



3 One Things (7 January 2022)

Hi

Welcome to the first instalment of my new Productive Life newsletter in which, each week, I will share 3 “One Things” that will nudge you towards living a productive life in every area of your life and not just at work - after all, in the words of Adam Grant: “*Productivity is using your time well to accomplish things of value to you and to others.*” Here are the 3 One Things for this week:

One Thing I READ: I stumbled across a gem of a book published in 2013 entitled: *Manage Your Day-to-Day*. It is a collection of short articles on productivity by thought leaders in this field. It is available on [Amazon](#) and the articles by authors such as Cal Newport, Gretchen Reuben and Seth Godin will give you much to think about. Check out the awesome article on dealing with perfectionism by choosing a creative pragmatic approach over a creative perfectionist one. Each section ends with a set of Key Takeaways that is super helpful.

One Thing I DID: Inspired by the first article in *Manage Your Day-to-Day* entitled *Laying the Groundwork for an Effective Routine* by Mark McGuinness, and challenged to ensure that important things get done before the day gets away from me, I spent time reflecting on what my ideal day should look like in 2022. Here are some of the key routines I will ensure happen throughout a typical day after waking up at 6am: Devotions, Daily Planner, Wash, Breakfast, Learning, Newsletter, Coaching, Admin, Reflection, Research, Supper, Walk and Recreation. Put some time aside this weekend to reflect on how you need to spend your days to ensure you achieve your goals this year.

One Thing I CREATED: At the start of a new year it is critical to plan your year and set targets to achieve. You may have done this already or may need a little help improving what you have started. I create a Notion page that will help you set your Vision for 2022, identify Goals, list Milestones, identify Obstacles and Solutions, select a Year Word, create a Vision Board, design an Ideal Day, create a Do More List and create a Do Less lists. Follow this [link](#) to the template and duplicate the template to your own Notion system then click on Create New Year Plan on the page and complete the different sections. If you are not a Notion user (you should at least check the app out) you can still follow the outline I have created.

A great way to start this new year would be to invest in yourself by buying a copy of my book. The Productive Life, on [Amazon](#) as an eBook or a paperback.

Until next week, have a super productive week!

Mark Tittley

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