

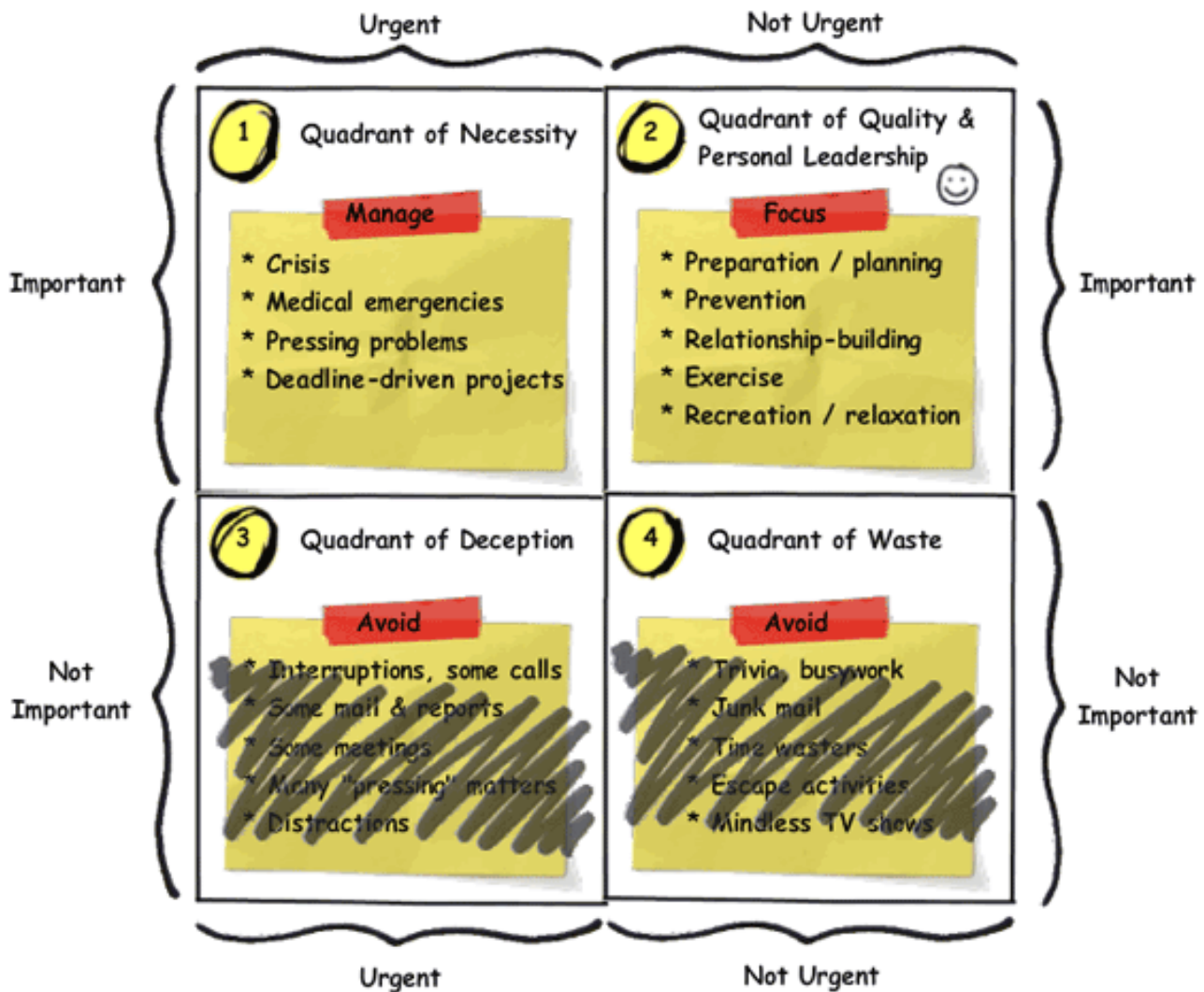
Efficient and effective productivity

This is a few tips on efficient ways to work. These are effective and I have used them to help organize and keep on top of things.

I am just giving brief outlines and this may be all you need.

Where should I be putting my effort?

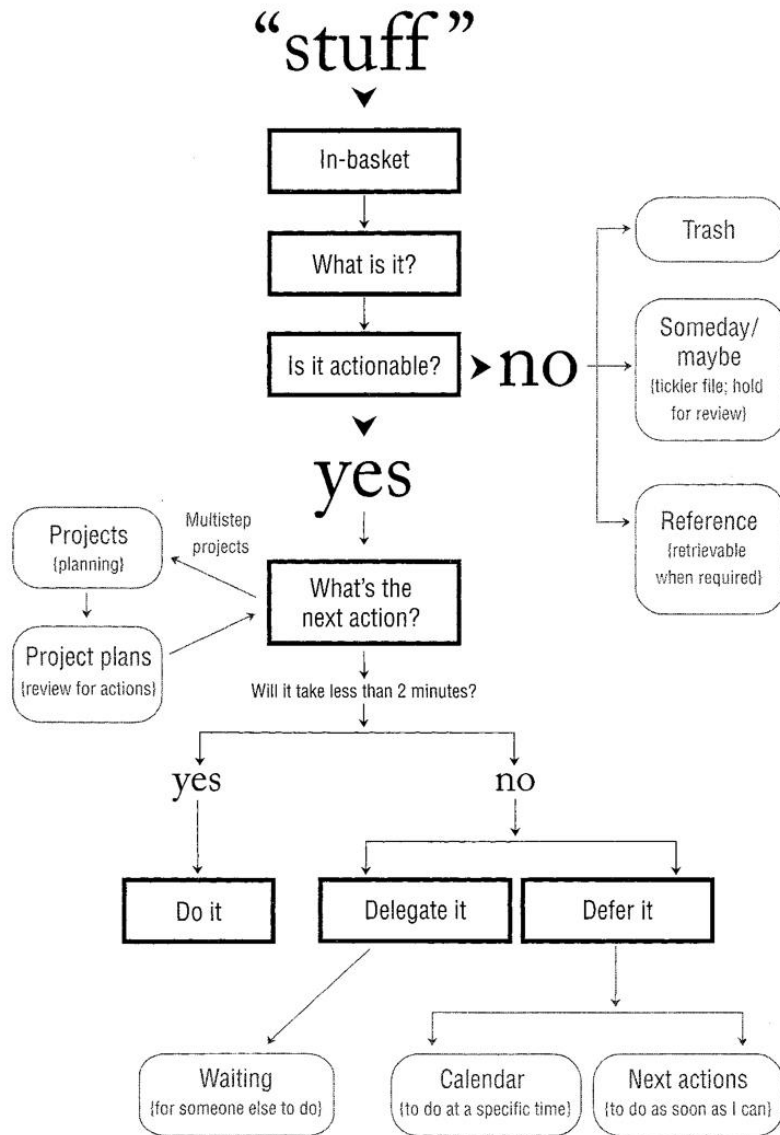
Using Coveys 4 quadrants you should spend most of your time working on non-urgent and important tasks. This change of approach is highly effective.



What to do next?

I try to follow David Allens Getting things done approach.

THE ART OF GETTING THINGS DONE | PART ONE



WORKFLOW DIAGRAM—PROCESSING

Basically if your task is actionable and you can do it in less than 2 minutes do it. Otherwise follow the plan. This way you work on the next actionable task.

Targets should be smart.

Especially when communicating with others.



txt based notes

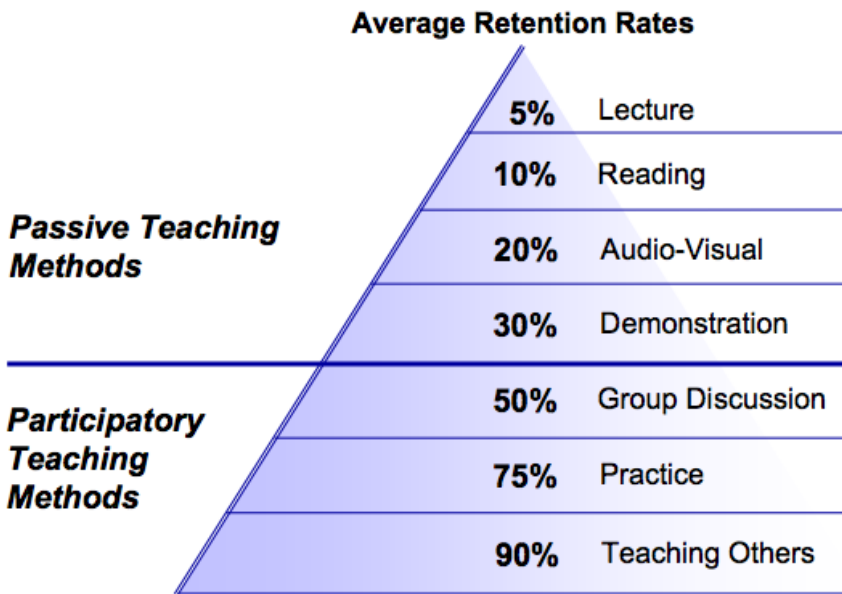
<http://plaintext-productivity.net/>

Simple and effective. Depends on your job and organizational structure.

Education

If you're involved in education remember that passive students don't learn. Active students do.

The Learning Pyramid*



*Adapted from National Training Laboratories. Bethel, Maine