Twitter Thread by Matthew Red ■



Matthew Red ■
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Struggling to stay productive?

Doing busy work doesn’t always mean productive work.

Here’s how to finish more work in less time than 95% of people:

Research shows that we can only engage in deep work for 4-5 hrs/day max.

If you check the time wasted during a work day,

you’ll see huge amounts of fat literally dripping off your calendar.

You don't need to be a productivity guru that does 100 things at once.

Make it simple:

1. Find a time and place to focus

Are you a night owl or an early bird?

Some start their day early. Some very late.

Do you work better in complete silence or with background noise?

These are big factors that affect our productivity.

To solve both,

Find an environment where you can stay focused and get into a flow state.

• Home office
• Coffee shop
• Library

Test where and what time you work best.

And use a good noice-cancelling headphones too ;)

2. Block all distractions

The biggest distraction today is notifications.

Disable notifications on your phone, computer, and other devices.

Use tools like Freedom or Cold Turkey to block distracting websites and apps.

A clear mind allows you to think and act with purpose.

3. Have a to-do list

To-do lists are a great way to stay organized and on top of your tasks.

Especially when you've got a lot going on in your day.

They are so simple that you only need a pen and paper.

Here's how I create my lists:

Big Tasks:

- Takes you 1 to 3 hours
- 2 tasks max
- Main focus for the day

Medium Tasks:

- Takes 15 - 45 minutes
- 3 Medium tasks max
- Use to boost your motivation

Tiny Tasks:

- Takes 5 to 10 minutes
- Daily chores and inevitable tasks
- No specific #

4. Use productivity methods

Our brains are easily distracted.

And our attention spans are getting shorter than ever.

This is why productivity systems will help us get more work done in less time.

Here are some methods you can try:

• Pomodoro
• Eat the Frog
• Zen to Done
• Time Blocking
• Kanban Board
• SMART Goals Method
• Don't Break The Chain

Pick and try what works for you.

I personally use the Time Blocking method.

5. Plan before doing

"Failing to plan is planning to fail"

Take control of your life by planning.

I'm sure you've written down your goals.

Great.

Now write down the actions you need to take to achieve those goals.

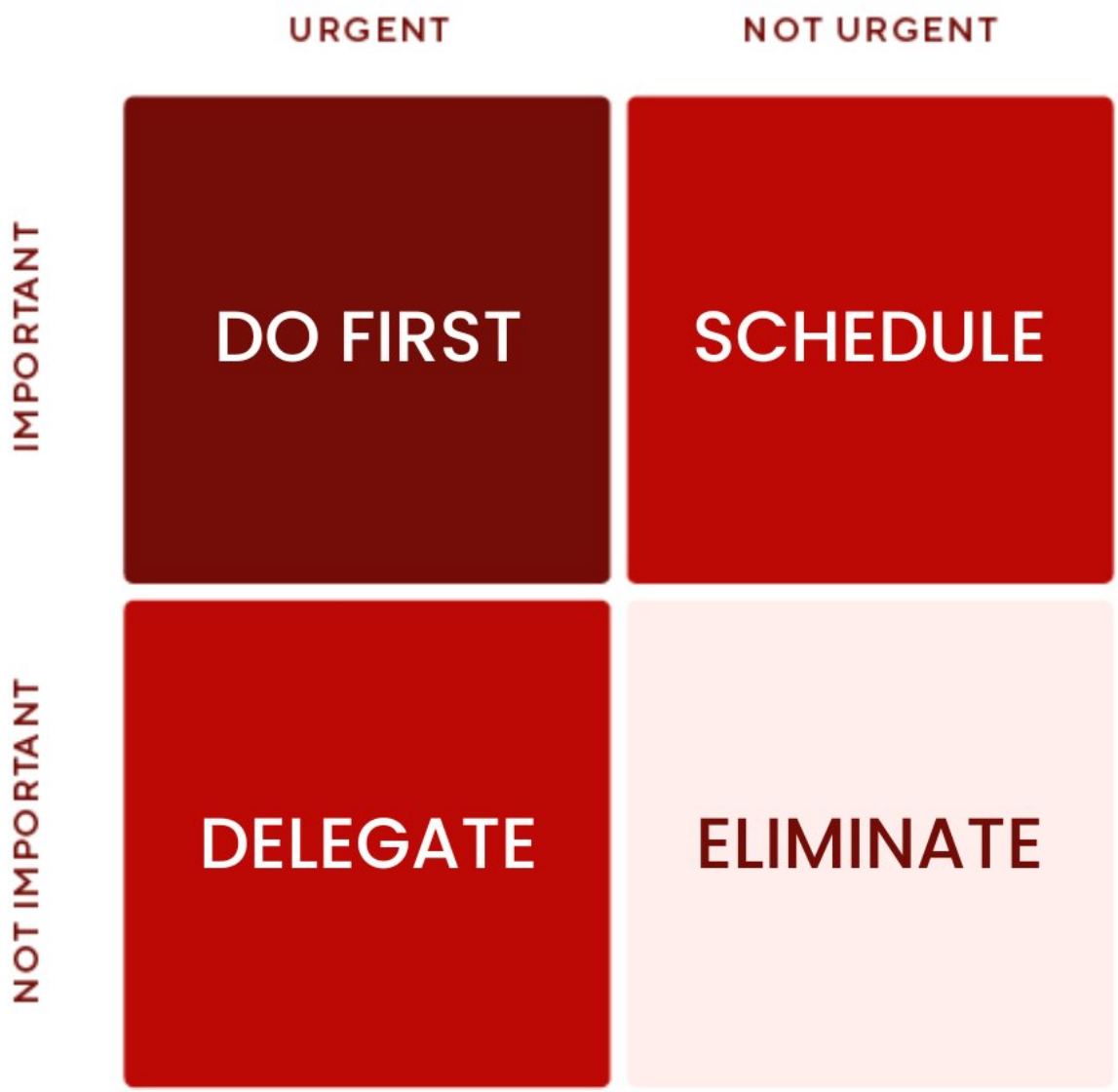
A good way to do so is by categorizing tasks with...

The Eisenhower Matrix

You'll need to arrange tasks into different quadrants:

- Urgent + Important (Do first)
- Not Urgent + Important (Schedule)
- Urgent + Not Important (Delegate)
- Not Important + Not Urgent (Eliminate)

Apply this and you'll save tons of time.



I'm sure you've heard all these steps already.

But we need to be reminded more than instructed.

It's easy to get caught up in the day-to-day and lose sight of the big picture.

At the end of the day,

Our goal is to work less, earn more, and enjoy more.

Stay focused.

Summary:

1. Find a time and place to focus
2. Block all distractions
3. Have a to-do list
4. Use productivity methods
5. Plan before doing

That's a wrap! ■

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- Writing

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Thanks for reading. Appreciate y'all! https://t.co/hzSxX2kTVV

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> — Matthew Red \U0001f7e5 (@matthewred_) January 6, 2023