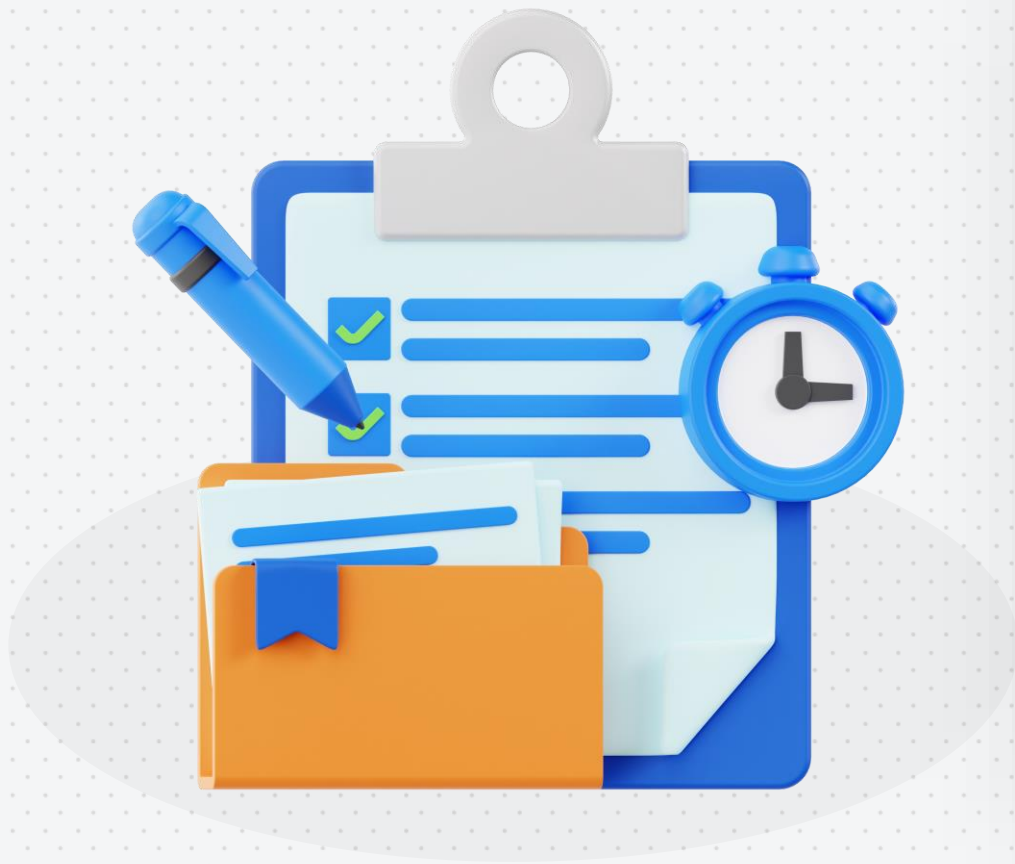


# How to be more productive



# Concept of Productivity



Productivity is something that has to do with me, more than with others, so this seminar will talk about how to be (us) more productive and create a productive environment around us.

Are you sure you are a productive person? You may be surprised to find out that you are not.

# Concept of Productivity



There are urgent activities, others that require effort and time, others that are important, and others that can simply be left for another day. A productive person analyzes the importance of their activities and organizes them considering the time they will dedicate to each one and, above all, if it is worth the effort.



A person can only be productive if they have enough energy to carry out the activities they set out to do, for which a good rest is essential... A productive person knows well that they perform better after having slept enough, so they will make sure that the alarm clock sounds after having slept a minimum of six hours.



# You must ask yourself the following questions.

## Do you know

why you are here?

## Have you assumed your creative role? Gen. 2:15

"We are his workmanship, created in Christ Jesus to do good works" - to do well, to elaborate well (Ephesians 2:10). And I am not just talking about artists and writers; I am talking about every human being. The Greek word poieō means "to do" or "to elaborate."

## Have you discovered the difference between laziness and rest?

"Come to me, all you who are weary and burdened, and I will give you rest" (Matthew 11:28).

## Have you made peace with imperfection?

If we are going to do our work faithfully and abundantly (when I say abundantly, I have in mind 1 Corinthians 15:58: "Therefore, my dear brothers and sisters, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain."). Work hard. We should not be paralyzed by perfection and infinity.



# Debes hacerte las Siguientes preguntas.

## Are you acting without delay?

Act without delay as soon as you feel that your mind is ready for action. In other words, influential ideas, fruitful transcendent thoughts, come to us at night, while we read, meditate, pray, walk, play; and if you don't capture them in some way, in writing, you will almost certainly lose them. So, as Toynbee says: "Act without delay when your mind is ready with understanding."

## Have you learned to "cut" a little bit each day?

Keep chopping the "tree" until you complete any task that is worth it.

## Are you excited about the task ahead?

Finally, I think I should tell everyone to make the beginning of the Apostle Paul their motto: forgetting what is behind and straining toward what is ahead (Philippians 3:13-14). In other words, never reach the point in your life where you are more content with what you have already done than excited about what is left to do. At every stage, whether you are 24, 44, 64, 74, 84, pray with all your heart: "Oh, God, make the next season of my life the most fruitful of all for the supremacy of God in all things for the joy of all peoples."



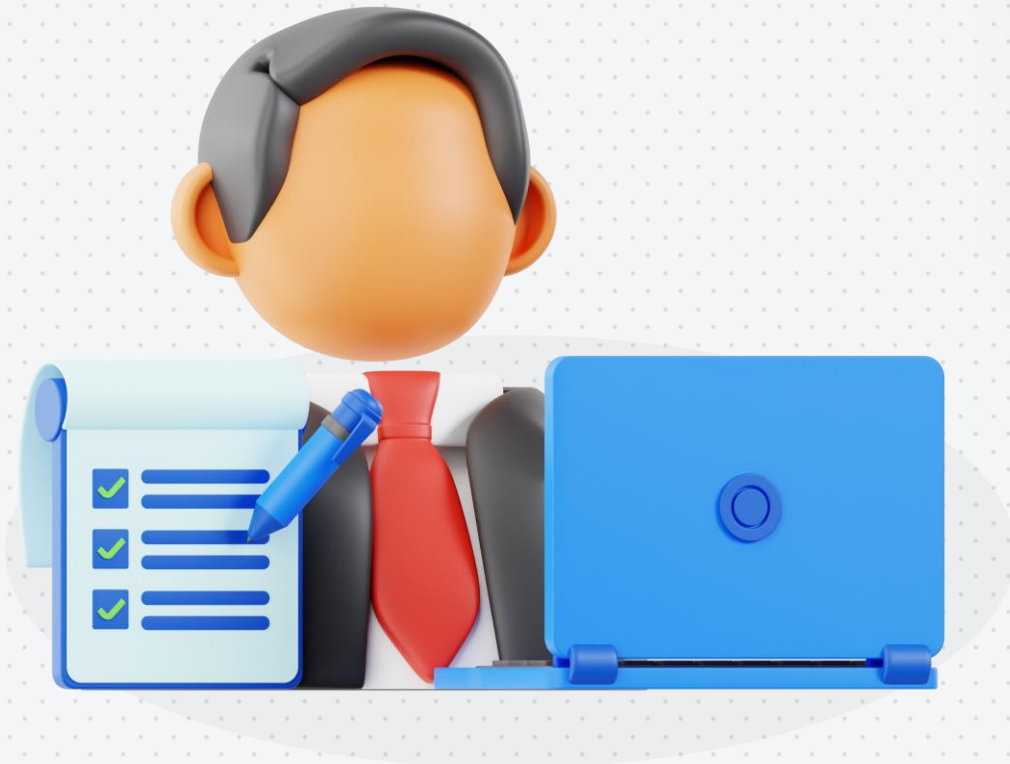
# 12 TIPS

## to be more productive at work





# 1. Create a simpler work environment



## THE PROBLEM

- ✓ There are too many distractions in your work environment.

## THE SOLUTION

- ✓ Take control of your surroundings with simple solutions. Focus on what you can control and work from that perspective.



## 2. Try different time management Strategies



### THE PROBLEM

- ✓ You have developed some bad habits that have led to procrastination.



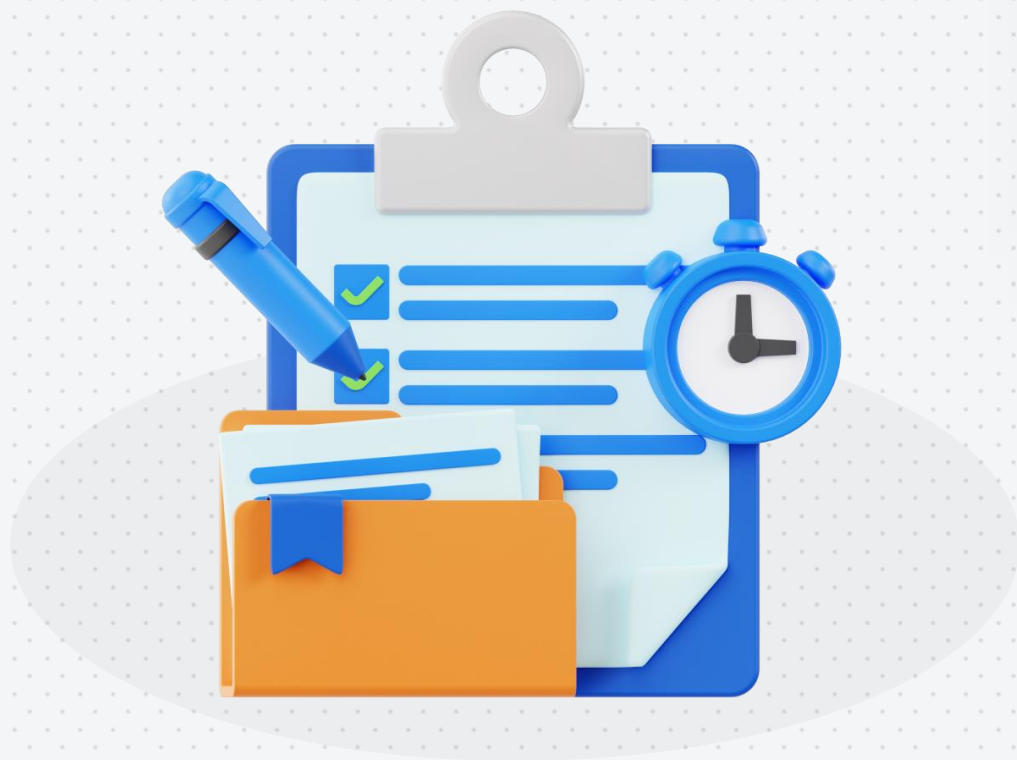
### THE SOLUTION

- ✓ Beat procrastination with proven time management techniques.





### 3. Reduce routine work



#### THE PROBLEM

- ✓ The details of work exhaust the team's productivity.

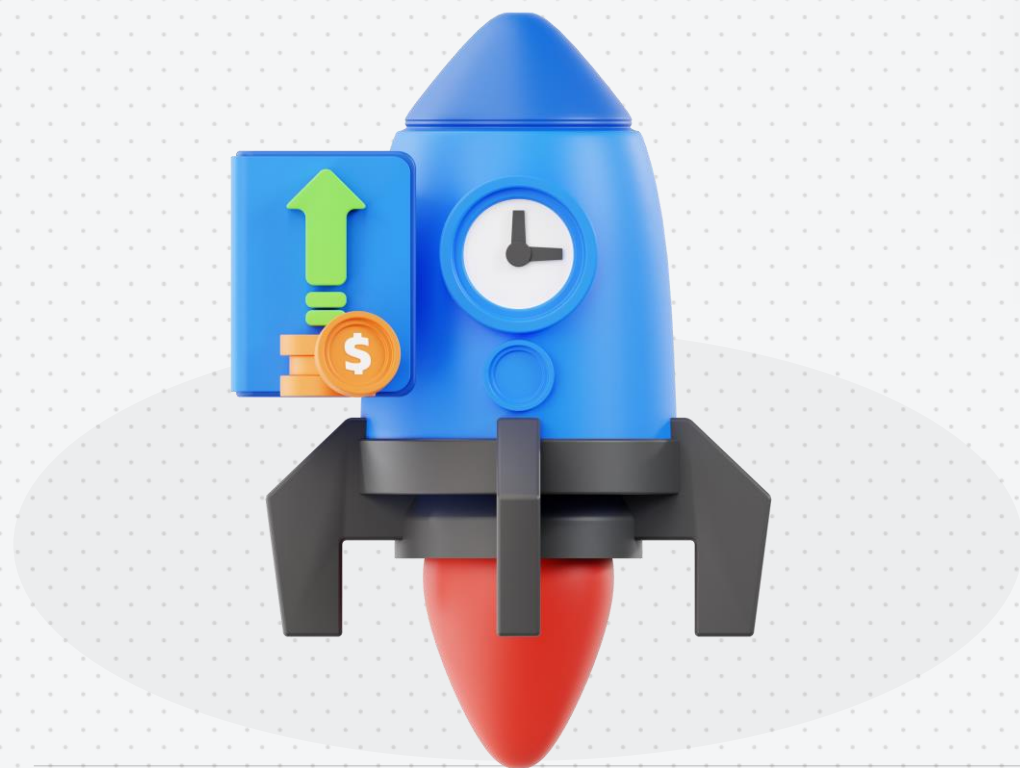


#### THE SOLUTION

- ✓ Try a productivity tool to share a centralized source of references with the team and reduce obstacles that hinder the production of impactful work.



## 4. Take advantage of your most productive moments



### THE PROBLEM

- ✓ You have several meetings throughout the day, so when you want to focus on important work, you can't find the time necessary for concentration.

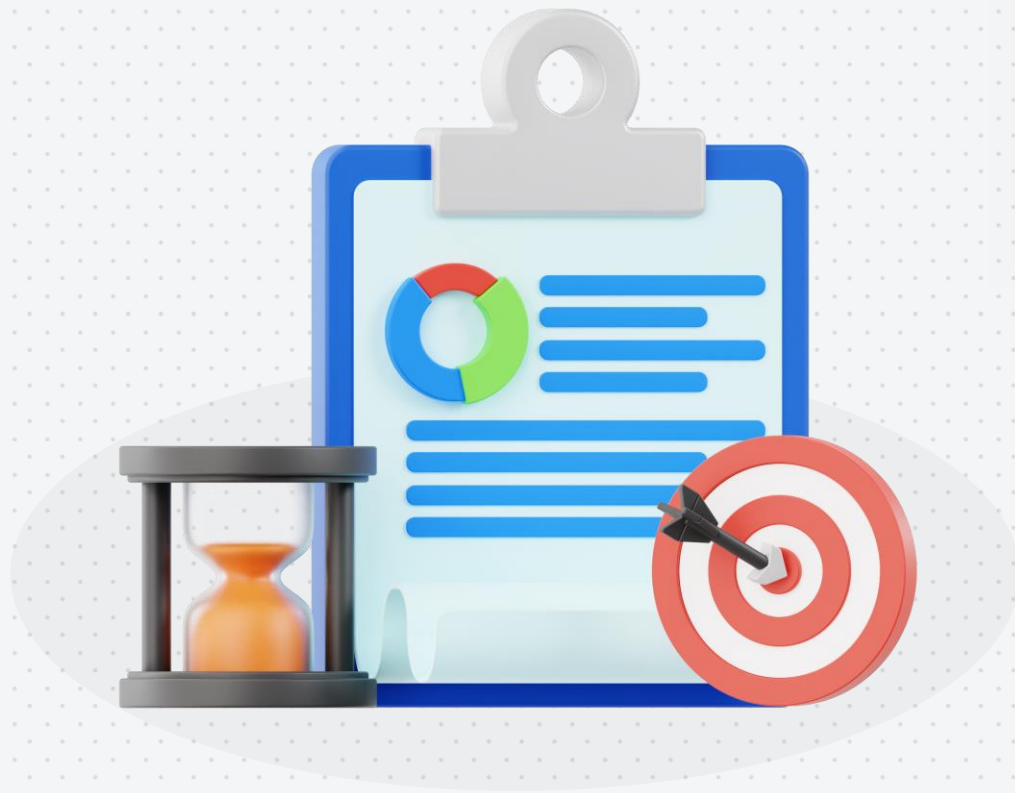


### THE SOLUTION

- ✓ Schedule your meetings in blocks so you can focus on the most important work during your most productive hours.



# 5. Avoid doing multiple tasks at once



## THE PROBLEM

- ✓ You work with several tasks at the same time, but it takes a long time.



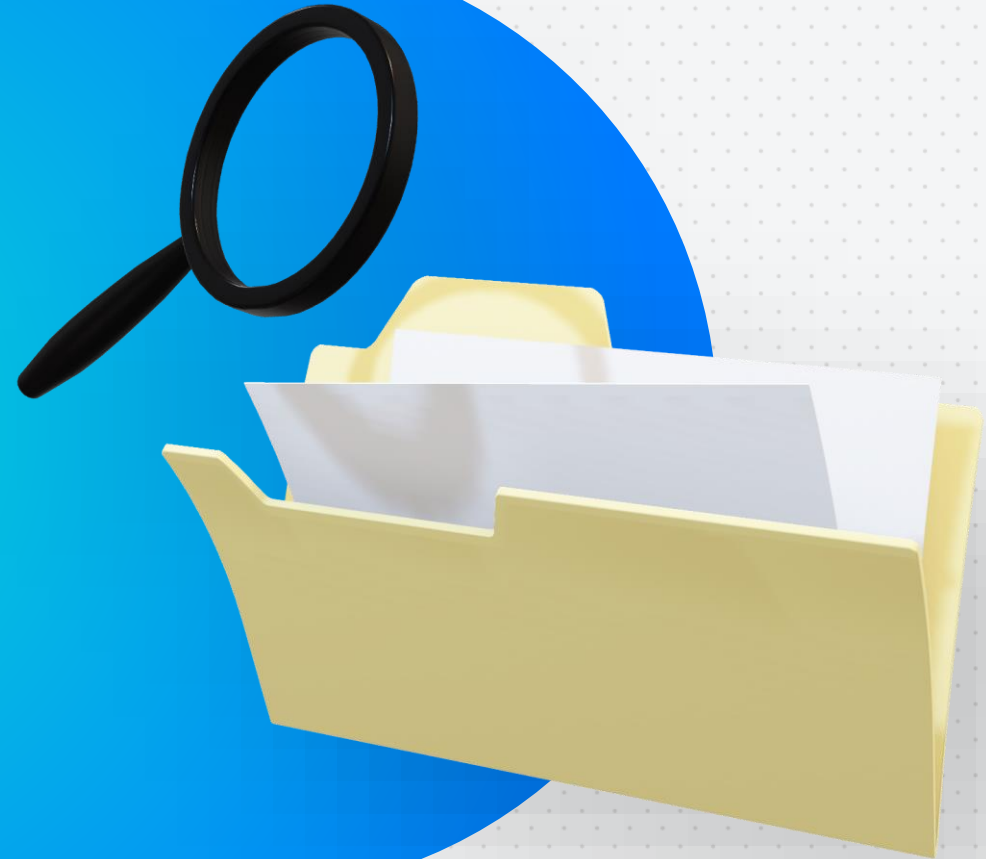
## THE SOLUTION

- ✓ Focus on one task at a time to be able to enter a state of fluidity.

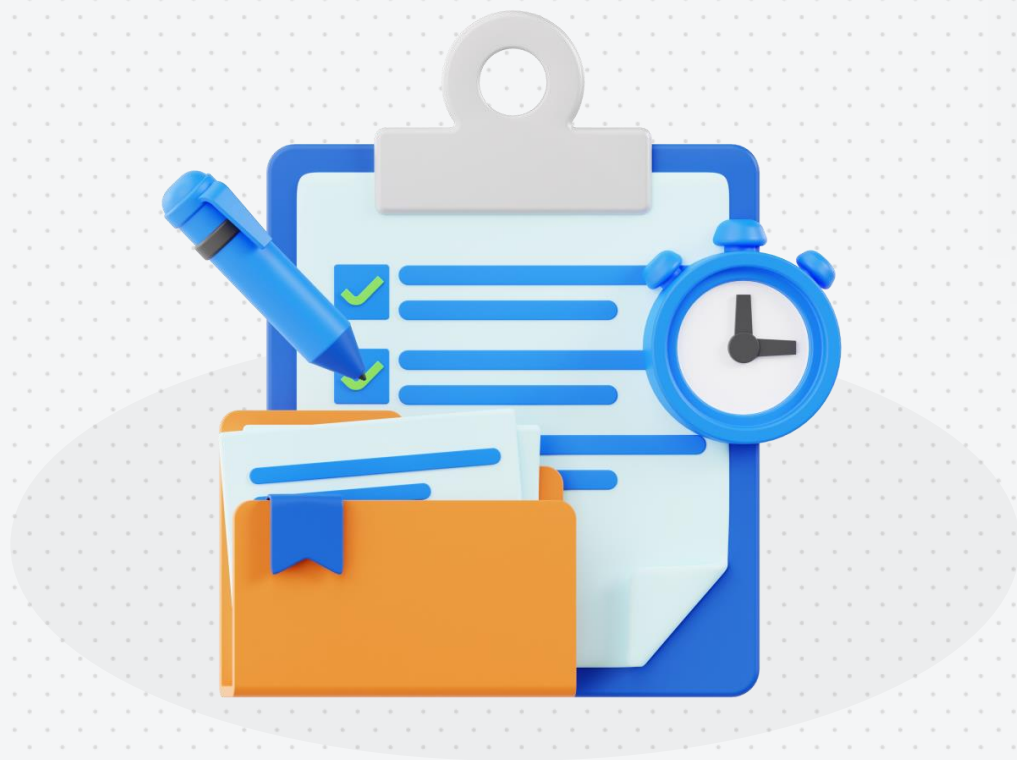


## Curious fact

Humans are not actually good at multitasking. When you try to do two things at once, your brain processes information for both tasks more slowly. As a result, instead of doing one thing well, you end up doing two things not so well.



## 6. Prioritize important work



### THE PROBLEM

- ✓ You have a lot of work to do, but you don't know where to start.



### THE SOLUTION

- ✓ Connect your daily work with team or organizational goals to understand which tasks are important and how each task connects to corporate objectives.



## 7. Reduce the amount of Notifications



### THE PROBLEM



You get distracted by the constant notifications from messages, emails, and project management tools.



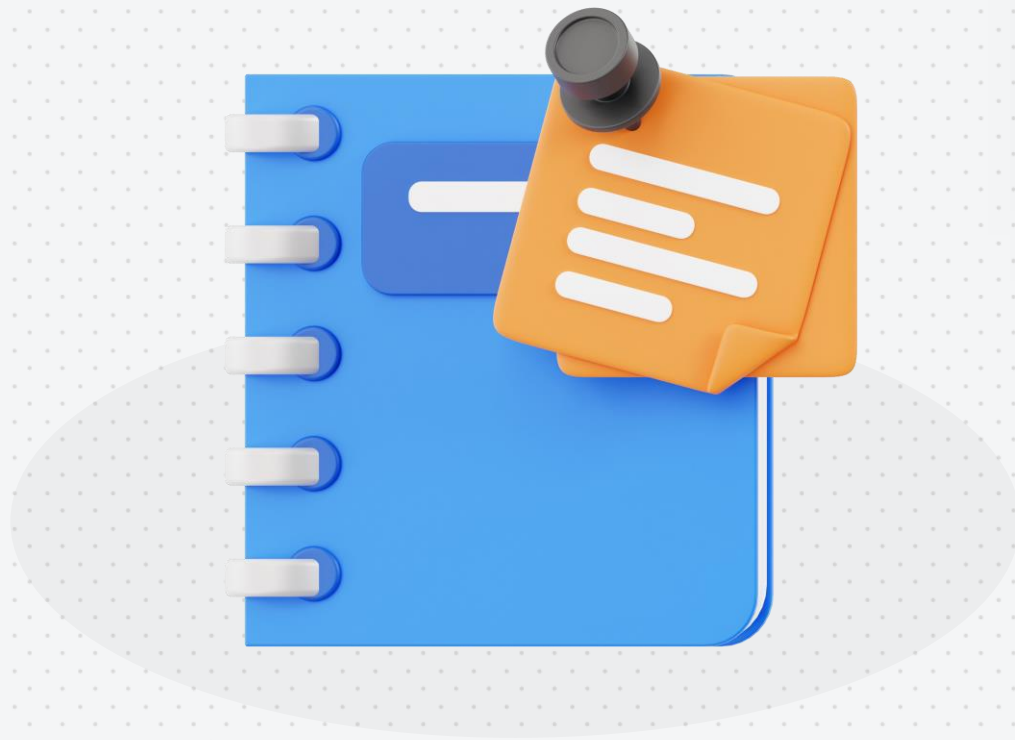
### THE SOLUTION

- ✓ Try turning off notifications or use the Do Not Disturb mode.





## 8. Integrate work tools



### THE PROBLEM

- ✓ You waste too much time switching between different business tools such as chat, email, spreadsheets, and more.



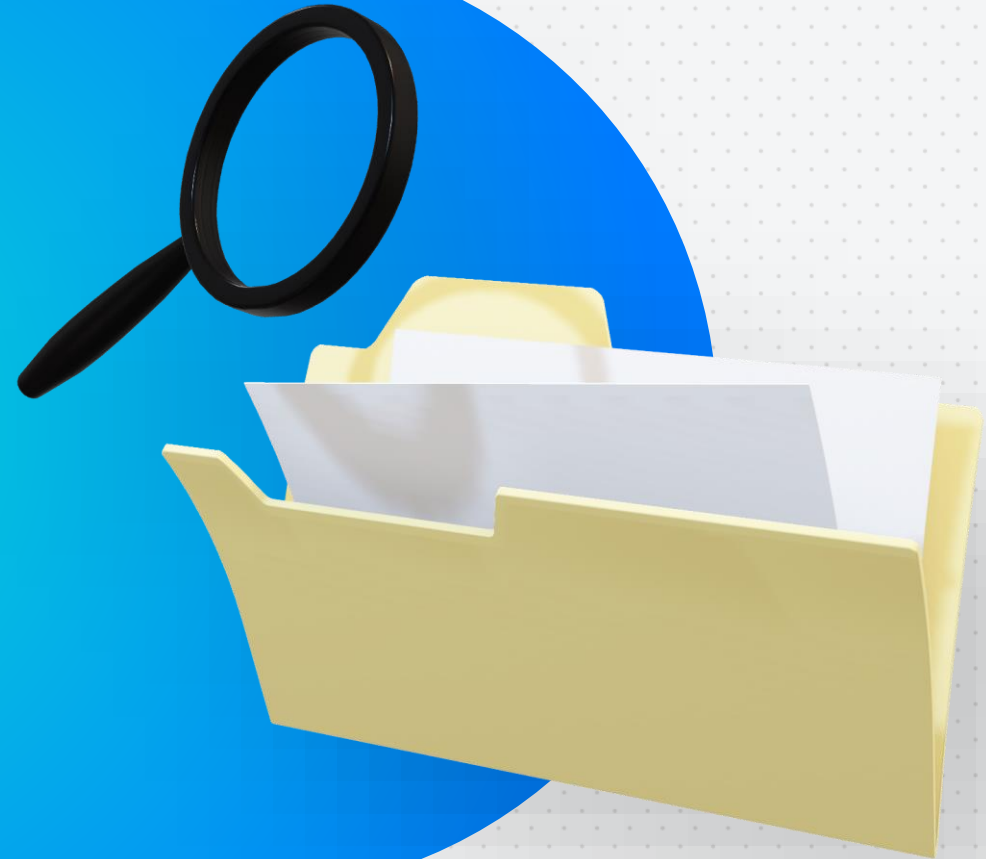
### THE SOLUTION

- ✓ Manage your work in a centralized source of references that allows you to integrate all your work tools to avoid constantly changing contexts.



# — Did you know...

that the average employee uses about 10 different tools per day? When work is scattered and hard to locate, you lose valuable time (which becomes unproductive) searching for the correct information among different tools.



# 9. Automate manual work



## THE PROBLEM

- ✓ You waste too much time distributing tasks and manually categorizing work.



## THE SOLUTION

- ✓ Choose a tool that helps you automate routine tasks.





## 10. Learn to say “NO”



### THE PROBLEM

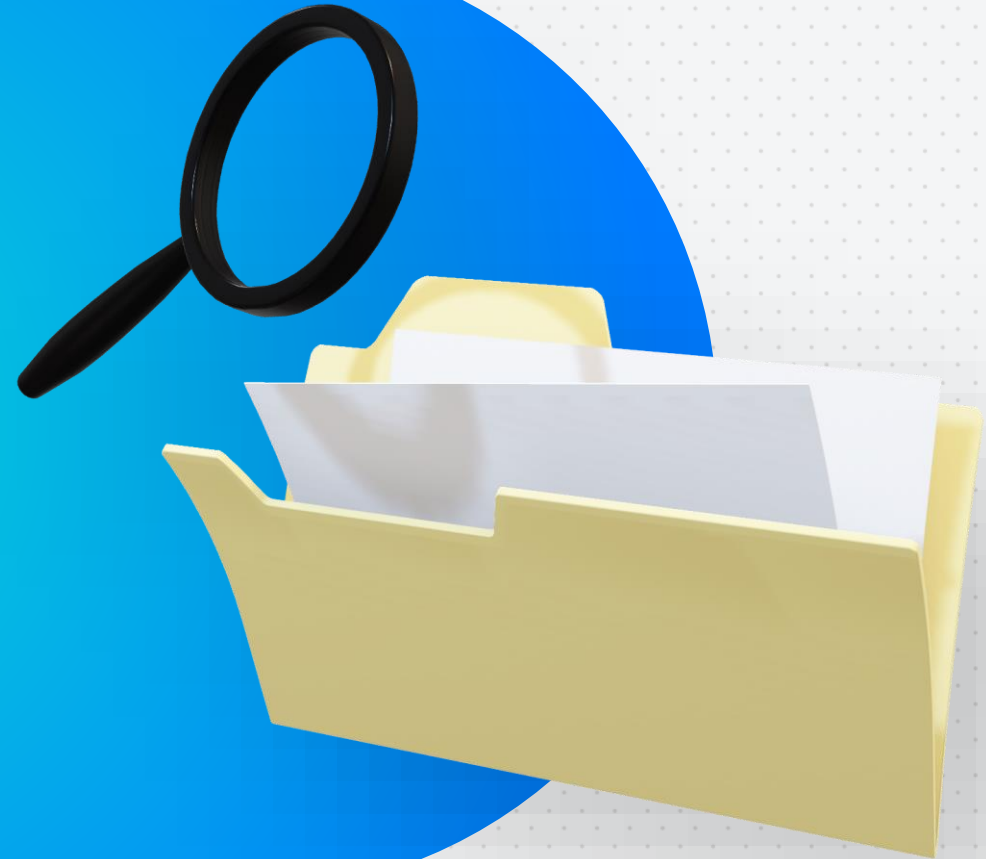
- ✓ Honestly, you have too much work to do.

### THE SOLUTION

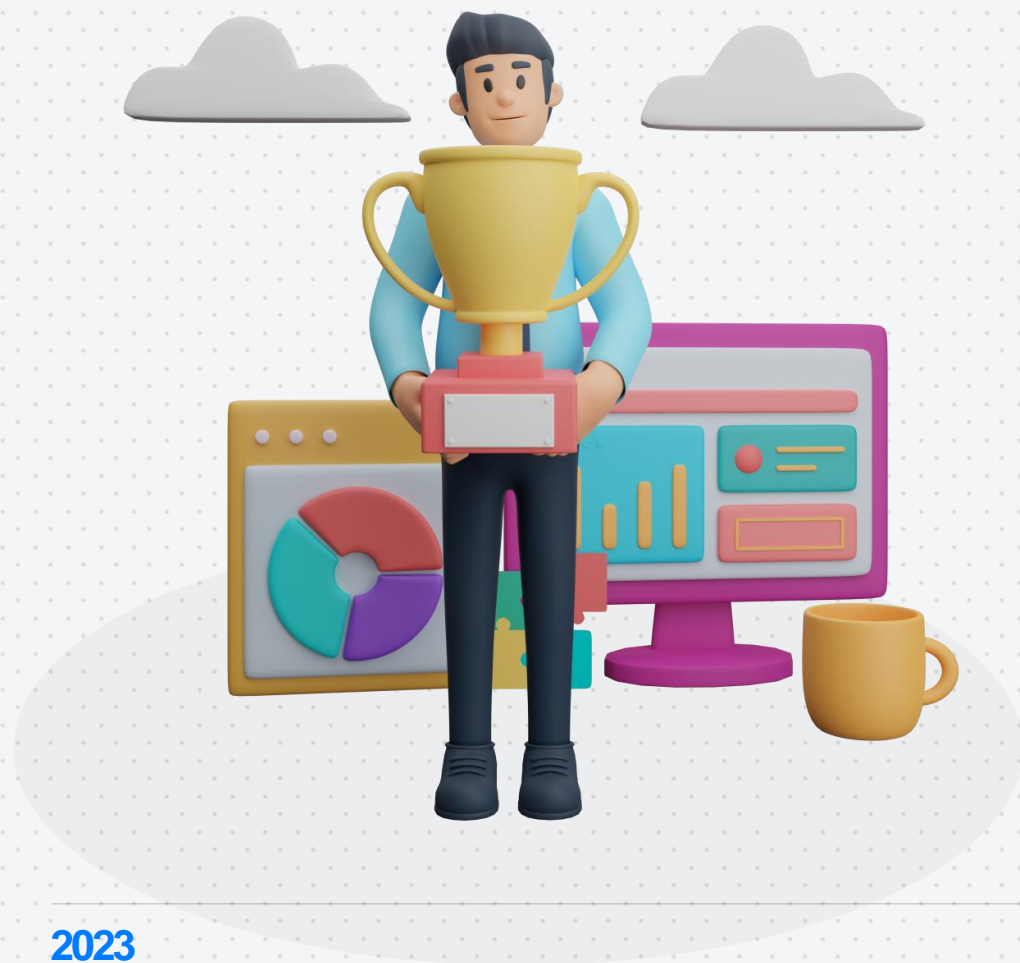
- ✓ Learn to reject new projects or get used to defining your priorities and availability clearly when new initiatives arise.

## Saying no...

to a new job proposal may seem like contradictory productivity advice. After all, aren't the most productive people those who can do it all? Not necessarily. Productive people know their priorities, which also means they know which ones are not.



# 11. Prepare for Success



## THE PROBLEM

- ✓ You waste valuable time every morning trying to define your priorities for the day.

## THE SOLUTION

- ✓ Before ending the day, organize pending work to know exactly where to start the next morning.



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## 12. Increase clarity within the TEAM



### THE PROBLEM

- ✓ You and your team waste valuable time searching for information and pursuing approvals.

### THE SOLUTION

- ✓ Share a centralized source of references to work, track, and get the appropriate context all in one place.

# Productive Teams



- Productive teams are more effective when they work together.
- The most productive teams are those that share clarity and visibility. This allows them to connect and collaborate to get the best results in the shortest time possible, instead of working in isolation and being productive.
- The most productive teams are those that manage to reduce the hassle of work, that is, the tedious tasks that interfere with the key work.

