constantly live in an atmosphere of drama, always complaining about everything, coming from the dark side of things...



Here on the website, you have a **LONG LIST OF POSITIVE WORDS** to inspire you:

<http://positivewordsresearch.com/list-of-positive-words/>

Concentrate on **your vocabulary**, on **how you speak**, what terms you use, it might be time to change "but" for "and", and negative words for positive ones.

Make as long of a list as possible of negative words and phrases that you use throughout the day and next to them write a positive word.

Start to change these expressions one by one until you are able to change all of them. You'll notice that with that new way of speaking, with that new language, your mind starts to work differently.



VISUALIZE THE ACHIEVEMENT

It is important to have a perception of achievement before starting. Some people just imagine the effort that it is going to take, and that discourages them before starting the journey. Many times, the lack of pressure when doing a task also stops us when doing something when the premise is:

DO IT NOW!

In reality, it's like planning a trip or event, all of the preparations that we have to do before doing it, we have to think of a ton of things before they happen.

**"IF YOU THINK SOMETHING IS POSSIBLE,
YOU'LL MAKE IT POSSIBLE"**



Make 3 different lists:

1. Five things in the last 15 days that you haven't done due to lack of initiative...
2. Five things that you normally push back due to lack of decisions or proactiveness...
3. Starting now, write each thing you think you can do and add three ways of carrying it out.

2. WHAT IS YOUR VISION?

Mission, vision and values are things you should put in a business plan, but it's also something we should be clear about in all aspects of our life. To have control of your productivity, you need to anticipate, so that you'll be able to **evaluate what is really important to you.**

That is, throughout the day, we waste a lot of time on matters that provide absolutely nothing, instead of occupying that time on activities that really help us to develop.

In each situation, you must stop to **reflect** and **ask yourself** if what you're doing at that precise moment is worth it or not... And **take action as a result...**

And how are you going to do it?

Look at your list of productive tasks and notice if what is written on it is affected by what you're going to do now.

WHAT OBJECTIVES DO YOU HAVE?

What do you want to achieve? What do you want to have? What is motivating you? Why do you want to do these things? In the short term or long term?

You must have clear objectives to achieve...in order to take action.

And everything leads to a **goal**, which is perhaps included on your list of productive tasks...so think and take action with a **vision that everything you do is what you want to do**, and you're satisfied with what you're doing.

**DO SOMETHING. DO IT WELL, AND
STRIVE FOR EXCELLENCE IN YOUR ACTIONS.**

In everything you do, strive for **personal growth**, **look to learn and teach yourself**. The more you do with more precision, the more you'll discern what is important to you and **you'll make a difference.**



Every time you need to make a decision or do something, review this outline:

- your values
- your objectives
- your goals
- your differentiation
- Does it help you to grow personally?
- Is it important or not?

Quickly review it and make a productive decision.

3. SMALLER OVER BIGGER

Many times we've heard people say you have to think big to achieve big things, but many times by thinking about that and acting that way, we insist on something and fail.

In this section, we're not going to discard all those thoughts, desires and big goals we want to achieve but we are going to divide them into **smaller parts** that we can achieve in a more **relaxed and controlled** way as we complete them.

We have to make sure we **keep going** with what we start and **finish it**. **It's pointless to start something today and leave it in the middle to finish later**. That's why the objectives now are smaller and therefore more achievable, and in theory longer-lasting...but that's up to you.

By nature, we tend to go big, for the shortcut, but no matter how many tools, lists and outlines and pretensions you have, you'll need lots of willpower and concentration. They say you can adopt one to two habits per month....others say in 66 days, etc. The thing is that each one will need a different amount of time. Don't get to caught up.

**MAKE WHATEVER MISTAKES YOU NEED TO,
BUT KEEP GOING!!**

It's not easy to change a habit because in order to do so, you have to pay for the transaction with your **will and determination**. Because we are innately lazy, our mind tries to avoid it by all means possible.

So, when formulating the orders to your brain, they have to be **very specific phrases**.

It's not the same thing to say: "I need to start working out" "I'll start next week" ;-)

As saying: "Starting tomorrow, I'm going to walk for half hour after breakfast five days a week."

It's possible that Sunday you'll feel so good that the next week, you can increase the time and in one year, you can even run.

**"A BIG CHANGE SHOCKS THE SUBCONSCIOUS, BUT
WITH A SMALLER ONE, YOU CAN FOOL IT."**





Think well about what habit you want to get rid of and take its place.
What steps and actions you're going to take to make sure it happens every day.
Monitor how many days it takes you to acquire it.
When you achieve one, continue with the next one.

Remember that everything must be broken down and in small doses.



WHAT TO BREAK DOWN:

1. **Do just one task**

Don't overextend yourself and avoid multi-tasking (even though technology makes it more difficult).

With total concentration on each one, increasing your calmness, the quality of your work and your effectiveness.

2. **Control:**

The total number of things you do in a day

The time you dedicate to each one of these tasks.

3. **Free yourself of everything you don't need:**

Applications that you don't use, old objects, subscriptions you don't keep up with, obsolete material...

4. **Organize whatever is out of order:**

Your office, your desk space, your desktop, your files, your closets, your house...



Where are you investing your time online?

On an Excel sheet, define where you invest time and how much you invest

From your email to all of the social media platforms you use, etc.

Rate each one of these actions and assess the real importance of each one. If they have a real value, assess the time. If the time spent can be improved, make productive substitutes for each one of them.