3 One Things (20 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. I consider it a privilege to share with you each week something that I have read, or that I did or that I created. If you have any thoughts about the newsletter, or want me to explore something for you, let me know by replying to this email.

Here are the 3 One Things for this week:

One Thing I READ: A good friend of mine gave me two books recently - I mean those kinds with the paper that can cut your fingers if you are not careful! They were both by Rory Vaden and I had been meaning to read them for ages! The one that I devoured first was entitled: *Procrastinate on Purpose*. It is so much more than a book about how to handle procrastination. The author says: "You can't manage time, and there is a limit to borrowing time but you can multiply time. You do this by spending time on things today that give you more time tomorrow." He suggests that we can multiply time using five permissions: (1) Eliminate: The Permission to Ignore - start by removing things that you plan on doing tomorrow - make a stop doing list. (2) Automate: The Permission to Invest - look for things that you can automate so they happen pretty much on their own - you will make an investment in the future when you systematise things. (3) Delegate: The Permission of Imperfect - work towards doing only things that you need to do and give everything else away to others to do - this will mean that you need to be happy with imperfect work at first. (4) Procrastinate: The Permission of Incomplete - identify things that should not be done now but worked on later - leave things incomplete intentionally to be done at a later time when they can be batched. (5) Concentrate: The Permission to Protect - look for the one priority task that you should be working on and then protect the time you give to working on it by ensuring you focus on it fully! Honestly, there are countless gems and loads of insights around each of the five ways to multiply your time: Eliminate, Automate, Delegate, Procrastinate and Concentrate. It is worth the risk of getting a paper cut or your could just buy a digital version on Amazon!

One Thing I DID: Since I made the transition from Nirvana - which I used to use to manage my actions to Notion - I have seen almost endless ways in which the tool is able to be customised to do what other apps did, but now, everything can be done in one app and it is truly customisable. This one thing I did may not be relevant to you, but as you see my example it should spark your creativity to do something similar. My hobby is birdwatching and I am trying to see and photograph all the bird species in Southern Africa - over 960 bird species. I am on 732 so I have quite a way to go! I have always used an Excel Spreadsheet to track my sightings (a LifeList as it is called), where I saw the bird and whether I need to get a better photo. Well, I created a database table in Notion that can be quickly updated when I am out birding and also sorted by any number of criteria - it already has all 967 birds filled in so adding a new sighting is quick and easy. Take a look at my Birding

Life List Template and then think of one of your hobbies or areas of life that could do with a table like this. Hey, maybe it is tracking your book collection and who you loan books to, or keeping a track of what movies or series you watch on Netflix - anything that you need to update and then view from different angles would be ideal! Shout if you need any help!

One Thing I CREATED: During 2021 I presented a Zoom workshop to explore the best practises that I have learned from working at home over the past 25 years. So whether you are in a lockdown in a pandemic or find yourself for some reason working from home, these practises will help you thrive. Check out this page on my website for the PowerPoint presentation, the Notes, and a Video and an Audio recording from the Zoom workshop that I gave. While you are on that page, you may like to download a Zoom presentation I gave to explore the first of my 7 keys to living a productive life - it is entitled: The Productive Life Key #1.

Check out my book, The Productive Life, to explore 7 keys to living a productive life. If you ever feel like you need some coaching to implement the keys, just shout.

Until next week, have a super productive week!

Mark Tittley

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