

A Journey to Productivity

“A Self-Help Guide for Your Journey to Productivity”

Table of Content

Introduction:	2
Chapter 1: What Is Your “Life Vision”?.....	3
Chapter 2: How to Find Your True Self.....	6
Chapter 3: How to Build a Strong Foundation for Your Success.....	9
Chapter 4: Why “Perfection Kills Productivity”.....	12
Chapter 5: Motivation Catalysts.....	15
Chapter 6: Calibration of You Schedules: How to Stay Focused With Daily-Goal-Checklist-Plans.....	18
Chapter 7: The Power of Breaking Large Tasks into Manageable Chunks.....	21
Chapter 8: Having Your Purposes Every Morning.....	24
Chapter 9: Ways of Building Powerful Morning Routines.....	27
Chapter 10: How to Make People Respect Your Time.....	30
Chapter 11: How to Embrace the Art of Getting Things Done.....	33
Chapter 12: How to Be More in Tune with Yourself.....	36
Chapter 13: Creating Your Own “Workflow” and Controlling Your Life.....	39
Chapter 14: Ways of Maximizing Your Productivity-Finding Your “Sweet Spot”.....	42
Chapter 15: Stress Free Productivity: Creating Systems for Everyday Tasks.....	45
Chapter 16: Achieving Success by Living with a Purpose.....	48
Chapter 17: Effects of Procrastination on Productivity.....	51
Chapter 18: Quitting Productivity Hacks.....	54
Chapter 19: Mistakes to Avoid When Leading Your Life to Productivity.....	57
Chapter 20: Always Remembering Your “Life Vision”.....	60
Conclusion:	63

Introduction

Thank you and congratulation for taking a step to download this book, **“A Journey to Productivity”**. This is your ultimate “Handbook” and guide that will assist you in finding ways through which you can lead a productive career, lifestyle, and achieve your promising future.

It is the desire of many people to be successful in life. Many people have this vision of being successful but lack one or two things that they clearly want in life. This can be termed as lack of a defined future. Whereas the world has got scarcity of resources, the resources within the earth have got the ability to meet our needs only if we define what we want. Different people want to live differently. There is something for everyone in the world.

“A Journey To Productivity”, assist you in defining your future by providing you with means and tactics through which you can set up your visions, and work on them. From your visions and dreams you will learn how goals and plans emerge; these goals and plans give you the tasks that you have to accomplish.

This book goes a further step of acquainting you with vital information on how you can discover your true self. I am certain that you will love it to get attuned to yourself and your personal energy. This is a form of motivation in life in that you will be able to attract only those thoughts and ideas which are positive whereas getting rid of the negative thoughts.

After getting attuned to yourself it is the highest time that you find your true friends. These are the friends whom you share similar goals and visions with in life. They are the types of friends whom you will be moving with together in your journey to productivity and career success.

“A Journey to Productivity”, provides you various ways through which you can motivate yourself, ways through which you can live productive lifestyle, as well the things that hack your productivity and their remedies.

There is plenty of information that you will learn from this book. By embracing this information in your life, you are sure of a successful career and personal life, with a future which is promising.

I hope you will enjoy reading the book!

Chapter 1

What Is Your “Life Vision”?

Vision can be simply termed as a thought, object, or concept that is seen by someone in a dream. This object, concept, or thought is formed by imagination. Life Vision is an imagination which is manifested to the senses of a thing which is not material. Typically it is a foresight or discernment.

There are some basic questions that you have to ask yourself to ensure that you are working on your life vision. **Such questions include:**

- ✓ What is the vision for your life?
- ✓ Do you know your goals in life?
- ✓ Do your life undertakings generally have a reflection of what you want for your future life?

To introduce you on what you should expect on this chapter, you should understand that your life (current lifestyle) generally reflect what your vision for your life is. For example, if you live a life without a vision, it will imply that your life vision is not to have any vision. This case can be termed as omission of a vision... (Continued)

Chapter 2

How to Find Your True Self

Living on your True Self can be termed as being authentic. Some people are authentic when they live single while others when married or in relationships. This chapter provides you with vital information on how to find and live on your true self. In this case you will be living a life which is highly meaningful to you... (Continued)

Chapter 3

How to Build a Strong Foundation for Your Success

Success is a journey. The journey to a “successful” success calls for a strong foundation. Different people have different definitions for what they consider as their success. For one to accomplish these goals and wishes there is need to ensure that you have put a concrete foundation. Take an example of an architect who wants to come up with a structure. Whereas he will put some consideration ... (Continued)

Chapter 4

Why “Perfection Kills Productivity”

The secret to a successful productivity is stopping being perfect. You should never sit down and wait for that moment when you are perfect. Always consider taking the current moment into consideration, find ways of how you can make the current moment perfect.

Instead of seeking to be perfect, you should consider improving your productivity perpetually. In most cases, you will find yourself working on a certain project and after reaching at some point, you get the feeling that you are not doing it right. This act makes you to stop the whole project and sometime even moving another step of seeking ... (Continued)

Chapter 5

Motivation Catalysts

Now you understand how to find your vision in life, ways of being your true self, and why you shouldn't try to be perfect when seeking productivity. The next step involves finding the things that will assist you to motivate yourself so as to be even more productive when seeking to achieve your goals.

The word catalyst can be somewhat confusing. Basically, catalysts, in science, are substances which hasten reaction rates without actually taking part ... (Continued)

... (Continued From Here)