

# The Ultimate PRODUCTIVITY GUIDE

1

Productivity  
@ 50%

2

Productivity  
@ 60%

3

Productivity  
@ 70%

4

Productivity  
@ 80%

5

Productivity  
@ 90%

6

Productivity  
@ 99.99%

## BASICS & FUNDAMENTALS

- Take care of your mental health
- Sleep enough consistently without compromise
- Space-out & Take breaks
- Ask the question - Is it useful to do this?
- Do things today that help tomorrow or a year later

## EASY TECHNIQUES

- Pomodoro (25 min work, 5 min break w/ timer)
- Chunking (20-45 min sessions on related tasks)
- Prepare a ToDo, update regularly & return to it
- Redesign your environment to suit your work - music, desk, stationery, chair, temperature
- Build satisfying and resourceful human relationships

## DEEPER FUNDAMENTALS

- Manage & replenish resources - food, apps, battery, water, money, time, mental energy
- Learn and hone skills which make ideas actionable
- Understand and resolve the reasons for procrastination - future anxiety of the outcome

## HARDER TECHNIQUES

- Improve 1% every week
- Change your approach - perspective, technique, priorities, methods to implement
- Do simple tasks there and then - email, text, errors, ToDos, instructions, feedback, etc
- Implement a routine & a system for work
- Overcome functional fixedness

## DEEPEST FUNDAMENTALS

- Spend time in trial & errors
- Tackle a problem by varying its parameters
- Approach a problem ground-up, top-down, small-picture-first, large-picture first, and let each inform the other
- Pay attention to what information informs your micro and macro decisions

## HARDEST(ER) TECHNIQUES

- Improve 1% Daily
- Learn & utilize all your tools/softwares at maximum capacity
- Learn to draw the line where good is good enough
- Improvise

# Insights Productivity Guide

**Insight Guides**

## Insights Productivity Guide:

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**Microsoft Teams Text Book** Manish Soni,Jaishree Soni,2024-11-10 This comprehensive guide is crafted to serve as your ultimate companion in harnessing the full potential of Microsoft Teams Whether you are a novice seeking to acquaint yourself with this dynamic platform or a seasoned user aiming to deepen your expertise this document aims to provide the knowledge and insights you need

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**Economics** Roger Frantz, Shu-Heng Chen, Kurt Dopfer, Floris Heukelom, Shabnam Mousavi, 2016-08-05 There is no doubt that behavioral economics is becoming a dominant lens through which we think about economics Behavioral economics is not a single school of thought but representative of a range of approaches and uniquely this volume presents an overview of them The wide spectrum of international contributors each provides an exploration of a central approach aspect or topic in behavioral economics Taken together the whole volume provides a comprehensive overview of the subject which considers both key developments and future possibilities Part One presents several different approaches to behavioural economics including George Katona Ken Boulding Harvey Leibenstein Vernon Smith Herbert Simon Gerd Gigerenzer Daniel Kahneman and Richard Thaler This section looks at the origins and development of behavioral economics and compares and contrasts the work of these scholars who have been so influential in making this area so prominent Part Two presents applications of behavioural economics including nudging heuristics emotions and morality behavioural political economy education and economic innovation The Routledge Handbook of Behavioral Economics is ideal for advanced economics students and faculty who are looking for a complete state of the art overview of this dynamic field **Insight Guide Chile** Insight Guides, 2000-05

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