

7 Tips for Improving Productivity – The Three Things Rule & COVID-19 Coping Strategies

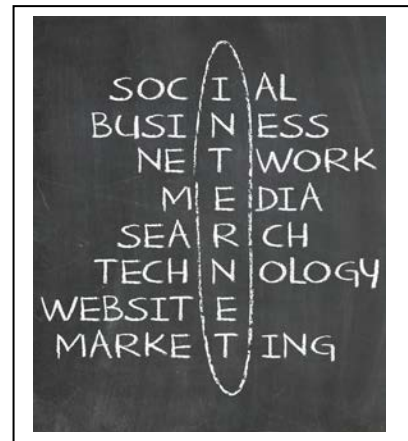


The Three Things Rule

Apply this basic principle to everything you do in your daily life. You will find that it helps to reduce your stress levels by making your day more manageable. For example, when cooking, make dinner, bake some bread, and make a soup for the next day at the same time. At work, for example, in one hour, send 3 emails, write your next blog, and work on a CPD project. Break your hour into 3, work productively for 40 minutes, then take a 20-minute break to make a cuppa, do 10 minutes of yoga, or take a walk. Write your 3 here.

1. _____
2. _____
3. _____

Action Points & To Do Lists - More important now than ever before is your use of the internet. Overcome any 'social media anxiety' and keep in touch with family and friends via WhatsApp, fb, phone calls and text messages, and upgrade your skills to use Zoom, Skype and other useful resources in your business. Write down and tick 3 things off your 'To Do List' each day. This can be a large project broken down into 3 sections, using technology, or 3 separate projects, large or small, work-related or personal. Set yourself a deadline for completion. Adapt by pushing yourself out of your comfort zone if you need to! Write down your 3 key steps towards your goal this week.



1. _____
2. _____
3. _____



Manageable Pieces

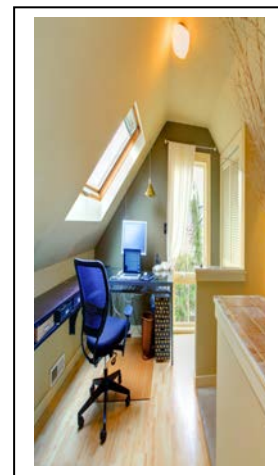
Break your projects into manageable pieces to feel calm. Visualise your life, not as one big high mountain you are climbing, or one high wall, but a series of hurdles leading towards your next achievement, resulting in a sense of satisfaction. See yourself jumping over Hurdle No. 1 to be able to jump over Hurdle No. 10, to get over the finish line, in your own race, and in your own time.

1. _____
2. _____
3. _____

Dealing with Feeling Overwhelmed

How can we best deal with any feelings of being overwhelmed? If you apply the Three Things Rule, you have a starting point. For example, if you need to declutter, start with making your desk into a consistently useable workspace. If you have already made plenty of changes towards achieving this goal, what else could you still do in your new work from home office, in order for you, personally, to become even more productive?

- 1. _____
- 2. _____
- 3. _____



Health, Abundance and Benefactors

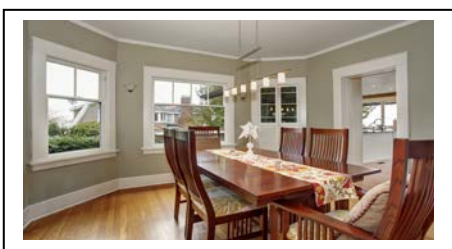


The more we support each other, the easier things are. With help from friends, family, colleagues and other experts, we will all have a better chance to survive and thrive during challenging times, stronger as a result. We will also be happier, healthier, more productive, dynamic, energetic, enthusiastic, and motivated, able to become better versions of ourselves.

- 1. _____
- 2. _____
- 3. _____

Join your local e-networking group, take part in an online coffee morning to see how you can be supported and support other small businesses or colleagues by doing business with each other.

From Procrastination to Productivity



Enjoy your space, and how it feels, to move from overwhelm and procrastination, to having a daily sense of achievement.

- 1. _____
- 2. _____
- 3. _____

A Journey of 10,000 Miles

Starts with a single step. What are your next steps?

- 1. _____
- 2. _____
- 3. _____

