3 One Things (17 February 2022)

Here is this weeks instalment of my Productive Life newsletter where I share 3 "One Things" to help you live a productive life in all spheres of life. Here are the things I have identified to share with you that helped me to be more productive in my life this week:



One Thing I READ: Valuable Razors

This morning I stumbled across a blog post entitled The Most Valuable Razors and no, it is not about shaving! As the post explained razors are rules of thumb that help simplify decisions and drive better outcomes. The wisdom in each decision making strategy is profound and well worth embracing. I have edited the post into a document and it contains a link to the page where you can listed to post if you prefer. You can download a document I created for the Razors HERE or you can visit the original page HERE to listen to the audio. Let me know which of the Razors jump out at you!



One Thing I DID: Bottles of Water

Like me you have probably tried different tricks to get habits to stick. Reading *Atomic Habits* by James Clear is of course a huge help here. But I did something practical recently when I was working on trying to get the habit of drinking water throughout the day to stick and happen automatically. I experimented with the hack where you link a habit to an existing action - which is a way of saying: "When I ____, then I will _____." I tried to link drinking glasses of water to my coffee drinking habit (passion?) and found some traction there (When I finish a cup of coffee I drink a glass of water) but it was did not always work plus I wanted to drink more water than coffee. What is working for me at the moment is filling up two 750ml bottles of water in the morning and having them at my work station throughout the day and I track the habit in my Notion Habits page to tick off when I have finished both bottles. This ties in to James Clear's secrets of making your habit EASY (I don't have to fill glasses throughout the day); OBVIOUS (I see the bottles all the time and just have to reach out and take a sip), ATTRACTIVE (I use bottles that I enjoy drinking from and that are easy to open) and SATISFYING (I actually enjoy the taste of water and thankfully live in a country with some of the finest tap water in the world). What habit are you struggling with and what have you learnt from my example about making it stick? Hey, why not reply to this email to share your story or ask for help? I would love to hear from you!



One Thing I CREATED: A This Week Tasks View

For someone who is usually hyper organised, thanks to the systems that I create in my life, I allowed my daughter's car licence to expire at the end of January even though I had already filled out the form and had made an action item in my Notion system to warn me to renew it. Thankfully I was looking for a document for our adopted son so we could apply for his identity document when I stumbled across the form and bought the disk in the grace period of 3 weeks. How did I miss it when I knew I needed t do it, had filled in the form and even added a reminder into my system? Well, this led me to sharpen up my system by creating a brand new view in my Notion Dashboard (titled: TASKS TO DO THIS WEEK) which shows my tasks for each day of the current week - so when a task has flashed in the "Do Today" task list it won't disappear if I don't actually get it done that day. This works as a Fail Safe in case I allow a day to go by without double checking things. The view is rather complex and uses formulas but it is really powerful. I have added it as a view to the Dashboard which is part of the downloadable pages that I have made available HERE. You can also watch a tutorial about building the view HERE.

Please take a moment and check out my totally redesigned BLOG as another resource for you to build a truly productive life!

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

Mark Tittley

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