

YOU'LL KNOW WHEN YOU GET THERE PRESENTS

TOP TIPS FOR PRODUCTIVITY



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Hello and welcome to this quick and simple guide on productivity

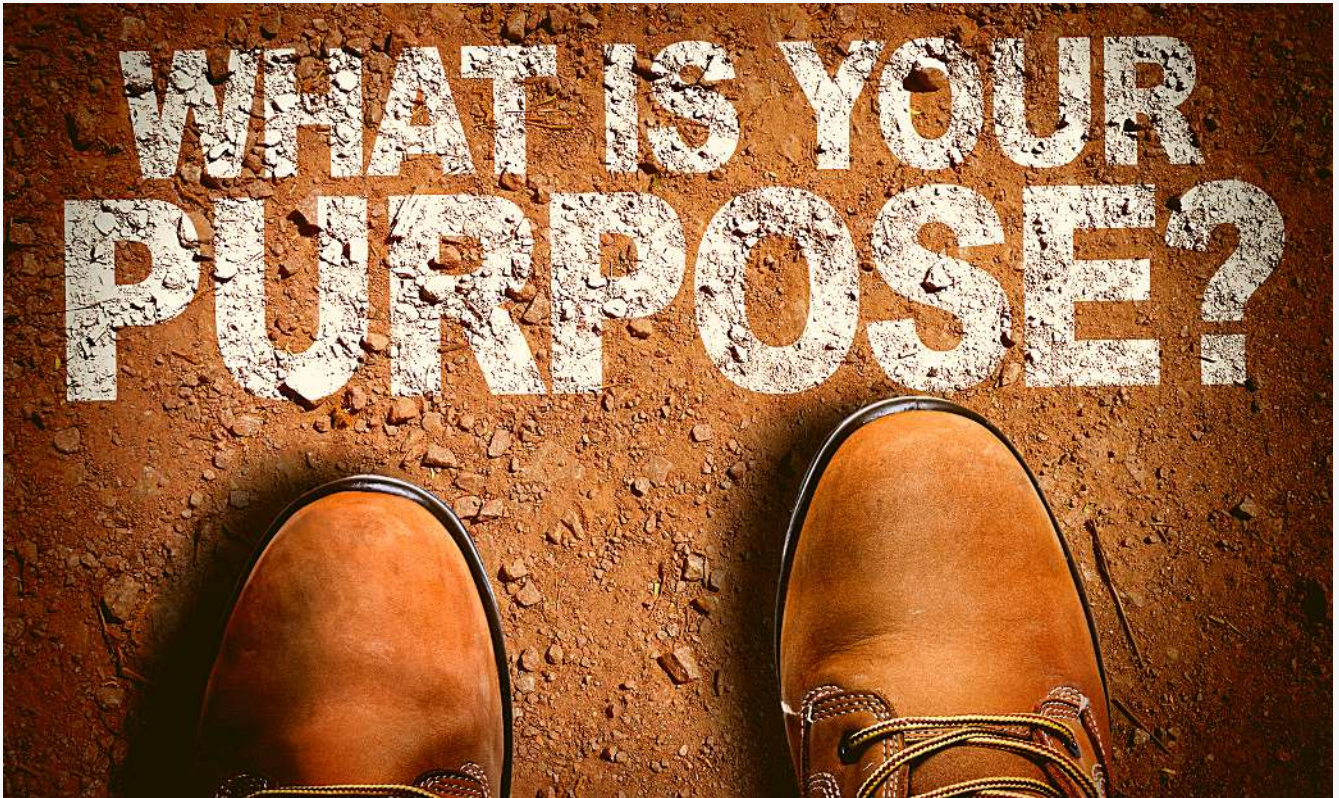
In all areas of our life and business, productivity is key to achieve our goals, dreams and aspirations. Whether that's for personal or professional reasons.

I thought it would be useful to cover 11 areas that I feel will help you to put together a plan for yourself. Working for over 29 years in the corporate world and now running my own business, These are some of the things that I have found to increase not only productivity, but also people's mental, emotional and physical wellbeing. Something that is a key within my own coaching consultancy right now.

Stress is increasing throughout the world, because of so many external factors that are out of our control. Therefore it is key for us all, to ensure that we look at these in relation to our work and personal life.

The only thing that is within our control is our internal state, and how we choose to respond to the external events. Our brain is designed to protect us, which has its benefits, but at times it is on high alert, without us even knowing. I would love for you to pop over to my website and check out all the other programmes and workshops, along with the coaching that I offer that I know will help reduce your stress and anxiety and ultimately will empower you to live a life you truly deserve.

WHAT'S THE PURPOSE/WHY?



Does this resonate with you?

It's another Monday morning, and despite your best efforts at being cheerful, you feel dragged down as you approach your work. As you sit at your desk, or approach your job, do you wonder what it might be like to really love what you do?

Do you consider the possibility of working with a true purpose rather than doing something that drains the life out of you?

It is possible to love what you do and find new purpose in your everyday tasks. It's not always about changing careers, it's about finding purpose in what you do now.

When you start working from a place of true purpose, something that aligns with your values in life (the things that are important to you) and you tap into your strengths and the things that you enjoy. You can start to build your life vision.

Your reason why will pull you out of bed every single day, It will make you feel energised and alive. Having purpose creates the feeling of self worth.

Spend some time reflecting on what is your purpose?

RAISE SELF AWARENESS



How Self aware are you?

Self awareness means that you have a solid understanding about who you are and how you relate to the world. This means being mentally and emotionally present in situations, and understanding how your actions affect people. It also means that you are aware of what you really enjoy and dislike.

It's your ability to notice your feelings, your physical sensations, your reactions, your habits, your behaviours, and your thoughts.

You are aware of all those different aspects of yourself as if you were another person observing you.

Another way to think of it is paying attention to your intuition, also known as your 6th sense or your gut feeling.

Self awareness is about being honest with yourself.

We all have a self image of how we want others to perceive us. You might view yourself as punctual, but in reality you are often late to appointment.

Self awareness is about focusing on the reality of your behaviour and not on the story you tell yourself about yourself

PLANNING AND ORGANISATION

HOW WELL ORGANISED ARE YOU?



Planning and organising are all about getting, and keeping, everything on track. Whether that is a small or large formal project, or a strategic direction of an entire organisation, it is key to self leadership.

When you are working with a lack of a plan or organisation, then anything will do. If you are planning on achieving your goals, dream or aspirations, then some form of planning is key.

There is not a one size fits all approach as this is a vast subject to cover. Some simple suggestions are to look at your overall vision and its timeline, then break down what that looks like as milestones over that period, you can then guesstimate the goals needing to be achieved on a daily, weekly and monthly basis.

Having a wall planner, whiteboard or calendar helps you to visualise this better sometimes, having a desktop calendar or a paper version are also very helpful too. There are lots of different planners obtainable, it's a case of choosing one that works with your personality, as we know we approach tasks differently.

Something that has increased my productivity this year, is working in three's. I set three important tasks, once they are complete, I move onto the next three. So that I am not overloading or overwhelming my brain.

BIG ROCKS FIRST OR THE DREADED TASK

HOW MANY OF YOU LIKE TO GET ALL THE SMALL TASKS DONE FIRST, SO YOU TICK LOTS OF BOXES?



If you do the above, then the chances are. By the time you get to the big task or a dreaded one, you have run out of energy, or may be feeling a lack of concentration.

Along with getting the big tasks done first, I would encourage you to check the level of importance and urgency to this particular task. When I have completed this task what is the benefit, the impact, what would happen if I didn't complete it?

I know over the years I have spent so much time focused on a huge task, with a heads down approach without really looking at the value that it will add once it is completed. When doing my list of three tasks at a time every single working day, I ask those questions above? If it does not add value, or fit with my overall aims and goals then I ditch it. Make every task something that takes you one step closer to your goals and vision.

When doing big tasks, I would also think about breaking this down, into milestones, then taking regular breaks like using the pomodoro technique (explained below), it won't feel like such a chore.

When the big task is done, celebrate and recognise the win. Then work on the smaller task and you will be surprised how much quicker and effectively they will get done as your brain is feeling rewarded with the dopamine hormone.

DELEGATE

WHO STRUGGLES TO DELEGATE TASKS TO OTHERS?



Delegation has been known to be one of the hardest skills to master in management and leadership roles. Over the years working in the corporate world, so many people would rather do the task themselves than delegate to someone else.

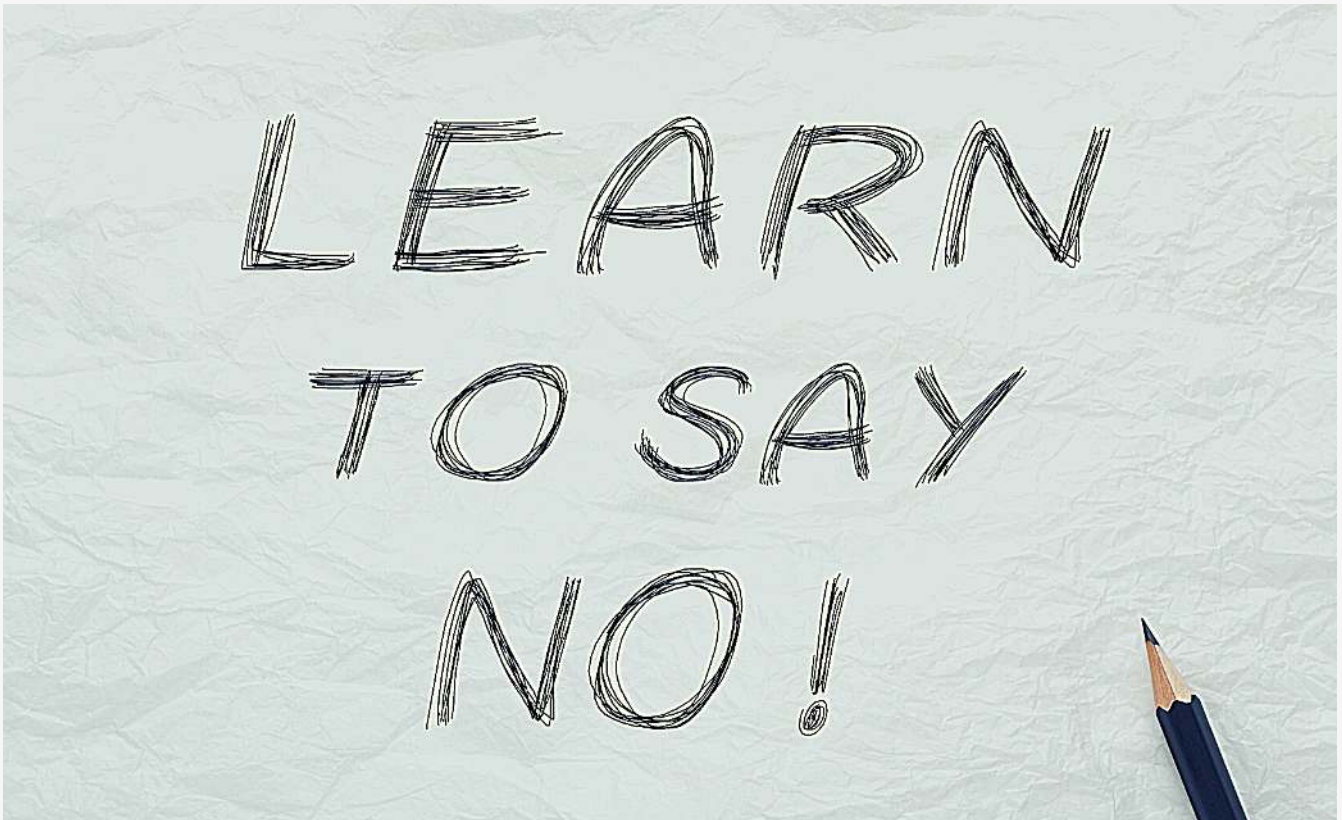
Delegation takes trust, and to build trust, you need to delegate... How do you know if they can or can't complete the task if you don't give them the opportunity.

By delegating the task, it frees up your time to work on other things, whilst empowering someone else to have a go. Sometimes, yes it can take longer to complete, and yes they may make a mistake, but that's how we all learn. If there is something that needs to be done and you are snowed under, give it a go. Once the other person has mastered this, you can delegate more and more. In order to be strategic and innovative you need to clear some space for thinking.

When you also think who would be the best fit for this based on their personality, strengths and what they enjoy, you never know, they may even surprise you. What's to lose?

SAY NO

IF YOU ARE NOT SAYING NO, WHAT ARE YOU SAYING YES TO?



This is a course in itself, like all the others we have touched on. You are definitely not alone on this one, I have covered this subject with thousands of people, and yes I am still sometimes guilty of saying yes, when I really should have said no.

Once you have created your absolute YES list, the top priorities in your life, it will become easier to identify those things that you'll need to let go of.

Although it may feel uncomfortable to think about saying no, it's important to remember that each time you say yes to someone or something else, you say no to you and your priorities. If saying no is difficult (especially to family and friends), then make sure you speak to your partner/trusted friend for support before and after you decline a request

Your self care is always a valid excuse to say no. Don't over explain or defend your decision. Be graceful and honest. As you practice saying no, it will get easier. Start now, for one week, keep track of how many times you say yes to something that is not on your absolute yes list.

Awareness is the first step to realigning your decisions and priorities.

THE POMODORO TECHNIQUE



What is the pomodoro technique?

The pomodoro technique is a time management framework that will improve your focus and productivity. It encourages you to work within the time you have, rather than struggle against it. You will finish each day with a sense of accomplishment by doing nothing more than working in 25-minute blocks (called pomodoro sessions), followed by 5-minute breaks. The pomodoro technique is popular with freelancers wanting to track time, students wishing to study more effectively and anyone looking to improve themselves at work or in their personal projects. The pomodoro technique is simple, yet very effective.

Why the tomato? ☒

Pomodoro is the Italian word for tomato. The pomodoro technique was developed by Francesco Cirillo as a university student, when he used a tomato timer to measure his 25-minute sessions. These intervals became known as pomodoros and the technique became its namesake.

CREATE WORKSPACE

CREATING THE RIGHT WORKSPACE THAT WORKS FOR YOU, WILL MAKE ALL THE DIFFERENCE TO YOUR PRODUCTIVITY



As we are now living in a time where more of us are working from home, it is so important to create the right workspace for you. More and more people are investing in stand up desks, which give you the option to sit and stand. Changing your body position throughout the day will help not just your body, but also your mind too.

Adding some plants into your office space have been proven to have mental benefits such as reducing blood pressure, anxiety, stress and rumination (constantly going over the same thoughts) while improving attention, memory and sleep.

Bringing plants and other natural objects and images into your workspace can have a significant impact.

Dr Ratcliffe explains the theory of "attention restoration"

"Looking at natural objects can give your brain a break - or a series of micro-breaks from focusing. They take up your attention, but not in a demanding or over-stimulating way. That's helpful. We also associate nature with recreation and relaxation, so again that can help enhance our mood"

Also studies have found that clutter can raise your level of cortisol, a stress hormone. So have a proper clear out, get organised, and get some proper storage if you can.

TURN OFF DISTRACTIONS/NOTIFICATIONS

HOW MUCH TIME ARE YOU LOOSING THROUGH TOO MANY PINGS?



Living in a world where we are surrounded by technology it has become so noisy and all consuming. In order to promote productivity, we need to think about the notifications we have on alert on all of your devices. Are they all necessary? Even down to email notifications, unless you are working where it is of high importance that you see every notification come through. Think how can you manage this more effectively to minimise disruption.

Something that I have found to be so helpful, is to create a schedule of when I will check in on certain forms of communication. For example - email windows, social media windows etc.

If you find that external noises can be distracting a good pair of comfortable headphones can be a great way to block the external sounds, you could possibly play some calming or soothing music to keep your amygdala calm, a stressful sound induces the amygdala to send out distress signals. They are picked up by another area of the brain, the hypothalamus, which in turn prompts the adrenal glands to pump adrenaline into the blood. Your blood pressure goes up.

If you ever feel that you are feeling slightly stressed or experiencing anxiety I would recommend a form of deep breathing to deactivate the amygdala, sending signals to the brain to say relax, and that everything is Ok. Check out my mindfulness programmes to help with Stress and anxiety too.

MOVE YOUR BODY, TAKE BREAKS AND GET OUTSIDE



This may be the last area on here, but probably one of the most important to really think about.. To be honest they are all important if you want to increase your productivity.

During this new time of working from home for a lot of people, making the right adjustments is key. Getting outside in all weathers will keep our body, mind and soul healthy. The brain triggers serotonin when we get that time outside in natural daylight. It will help you to feel calmer and focussed, and it will also boost your mood and reduce anxiety. Even a 15 minute walk outside has shown great benefits for so many people.

Our body is not designed to be sat at a desk for long periods of time, so by combining the pomodoro technique above, this can help to recognise when would be a good time, to get up, stretch and walk around, even if it's just around the house.

Sitting for long periods of time can cause your neck and shoulders to ache and feel tense, which may lead to tension headaches too. There are some great desk exercises that you could check out on Youtube.

Multiple studies have found that exercise is a natural anti - anxiety treatment relieving stress, boosting physical and mental energy, and enhancing well-being through the release of endorphins.

Doing some form of pilates, yoga or stretching can also be a great alternative to some other forms of physical exercise such as cycling, swimming and running

MEET LORRAINE

LORRAINE'S AIM IS TO EMPOWER YOU TO LIVE A LIFE YOU TRULY DESERVE



LORRAINE STAMP
TRANSFORMATIONAL
WELLBEING COACH



As the Founder of You'll Know When You Get There, all things personal development Lorraine Stamp stands passionately for YOU, and your business. Enabling you to achieve your life and business aspirations.

She creates an open and safe space for you to clarify intentions, explore possibilities and clear obstacles to make things happen. Her sessions are described as inspiring, energetic, impactful and transformative. Most saying "life changing"

In addition to her own practice, Lorraine has served as coach, speaker and facilitator for various organisations over the years. And, she's a master coach, hypnotist, Mindfulness and Meditation practitioner too.

Before coaching, she headed up many talent and development programmes, ran learning live events, ran soft skill and technical trainings across a broad range of skills and had a realisation back in 2017 that she wanted to be able to serve more people to help them live a fulfilling life

Lorraine's own life journey came with a lot of adversity to overcome, suffering with PTSD she decided that it was time to take control back of her life and started on her own road of recovery of which her coaching and transformation programmes share her lessons in life to help many others.

As an award winning TEDx speaker, qualified Coach, life coach, NLP Practitioner, MBTi Practitioner, Strengths Practitioner, EQ2 practitioner, Advanced Hypnotist, Mindfulness and Meditation Practitioner Lorraine is ready to help you start the journey of transformation to take you on a new path to success.