

# How to increase your productivity in 30 minutes or less

by Elliot Hayes

[www.findtime.com.au](http://www.findtime.com.au)

If you're feeling like the day is getting away from you, like you're not being highly effective – it's time to get back to basics and work on one of your most important skills: the ability to FOCUS.

Try this one technique out TODAY and see how it works for you (I assume you're busy, so I'll be as concise as possible).

We've taught it to thousands of our clients and it can literally transform your productivity.

Don't be put off by how simple it is. It's the simple stuff that works in the long term.

Too often we rely on self-discipline to improve our productivity. But self-discipline is a very unreliable foundation to start from.

A more powerful strategy is to create an environment where your productivity can increase (instead of relying on your will power).

## Here's what to do

Identify the ONE main task you'd love to achieve today to really move towards your goals.

At the start of your day, promise your boss/client/important stakeholder/wife/husband that you'll have that task done

Promise them you'll have it done by a specific time today. E.g. 3:30pm.

Sit down at your desk.

Turn off your email alert and check it at set times throughout the day.

**Note – if you use Microsoft Outlook, click on this link to view our Youtube channel and see how you disable the email alert. You'll find it here: [www.youtube.com/findtimeguru](http://www.youtube.com/findtimeguru)**

Now I want to you set up a timer for yourself.

Go to <http://e.ggtimer.com> and set it for 30 minutes (if that seems too long, come down from there and choose 20 minutes if you need).

Start your task and don't stop until the 30 minutes is up.

Do NOT check the timer- it will tell you when your time is up. Allow yourself to get lost in the task fully absorbed and focused.

When you are done, reward yourself with something you enjoy – a nice coffee, a walk, listen to your favourite song. Remember, most people don't deal well with an ascetic, joy deprived style of

discipline (the kind we associate with a very monastic lifestyle). You're more likely to succeed by rewarding your system to reinforce that this is a good thing to do.

**Go back to your other urgent tasks**

Now get back into the day and however much you're pulled from pillar to post with fire fighting activities, enjoy the fact that you've achieved ONE important task for the day.

You are 30 minutes away from increasing your productivity and satisfaction from getting an important priority achieved.

**Let us know how you go!**

We'd love to hear how you go.

What are your challenges?

What do you need to learn to increase your productivity, enjoyment, achievement?

Keep in touch with us.

You are welcome to send me an email direct at [eth@findtime.com.au](mailto:eth@findtime.com.au) with any thoughts or feedback.

I look forward to helping you make this year one of great fun and achievement.

Warmest regards,

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**Want to find out more ways we can help you increase your productivity?**

We've helped over five thousand people save time, money and energy –  
to get more done in less time.

We'd love to work with you if you're open to learning and want to be a doer.

**[CONTACT US NOW to discuss your personal productivity needs.](#)**