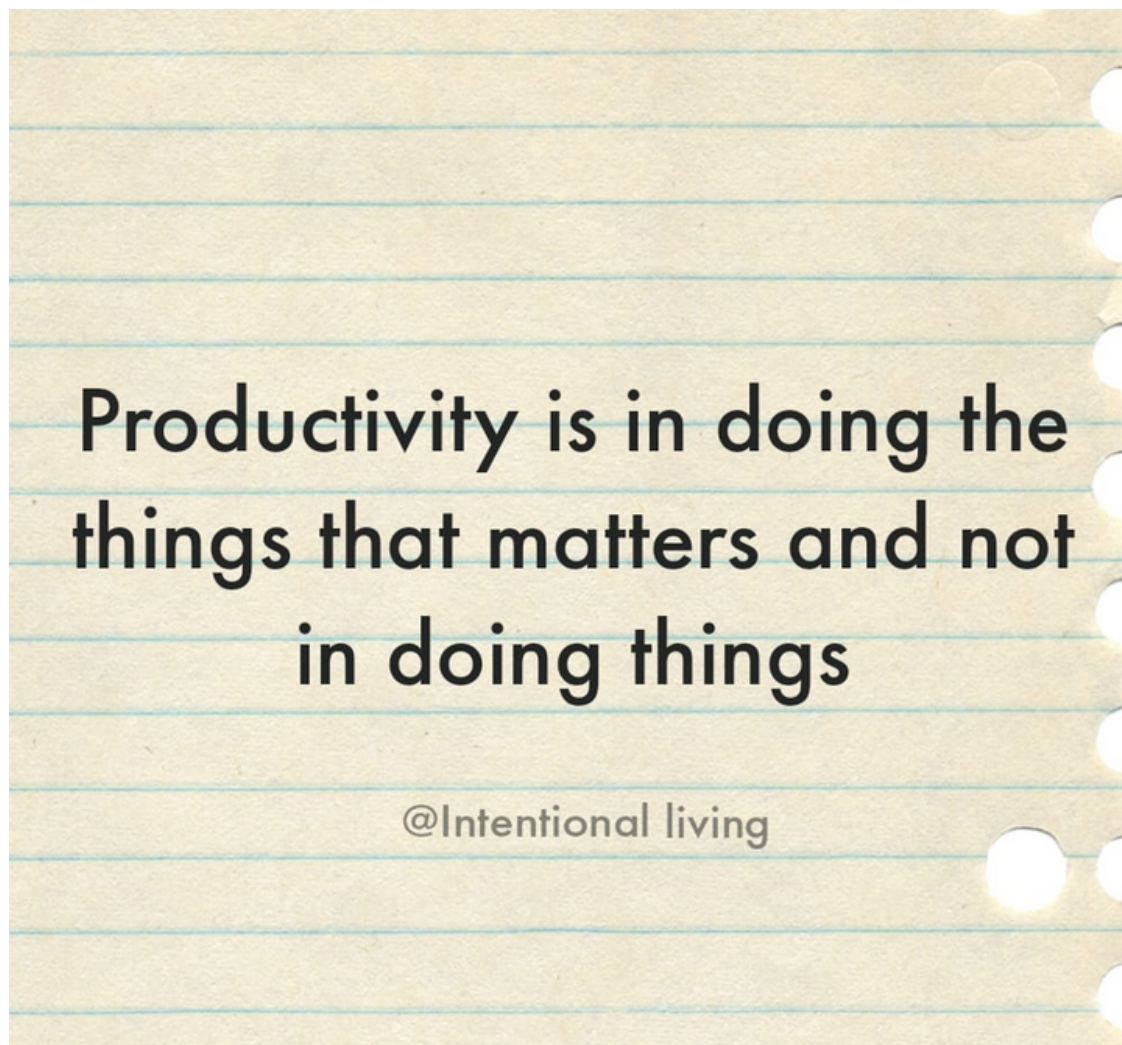
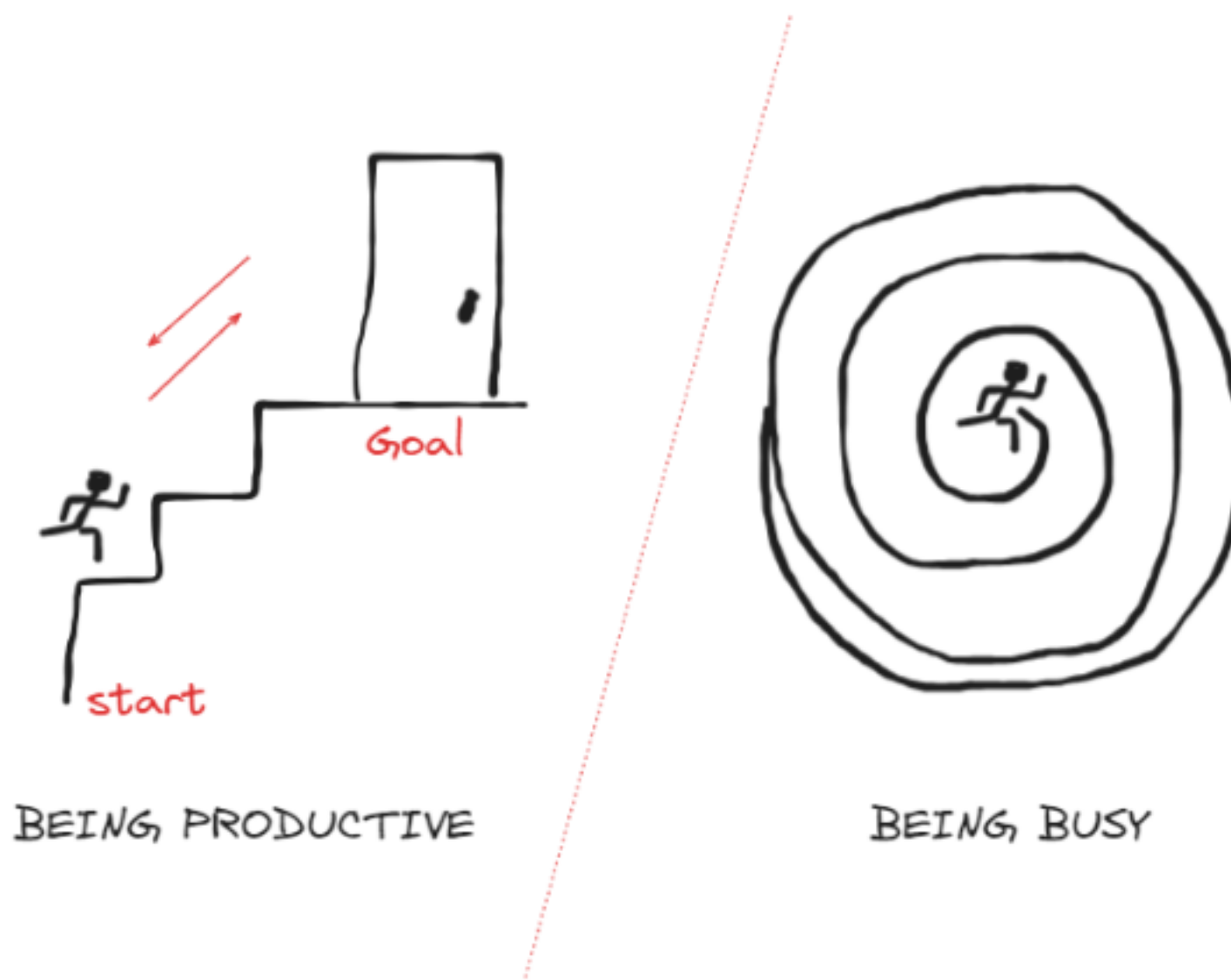


Busyness creates an illusion of productivity

Quote to ponder



Idea to Consider



Monday: Wakeup - eat breakfast - travel to the office- do back-to-back meetings- and then go back to doing tasks Surprised to see 6 p.m., and its time to call it a day. On the way, thinking you could have done more, dinner, again back to the laptop finishing the work.

Tuesday: Wake up - eat breakfast - cut travel - look at to-do-list, realizing you can delegate the meeting - freeing your time for important and deep work - lunch - doing long-term work (prioritizing) - take break - worked on the eliminate, delegate and execute tasks - planed the next day - done before 5 pm- dinner - relax.

Can you guess which one was being productive in the above?

When it comes to being busy or productive, sometimes it is hard to tell if you are really working on the things that matter or if you are working on other things.

One way to reduce this confusion is by asking yourself difficult questions, like whether you are doing things that are aligned with the desired outcome.

Elimination is the key to high-quality productivity. Once you answer these questions, eliminate 20% of your 40% of your work, which will help you execute confidently without impacting many important things.

The saved time can be used for things that really matter.

The above image is an anecdote to help understand that being busy is different from being productive. Running and doing the same thing every day in circles is being busy, while going towards your goal is being productive.

Being busy makes you efficient while being productive makes you effective.

Cheet sheet to experiment

How to shift from being busy to productive	Setting intentions in the form of blocking your day or prioritizing task with to—do-list
How to identify important tasks	Give number or percentage of weightage to the task Eg: rate between 0- 10 Rate between 0 – 100% 0 is least important & 10 / 100 is most important