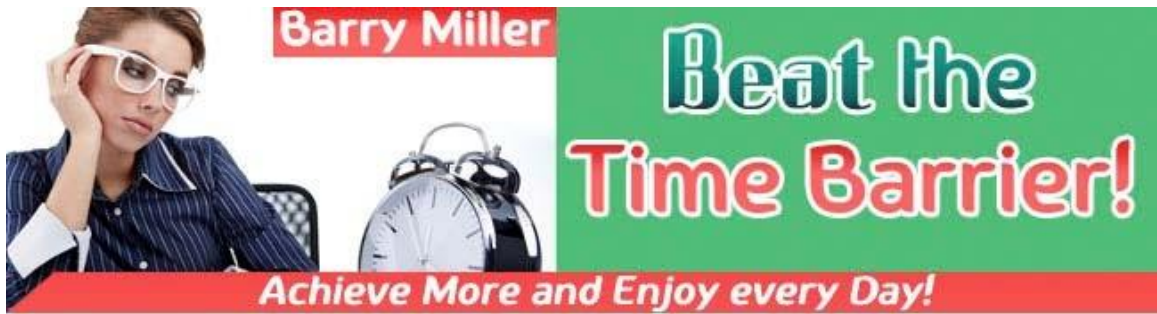


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## **Recommended Resources**

- [Web Site Hosting Service](#)
- [Internet Marketing](#)
- [Affiliate Program](#)

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## About the Author

Barry Miller will show you how to get better results in less time from your work and personal interests.

Barry said, "I used to be overwhelmed because I wasn't [making](#) any progress in my work. That was putting a lot of pressure on my personal [life](#). So, I started exploring many [systems](#) and theories about improving my time management."

Barry tested and tweaked a lot of [ideas](#) and systems. He realized that many people were affected by this problem.

Barry said, "There is a constant need to produce better results with fewer resources. There is more competition and we need to keep up with the new ways of doing things so we are not left behind."

He wants to show people [solutions](#) which are easy to learn and use.

"Of course, there is not a one-size-fits-all fix, but I've found and shared strategies which we can use in almost any area of [business](#) and our personal activities."

"Young people have an advantage in today's business world because they are taught about the new systems at [school](#). But, they may not learn how to cope with the rapid pace of new developments."

My [ebook](#) will help anybody, whatever their situation, to deal with these developments so they can share in the benefits which their hard work helped to produce."

"I will show readers what I learned and use every day. Almost everyone can improve their productivity and get more from every aspect of their life.."

"In a small way, I'm proof that these methods work and can be successful for people. You don't need any special background or training."

## Introduction

The tips and methods in my ebook will help you reduce distractions, save time and get better personal and professional results.

There are many theories about how to manage our time better. But, few of us have enough time to check them all out.

I found ways that worked to reduce or eliminate problems with productivity, procrastination and [stress](#) due to the increasing pressures we all face in our daily lives.

In this [book](#), I give you the best methods which I found worked for people in a range of occupations and activities.



My ebook will give you techniques and ideas which you can apply with minimum effort and time.

Many experts [claim](#) that their system is a one-size-fits-all [solution](#), equally useful for engineers and [pastry-cooks](#) or anyone else.

Some of the tactics you will learn here are probably useful to most people, but I have also included some which I found most helpful to people in particular areas of life, such as students, [craft](#)

workers, sales people, [business](#) managers and people who focus on caring for their families.

So, there's something for almost everyone, whatever stage of their lives and [careers](#).

These are proven tactics and methods.

You may still face challenges, so I have included information and links to [resources](#) which will help you maintain and improve your [self-confidence](#). That will be easier as you see your better results.

I recommend that you read through the whole ebook first. That will give you an overview of the challenges which we will conquer together. Then, pick just one suggestion to start with. Each small victory you have will help to build your confidence to deal with the bigger challenges more easily than you probably thought possible.



## The First Step

When people want to start to overcome the time pressures in their work and personal activities, they may find it very hard to get up and over **the first step**.

They may have had repeated disappointments which reduced their enthusiasm and shattered their [self-confidence](#). They doubt they have the physical and emotional reserves to ever be really successful again.

If you feel like that, you need to find something in your life which will give you the push to get through this moment. It may just be comparing the better [life](#) you will have if you [clear](#) that step instead of continuing to feel as you do now for the rest of your days.



Or, you may focus on the benefits you can give your family when you take the first step.

That simple change of focus from problem to potential opportunity can be very effective.

A friend once said, "If you do what you need to do and other people dislike doing for a year, you will be able to do for the rest of your life what most people can only [dream](#) of doing."

And, once you're over that step, you can summon up that [memory](#) to reinforce your confidence when you face other challenges in the future.

It's like leaving a tight sticky bandage on your leg because you [fear](#) the [pain](#) when you pull it off. But, whether you pull it away quickly or slowly, you know you'll feel much better when it's gone.

## Plan for Success

The only way to be successful is to [plan](#) your path and follow your plan.

Planning is a task which some people see little value in. But, you will find all the most successful people planned the steps which got them to the [success](#) they achieved.

If you don't know where you are going, how will you know when you get there?

Without a plan, you are very likely to take a wrong turn or hit some obstacle and have no [idea](#) how to get back on track.

Then, you need to ensure that you stay on [track](#).

In our frantic society, there are many distractions and pitfalls. How do we keep on track?

### *Focus*

My first boss shared a story which his dad, a [farmer](#), told him when he started work on the farm.

His dad said that when farmers plowed fields with horses pulling the plows, they had a simple way to ensure that the furrows were straight, even though they had no special equipment and many fields were very long.

Their trick was that they kept their focus on a point at the far end of the field. They didn't let themselves become distracted, so the furrows were straight.

You need your skills and knowledge to be first-rate but you will waste a lot of time and other resources if you don't fit your [goals](#) into a plan.

If you do too little preparation, you may lose more time because you encounter problems which a little research would help you avoid or, at least, given you some warning about.

## Your Timeline

**A goal without a timeline is just a dream.**

### *Benefits of a Timeline*

To keep on your path to [success](#), make a timeline which shows your current estimates for when you will reach your main and intermediate goals.

The timeline could be kept on a separate page in your diary or as a line across a whiteboard in your personal office.

It is for your personal and professional goals and you don't want it in public view. You should only share your goals with people who support you and your plans.

You will be adjusting the details of your timeline as your circumstances and [plans](#) change.

Your timeline should show the targets you want to reach in the next month, three months, six months and next two years. I suggest that you set those intervals when you start using the timeline. But, adjust them to suit yourself at any time.

I put milestones on the timeline at significant points. They remind me that I am mostly on track and getting better results more often than I ever did before I started the [system](#).

Those milestones also help me remain in a positive frame of [mind](#) if there is some problem or upset in my [life](#).

## Where Does Your Time Go?



Almost everyone has some form of diary or planner. Many of the printed ones are set up with the time of day marked off in half-hour blocks down the side. The electronic devices and programs have many features which can be a great help if we ensure that we don't waste more time entering unnecessary things which will never be referred to again.

Even if we mark appointments and special events in every time, we may still find that we miss them.

To get better [control](#) of our time, we must find what we are doing with it.

The simplest way is to make a record of your activities for a whole working week in a separate diary or electronic [file](#). You only need the barest information about the time of an activity, when it ended and what was achieved (if anything).

Best results will come when you include your personal and work activities in the record. They do have an effect on each other and the changes you make will affect all areas.

You don't want to just make changes which improve your work activities and find you have reduced or eliminated the time you want to spend with your [family](#) or friends. That is just as important to you.

Put other information about the activity in your regular diary or planner so that the time record will be easier to analyze at the end of the week.

This works best if you make the entries through the day, rather than trying to recall them later at night.

You will probably find where you can save some significant time before you have finished the week. That's great! Make any adjustments which can be done without upsetting your routine at any time.

Please complete the record for the whole week.

Having an overview the whole week will make it much easier for you to check if any of your changes might upset another part of your schedule before you make them.

Remember to review the effectiveness of your [changes](#) after about a month.

Some people will find different things are more effective for them.

## Multi-tasking

There was a famous study which was reported as saying that we could get more done in less time, without reducing the quality of our results, by setting up different tasks and switching between them after short periods of highly focused activity on each. The researcher was supposed to have said that [women](#) were often naturally equipped to be better at multitasking than men.

This became very popular and many people still promote the value of doing some types of work this way.

But, the original researcher and others who have tested the theory in long and often expensive studies do not recommend it any longer.

Later research suggests that most people will get poorer results and their [health](#) could suffer when they [try](#) to push themselves to achieve the expected results.

It is now believed that we should only focus on one major activity at a time. The value of multitasking is mostly an illusion.

We have to focus on one task and then need a small but necessary period to switch our focus away and then start to focus on the other task.

That switching period will vary between individuals. Some people will be quicker than others. People with greater natural levels of [energy](#) and [strength](#) will probably show less effort doing multitasking but there will still be some cost to them using that [system](#).

Most people will find it better to have separate, longer periods for each major task. Their results are likely to be better and they will feel less pressure.

## Fixing Problems with Meetings



We have too many meetings. Many are held only because they're in people's calendars.

The first question which should be asked about any meeting is,

**"Can we do without it?"**

Then, the focus should be on getting better results from each meeting we have.

Here are some suggestions which will get your meetings under control and productive.

Only those who will have direct input should attend a regular meeting. They can ask other people to attend if those individuals have knowledge which is needed on particular topics to be discussed or they can represent groups or individuals which may be affected significantly by particular decisions which the attendees make as a result of the meeting.

A clear agenda is essential. It should be circulated well before the meeting to all attendees so they can confirm whether or they will attend.

If they cannot attend but are the only ones with important information about any of the agenda items, they should advise the secretary of the name and contact details of the person who will substitute for them.

Each person must also [check](#) that all important topics are listed for discussion.

The chairman of the meeting should ensure that the discussion stays on topic and the discussion is as short as possible.

All meetings should start on time. Waiting for latecomers wastes the time of those who make the effort to arrive by the appointed time. Their schedules are affected for the rest of the day.

It also encourages latecomers to be late other times as well.

One way to prevent this happening again is to only list the people who were there when the meeting started as attendees.

The chairman should give the secretary a chance to read the main points from their notes about the meeting, emphasizing the items requiring action and the names of the people responsible for dealing with them.

If it is agreed that another [meeting](#) is needed, a time and date should be discussed briefly. If some need to confirm their availability, they should be required to do so within one [business](#) day.

If they don't, the secretary should contact them.

[Check](#) if there are routine parts of each meeting which no longer serve a purpose.

One group stopped having any refreshment during their fairly short meetings. They felt the time saved was worthwhile but the discussion among the members of the group who had lunch together afterward became very productive of ideas for the next meeting!



## Perfection is Over-rated!

People that produce products of any kind want to make the best in their category. That is understandable but it's also a cause of much [stress](#) and wasted time.

If you wait until you have [confidence](#) that your product is the best, you may find that the market has been swamped with comparable products that do what the customer wants anyway.

That can be hard to compete with unless your version has advantages which make buying it worth the cost of a second item.



There are three questions you need to ask before deciding if your product is ready for release.

**Is it usable?** If the product will do everything required of it and your sales and service networks are in place, grab the advantage of being first. Then, use the [income](#) to fund further work for version two, or to bring out a different product.

Are you sure there are no defects? Test your product thoroughly but realize that you will also get valuable feedback from your customers that you probably won't from your [designers](#) or even focus groups of potential customers. Many focus groups include a few people that say what they think the company wants to hear so they get invited to be part of more focus groups.

The real valuable feedback and "word-of-mouth" only comes from people that spend their own [money](#) on your [product](#).

**Does it do everything you claim very well?** You need to be sure that your product does everything well with maximum efficiency. Trying to put everything into your first release is a nice thought but will increase your [development](#) costs and the price you must charge.

## How to Review What You Learn

Dealing with complex or unfamiliar subjects increase the pressure you may feel when you are at [school](#) or studying to increase or improve your [job](#) skills.

You need a quiet, private room for this first [method](#) because you must speak out loud.

**“Teach” what you Learned:** When you studied something new, set aside a



portion of your study time at the end of the session to [review](#) how well you took in the material by imagining that you are teaching or telling someone about the topic.

Try to cover all the main points of the material. If necessary, you could write the most important topics as questions which you refer to before speaking your answers.

But, you should [try](#) to do the whole explanation from [memory](#) without written prompts as soon as you can.

**Repeated Reviews:** Some people find it helpful to review the material within twenty-four hours and then several more times with a larger gap between sessions. If you find that you have not sufficient recall of the material, review it again and have another session sooner than you had scheduled to do so.

## The SQR3 Study Method

This method is still popular with [students](#) but it is one that could be used by anyone that needs to get a working understanding of almost any subject.

The SQ3R Method is one which Professor Robinson of Ohio State university produced after 1940.

Start by reading a section of the [book](#).

Look for and study introductions and summaries where they are provided. They will be shorter and contain the most important points.

The section heads will indicate the points to be covered in that section.

Their arrangement shows the author's views about the best way to organize and understand the material.

Convert the section headings in each chapter to questions. These will be valuable for your revision.

Any diagrams have added value because the information may be better organized and easier to remember because of the extra visual highlights.

Points which are emphasized by using different fonts or other features should be regarded as important for you to understand.

Read each section carefully. You need to understand, not create a [speed reading](#) record.

Test your understanding by putting the main points made by the author into your own words.

Check all terms and references which you are not sure about. These are probably important for your further research and use of the information.

Although printed texts are expensive, use highlights and underlining when you own the book so that you can better remember the material.

As with the earlier [method](#), go to a private area and pretend that you must explain the main points out loud to someone. Make a note and [check](#) anything which you cannot explain clearly without notes.

Use the notes you made in the [book](#) as a [guide](#) for your revision.

Keep revising until you have [confidence](#) in your ability to answer without referring to the text.

This may seem difficult for the first couple of times you [try](#) it. Please give it a couple of weeks and you should start to see some clear indications of progress.

Remember that people have different rates of achieving new techniques. Some do progress more slowly at first.

## Fitting Exercise into Every Day

Many people find it very difficult to fit regular exercise sessions into their schedules. And some use any excuse to avoid exercise too.

I started to fit small amounts of regular exercise into each day by rejecting the easy way most of the time.

Taking the stairs is very simple and it can have a good effect over time. Besides, you meet more people when you're walking than you will in your [car](#) or a bus.

[Exercise](#) is usually more enjoyable as part of a group. Pick something which suits you and which your [doctor](#) approves of. In many cities, there are organized but informal groups who walk, swim or ride together.

Don't forget that [gardening](#) is good exercise and you get more benefits with what you grow.

[Weight](#) training can be done by almost anyone. Even people who use small weights can get good results if they do it regularly and don't risk injury through becoming too enthusiastic.

Dick Emery was a very successful and popular British comedian. He was committed to being on stage for most of the show. That would put some strain on anyone but he said that he owed it to the audiences because it was him they came to see – just appearing for less time would not be fair considering the price of the tickets.

He kept very fit, due in part to the [weights](#) he carried with him whenever he toured.

## Systems for Success

You don't own a process until you can repeat it.

When you are taught some new practical skill or an improved way to do something you already know how to do, you follow the movements of the person who teaches it to you fairly closely.

If you are lucky, they will share any small improvements which they discovered and explain what effect they have on the process.

Sometimes they won't because they want to keep some knowledge to themselves or maybe they have been doing their routine so long, they just forget to mention or demonstrate it.

To get the maximum benefit from what you learn, I suggest that you write down the steps involved. Put in all the steps, even if they seem unimportant.

When you do that process next time, try to see if you do anything which you missed out of your written description.

You may wonder what advantage there is in recording all the details of a series of actions you already perform well?

You may want to teach somebody else how to do it because you want to use your time on something more enjoyable or profitable (or both).

You can review the process better when it is written down for anything which can be improved or even eliminated.

If you work for someone else, they may ask you to teach someone that task so that you can take on something with more responsibility and rewards.

**If you employ other people:** Create a set of instructions for all the important processes used in your [business](#) and give each person a copy. You would be confident that everyone did the tasks the same way.

This will make the training of new staff easier. You may get awesome improvements in efficiency. Insist that everybody follows the steps as described. Encourage people to suggest possible improvements and reward those whose suggestions are used.

But, make it clear that no changes are allowed until you or your senior staff have checked and approved them. Then, change everyone to the new [system](#) at the same time.

You may think that having everything done the same will reduce creativity and make the work boring. Instead, everyone will find they get the work done with minimum pressure. Any boring tasks will take less time too!

## eadlines Boost Your Results

Deadlines are very powerful. Many people feel stressed when they have to meet a deadline. That's usually because they have not learned how to fit their work to the deadline. Many [schools](#) still focus on [making children](#) learn facts and not so much on how to be productive and efficient.

If you [stress](#) about deadlines, I hope you will learn enough in this section that your stress about them will be almost completely removed and you will start to set more deadlines for yourself and your staff, if you have any.

It is important that a deadline is achievable and it should be based on a genuine need rather than just being imposed to test the person who has to [meet](#) it.

Deadlines which are set a long way ahead will be less likely to be achieved successfully because people are inclined to lose focus and switch their attention to other [projects](#).

The best way to avoid this happening is to ensure that the timeline has a [number](#) of shorter deadlines along it. Each of these should not just be a date on the calendar, but have some real significance in the main project.

Try to have each short deadline less than a week. That means there is time to achieve progress. But, if somehow the deadline is missed, the extra time needed to get back on track is probably achievable.

It will probably put enough extra pressure on everybody involved that there will be pressure from within the group to ensure that those responsible for the previous delay won't do it again.

Always aim to beat any deadline which is imposed by a customer, teacher or employer. Keep them informed about progress too.

"Soft" deadlines which can be extended at the last [minute](#) are useless and counter productive.

Starting all meetings on time is an effective deadline which will encourage attendees to be punctual.



Finishing meetings on time can be harder to arrange.

But, it is desirable. It shows respect for the attendees' other commitments and it encourages people to keep their comments shorter and on topic.

One way to show that the finishing time has importance is to arrange another meeting to start a few [minutes](#) after the scheduled finishing time for the first one.

## Control Your Environment

If you work for yourself, you have a great advantage which you probably never give any thought at all.

You can improve your efficiency by improving the environment which you work in.

Most people who work for others probably have no control of the details of their work space, except maybe for the family photo, their personal [coffee](#) cup and maybe a potted [plant](#) which dies because of the air-conditioning.

In a communal office, you are limited in many ways. But, many self-employed people impose similar limitations on their working environment as well.

Ask yourself what would be your ideal working space and start to adapt what you already have or [plan](#) to acquire your [dream](#) office if you really need one for your work.

Do you want to create a physical division between your office and your home? Some people have a shed ,or even a rented space elsewhere, to work in. They may need a location where they can invite potential clients and other business people to come without being interrupted by family or [pets](#).

Whatever sort of office you set up for your own [business](#), check with your accountant before spending much [money](#) to see if you can do it in a tax-friendly way.

But, sometimes they find that moving from [home](#) to office and back again each evening helps them make the mental shift from their personal situation to their business activities. That can work, even if their office is in their own backyard.

If you can set up separate locations for your computer and your business reference material, this may help you to focus on each activity more easily.

Set up a [chair](#) under a window and let your calls go to the answering system – that can feel like a holiday sometimes!

If you work at [home](#) and may have visits and calls from clients and other [business](#) people, you should get a separate business phone.

You should train family members how to answer your business phone appropriately or tell them to let all calls on that line go to the answering system. You won't hurt anybody's feelings if you say that you don't want them to be troubled.

Make sure that your phone won't pick up family noises or your [kid's](#) stereo when you are talking business.

A [plant](#) or even a [fish](#) tank can be very pleasant addition to your office.

## Quick Tips

**Email** will affect your concentration and it will take you a noticeable time whenever you stop doing something else to check it or send [messages](#).

Try having a session every two hours or possibly longer apart. If two hours doesn't work with your work pattern, give ninety minutes a trial. Reduce the period to an hour only if you must.

Then try two hours again a week later.

**Exchange cash for Time** which is more valuable. If cutting your lawn takes half an hour or more consider paying someone. They can use the [money](#) and you can probably earn more than that in the same time.

Are there **any other tasks** you can do the same sort of deal with? I would exempt walking the [dog](#). That is good for your [health](#) and family harmony.

Fill up your car when you're at the gas station. That will probably save you significant time over going there four times and getting a quarter tank.

You may get better service even though you'll spend less money. Avoid the convenient but expensive [shop](#) at the gas station.

Do your [grocery](#) shopping once a week. Buy in bulk, provided the [product](#) is good quality or which your family prefers. Look for community networks to bulk buy. Sometimes you can buy direct from farmers. But, beware of high prices at niche markets and trendy [stores](#).

## Procrastinate No More

The answer to procrastination is to take action.

..... If only it was that easy!

There are as many theories about how to avoid or beat procrastination as there are about what causes it.

The reasons we give for delaying action include:

**More Research needed.** Some is necessary but people often use this as a cover for their lack of [desire](#) to act.

**Not enough time to do a proper job of it.** Good excuse but that's all.

**Waiting for inspiration.** Similar to "research" (above).

**Waiting for conditions to improve.** Unless there's a sand storm in their backyard , this is just another excuse.

**They prefer being bored to working.**

**They are not motivated.**

**Worried they may not succeed.** This one is unfortunately too common.

**The best remedy** is free but not always easy. Start some action, however small, and your mind will keep doing that without much effort.

If you are supposed to write something and you can't think of anything appropriate, write something inappropriate – even silly.

Researchers find that our [bodies](#) and [minds](#) will [try](#) to complete any task we make a genuine effort to start.

If you start writing nonsense, you will find it just as easy to keep writing as stop and return to sloth.

After a short while, you will find yourself focusing your writing on the subject you are supposed to be dealing with.

Some people keep putting off any action because they say there is not enough time to do anything useful. But, there is usually enough time to do

something which needs to be done and will help the major task progress even in a small [way](#).

If you find four such gaps in your day, you can probably get up to an hour of productive work out of them. Remember, when you start you will find it easier to continue.

Soon, you will have some level of progress which will, in itself, become a spur to encourage you to do even more!

## Perfect Practice

Have you ever wondered why there is usually a significant gap between the performance of a top professional musician and an experienced amateur?

Talent cannot be discounted, but here is another factor which separates most of them.

Many enthusiasts practice almost as many hours as many professionals.

But, most use their practice time to play pieces which they are already familiar with and play regularly.

One part of many professionals' [practice](#) routine is to play over and over the most difficult segments of any new pieces they are [learning](#).

The professional won't present the piece until they have their stamp on it.

But, many amateurs will present a piece which they have some difficulty with.

They have limited time for their practice and there's no harm in them using that time to improve pieces which they enjoy doing, even if they may not have full control of them.

But, that difference is one of the reasons that they may never reach quite the same standard.

The good news is that most of us do not need to reach that standard.

An athlete told me, "The winner doesn't have to win by more than a finger – it's still a win." He wasn't lazy. His point was that winning was a matter of preparation and perseverance.

His [training](#) schedule was very simple. He was always the last to leave after a session. He said he probably put a dozen extra hours a week in the gym. He believed the extra work was needed to put him nearer to the standard of some of the other athletes.

We all have to pay a price. Not paying the up-front price may stop us from ever being able to achieve our personal or professional [dreams](#).

## Stop Distractions

Maintaining focus is a big problem for many people.

It's understandable that the ever-increasing pace of daily [life](#), the roar of noise and clamor from people wanting attention, [money](#) and time from them can distract them. Or, it may cause them to mentally focus inward and treat most people and situations in a more superficial but easier to handle way.

People often find comfort in concentrating on their own internal [conversation](#) with their subconscious.

People that are feeling battered by the outside [world](#) are likely to have negative feelings about themselves just as they do about the people around them.

When they push this negativity into their subconscious with self-talk and recalling previous disappointments, their subconscious starts to build an expectation of more disappointment and eventual failure.

Except for people that have gone down to a point where they need professional help to find the track back, there is a way that almost anyone can start putting things in a better [balance](#).

Changing your focus is not easy at first. Each person must find a reason which is strong enough to keep them motivated in the task ahead.

For many, it is the importance of repairing or improving the connection with their [partner](#) and family. Money is seldom enough of a spur unless it's specific and tied to a specific personal goal, not just a nice check.

Then, clear away distractions and focus on that goal.

Avoid the [desire](#) to feed temporary desires which take [energy](#) and resources which are needed for the main task. Work hard on repairing any damaged personal and [business](#) relationships. Be understanding and patient.

Whoever you're with, your [family](#), boss or colleagues, give them your full attention.



## Handling Paper

Until we actually all get the fabled paperless office, we will have to deal with paper. I don't [mind](#) it because I've never had a paper file crash and lock up four gigabytes of important information for eternity!

But, I have got more paper around than I really should have. I think a lot of people keep everything and maybe also a copy of most of it, just in case the I.R.S. comes knocking on their [door](#).

Improving your productivity may depend, at least in part, on setting up a [system](#) where you can find this year's files.

You need a plan of where you will put the stuff which must be kept so it is safe and unlikely to be damaged or accidentally thrown out with the real trash.

If you have non-paper clutter, decide whether you want to gather it for a garage sale or donate it to a charity.

That will at least save you the cost of having it all hauled away.

## Myths of Productivity

There are many popular and heavily promoted productivity [methods](#) which have hidden drawbacks, I could fill the [book](#) with them.

### *Brainstorming*

This involves gathering a group of people to share ideas with little restraint or direction.

The plan is supposed to produce creative breakthroughs which are unlikely to show up in more formal discussions.

To ensure full participation, no criticism or evaluation was permitted during a session.

There are still people who endorse this [method](#) but the output for many groups has been disappointing in both quality and quantity.

In the couple of sessions I took part in, many of the ideas were impractical for various reasons such as cost, time and effort required or even legal reasons.

The lack of quality control meant that a lot of the available time was wasted on suggestions which should never have been made.

But, some researchers suggest that the major factor in reducing the value of these sessions was that the size of the group encouraged many of those in the group to not participate and just rely on the usually talkative ones to put up enough ideas and cover their own lack of effort.

Those who coast along will still be able to [claim](#) some of the credit if anything good is produced but probably avoid any negativity if that doesn't happen.

### *Open Plan Offices improve morale*

That's not my experience. Nor does much research back the idea unless it's funded by companies which sell office partitions.

These set-ups also seem to have the same effects which multi-tasking causes. People cannot usually and consistently deal with two or more things demand their attention as well as they [deal](#) with one.

Conversations between the people in the offices must be difficult. Imagine talking to an upset client over a constant buzz of chatter and clatter.

Many people seem to be okay with it but their conversations with trusted friends outside the [building](#) tend to focus on whether they might be able to get a [job](#) in a “real office” instead.

## How to Get a Good Night's Sleep Every Night

Not sure about the figures, but we all need quality [sleep](#) of at least six hours each night according to the latest research I've read. The research is not always consistent on the percentages. But the six hours is generally accepted as a good minimum.

Our work as well as our general [health](#) is sure to suffer over time if we are prevented from getting it.

Quality of our sleep depends on length of each sleeping period. Less than thirty minutes may mean that we don't get to the third passage of sleep where our brain does its vital restorative work on our [bodies'](#) systems.

Sleeping in a room with bright [light](#), noise etc., is not very helpful either.

If we continue to miss that rebuilding time, we will suffer in the short-term and later on as well.

It's also very important to make ourselves ready for sleep. That means [keeping](#) the bedroom free of radios and other multimedia devices, leaving arguments outside the door and not filling our pre-sleep time with bundles of documents about tomorrow's meetings.

Avoid [food](#) or drink before sleep. I know many people may feel they could not sleep without their warm [chocolate](#) drink and a couple of extra-sweet cookies but that's another myth.

Coffee, [tea](#) and other caffeine-laced drinks as well as those with Guarana remove valuable [water](#) from your system, starting with your brain and also may cause problems with your sleep, [blood pressure](#) and other conditions.

## **Go Forth and Produce!**

I [hope](#) my ebook will help you become more productive and successful (however you define success).

Take one suggestion at a time and you will soon have more ways to deal with the barriers we find in our way.

Thanks and enjoy every day!

*Barry Miller*

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