3 One Things (27 January 2022)

Welcome to this week's instalment of my Productive Life newsletter where I share 3 "One Things" to help you live productively in all spheres of life. I trust that your year is heading in the direction that you wanted it to go and that you are living out the goals and habits that you set for yourself for 2022.

Here are your 3 One Things for this week:

One Thing I READ: I picked up a truly significant book on productivity that started out as a project to explore the best productivity ideas over the course of a year. I have followed Chris Bailey's podcast over the years (Time and Attention) and suspected that the book would be worth reading as was his first book Hyperfocus. It certainly is a great book with tons of insights as he unpacks his journey testing 25 productivity tactics. The book is entitled: *The Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy* and is available on Amazon at a really great price. Check out a review by Thomas Franks where he explores 5 Lessons he extracted from the book: (1) Productivity = The Management of Time, Attention, and Energy. (2) The 6 Procrastination Triggers; (3) Biological Prime Time; (4) Our Future Selves are Strangers; and (5) The "Waiting For" List. Everyone will take something different away from the book and Chris Bailey's insights into each of the 25 tactics will give you lots to work on during the rest of this year!

One Thing I DID: I did something this past week while reading through *The Productivity Project,* that I pretty much do for every book that I read. I created a Resource Library to go along with the book. It is currently located on a page in my Summaries database in Notion but you could use a folder on your desktop or another app like Evernote. On the page I have the following sections: (1) Book Extracts (as I read the book on my Kindle app, I extract sections that stand out to me as I read the book - I usually distil this down to a one or two page summary at the end of the process); (2) Author's Website (links to any of the sites that the author manages); (3) Author's Podcast (a link to the podcast webpage); (4) Buy the Book (a link to the page on Amazon where the book can be purchased); (5) Talks and Presentations (links to any TedTalks or other presentations that the author has delivered) and (6) Book Summaries (here I include any summaries that I find on the web for the book). The power of using Notion for this is that you can quickly add resources you come across to the page by sharing it to Notion from any app or website and you can keep adding to the page over time. It really becomes a great resource in the end and ensures that you don't struggle to find what you are looking for.

One Thing I CREATED: Check out a webinar that I created exploring 10 of my all time favourite time management sections. It is entitled 10 Secrets to Managing Your Time and you can watch the Zoom session, or listen to the audio, and download the notes and workbook on this page of my website. I am often asked to coach people so they can get their life under control and while my book is the

basis of my coaching these days, these 10 secrets (mentioned in chapter 1 of my book, The Productive Life) have formed the foundation of what I believe and do each day of my life to be productive.

Until next week, have a super productive week!

Mark Tittley

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