3 One Things (3 February 2022)

Here is another instalment of my Productive Life newsletter where I share 3 "One Things" to help you live a productive life in all spheres of life. We are already in the second month of this new year so hopefully you have taken your life by the scruff of its neck and are managing your Mission, Actions, Habits, Time, Attention, Self and Energy. These 7 areas are the 7 keys for productivity that I explore in my book: The Productive Life.

Here are your 3 One Things for this week:

One Thing I READ: Lately, Twitter is flooded with Threads alongside the regular Tweets and there are often great insights waiting to be discovered when you click on "Show this thread". I came across one this week entitled: 8 Life Changing Books in which the author recommends a book for each of the following topics: (1) Self-Sabotage (*The Big Leap* by Gay Hendricks); (2) Self-Growth (*101 Essays That Will Change The Way You Think* by Brianna Wiest); (3) Weaponizing Empathy (*Never Split The Difference* by Christopher Voss and Tahl Raz); (4) Healing from Trauma (*The Body Keeps The Score* by Bessel Van der Kolk); (5) Healthy Communication (*Nonviolent Communication* by Marshall Rosenberg); (6) Finding Joy (*The Book of Joy* by the 14th Dalai Lama and Desmond Tutu); (7) Escaping Your Past (*Stop Doing That Sh*t* by Gary John Bishop) and (8) Finding Meaning (*The Second Mountain* by David Brooks). Click HERE to read an extract from the thread that I created.

One Thing I DID: This week I sharpened up my Project and Task Management System. I have a tendency to treat Projects as Tasks - ie, I add an item to my Task list that is actually a Project so when I look at my Task list, I have to skip over some items because I can't actually do them, or I have not figured out what to do with them yet. So what is the difference between the two? A Project is something you have to do that involves a number of steps to get it done. A Task is the smallest unit of work - one thing that you have to get done. According to David Allen, the secret to project management is identifying what the Project is all about, what it will look like when it is done and then figuring out all the steps needed to get to done. No matter what system you use to track your Projects and Tasks - the key is to keep them separate (but linked) and always be working on the next action to move a project to completion. You may end up with more Tasks on your list but they should be doable and not sit on your list forever. Actually, some things are Reference material and should exist on neither your Task or your Project list! Consider that a bonus tip for this week!

One Thing I CREATED: I recently created a database for Quotes that I stumble across. I started a new Page in Notion and added a Table into which I paste a new quote as the page title, tag it according to its topic and add the Author's name. The cool thing using Notion to manage your Quotes is that you can search on any word or phrase and you can filter the view to show you all the quotes for a topic or by a specific author. So when I come across a quote in a book, on Facebook, on Twitter

or in a book, I can quickly store it in the database for quick access later. I even have a Quotes view on my Dashboard in Notion (the main page) where I can quickly add a quote. Check out this PAGE that you can duplicate as a template to your Notion system. I have left some quotes in the table to get you started.

Until next week this time, I trust you have a super productive week!

Mark Tittley

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