3 One Things (13 January 2022)

Welcome to this week's instalment of my Productive Life newsletter where I share 3 "One Things" to help you live a productive life in every area of your life.

Here are the 3 One Things for this week:

One Thing I READ: This is a belated mention as I finished reading *Atomic Habits* by James Clear a few years back, however, I have just completed his "30 Days to Better Habits" course, our media team is about to work through the book, and I cannot overstate just how helpful the book is. Here are 3 thoughts that stick with me: (1) Create Identity-based Goals - focus on what you want to become and your actions will become habits and you will achieve your goals. (2) Focus on Systems more than Goals: James says: "We don't rise to the level of our goals, we fall to the level of our systems". (3) Take Small Actions - this is what *atomic* means - create small actions that you do consistently and over time you will experience significant change. Honestly, the wisdom packed into every page will blow your mind. Check out his webpage for links to the book, his writings, his 3-2-1 newsletter and the 30 free Days course: https://jamesclear.com/

One Thing I DID: Starting a new year can be a challenge. Like me, you may have relaxed some of the habits that you were practising before the holiday period started and then found that you needed to jump start things once again after the downtime. I have always believed that "starting again" is the secret to productivity - rather than beating yourself up, take a look at everything you were doing before the break and see what needs to be continued and what can be left behind and then pick up where you left off. Be sure to track your habits in some kind of a Habit Tracker. You can check out the Habits page I have created in the productivity app called Notion for help with creating and tracking habits at: bit.ly/TPLHabits

One Thing I CREATED: Some years back I created a paper-based Productivity Planner that had four sections: a Day planner, a Week planner, a Month planner and a Year planner. I built all my Time, Attention and Energy management secrets into the various parts of the planner and recently recreated the whole system in Notion. It is proving to be a great help to those who are using it. You can duplicate the planner to your own Notion system by visiting the page at this link: bit.ly/TPLProductivityPlanner

My book, The Productive Life, in ebook format is available at a discounted price if you would like to pick up a copy at Amazon.

Until next week, have a super productive week!

Mark Tittley

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prodUctive
PO Box 2328, Cresta, 2118
South Africa

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