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About the Author

Melvin Walsh wrote "[Boost](#) Your Productivity Today!" to share the tips and information which helped him become happier and more successful.

Melvin said, "I was putting in long hours, but not achieving the results that I felt should come. That affected my personal as well as my [business relationships](#). Then, my [health](#) also suffered as I tried even harder!"

"I felt I had the [energy](#) and the knowledge to do better. So I started to look for better ways to do things."

He said, "I found lots of advice but much of it was theoretical or out-dated. But I tweaked some of the ideas and things started to improve."

Melvin realized that it wasn't just improved methods he needed.

"I knew that I had to adjust my mental approach as well. That was not easy at first. But, I worked out things which worked better and I've included those in the [book](#)."

"My readers will get easy to follow tips and methods. They can choose which ones best [fit](#) their situation and needs.

"They will learn to reduce the [pressure](#) and stress, improve their results and have the time and energy to enjoy their [life](#) more!"

Introduction

We live in exciting times. There are many [opportunities](#) and diversions which most people could not even have dreamed of just a few years ago.

But, we have to deal with an increasing flood of information and greater demands on our time.

My [book](#) is full of usable, proven ways to deal with the [challenges](#) and increase your productivity in each area of your [life](#).

It will help you to:

- ✓ Get better results from your efforts
- ✓ Feel [healthier](#) and more in control
- ✓ Improve your personal and business interaction
- ✓ Find and deal with things which reduce your effectiveness
- ✓ Eliminate bad habits and [thoughts](#) which hold you back, and
- ✓ Find the time to enjoy the rewards you earn

It will help you achieve greater productivity whether you are in [business](#) or not.

This won't happen overnight or without effort.

But, it will show you how you can get better results and a better life-style without any more effort than you already give to your work and [family](#), starting today!

You can make better [plans](#) and decisions when you don't feel overwhelmed by the demands on you.

Reading this [book](#) could be the first essential step to a better tomorrow for you and those people who are most important to you.

Give yourself time to read through the book. Make some notes of any tips that you can probably use straight away.

Then, refer back to each area when needed as you start your journey on the more productive high road to greater [success](#).

Melvin Walsh

Fixing Your Environment

The conditions which you live and work in have a major effect on your well-being and productivity.

Lighting: Use natural light where possible.

Try to eliminate any glare.

Poor lighting can cause [eye](#)-strain and other problems over time.

If necessary, use lamps near computers and make sure the displays are adjusted according to the manufacturers' instructions. If you don't have a [copy](#) of the manual, it is probably available to be downloaded from their [web](#) site.

Temperature: The room temperature can affect productivity. Low temperatures in an office can contribute significantly to higher error rates.

Keeping the area too warm can make people tired and they lose concentration.

But, I cannot suggest what you should aim for because it varies according to the usual temperature range which you have been working in and what you are used to in your daily [life](#).

Noise: This includes music and all other [sounds](#).

You may work in an area with other people who each have their own preferences.

Some people believe that a particular type of music (baroque, for instance) helps their [concentration](#).

But, others say their productivity improved when they turned off any [music](#) or other multimedia in their working area!

One area where some research has shown that music and other multimedia has a negative effect is in the bedroom.

Music and TV programs were shown to interfere with the [brain's](#) preparation for sleep.

Some people use their bedroom like a [home](#) office. They often can't resist checking what they need to do the next day just before getting into bed. This puts their [mind](#) into a poor state to accept [sleep](#) and make the most

of its restorative powers.

Other distractions: If people interrupt you frequently while you are working, that can cause you to be less effective. With each visitor, your [brain](#) has to change its focus from what you’ve been working on and give attention to the visitor. When they leave, you have to switch your [mind](#) from dealing with that matter and then refocus on what you had been doing.

Research confirmed that it took a measurable amount of time for you to get back up to [speed](#).

Colors affect us too: The colors around us can affect our mood and productivity.

Companies spend large amounts before deciding which colors to put on their [products](#), showrooms and even their junk mail.

Red, orange and yell ow are supposed to make us more excited or sensitive.

Blue is supposed to be relaxing.

Those suggestions are based on results from research studies and [marketing text](#) books, but the factors listed below may change the results you get when you use the suggested colors.

Results will differ depending on the shade and intensity of the [colors](#) and which ones are used in the same room.

Each person’s varied [life](#) experience and background will also affect the results.

Learn to Say No

We have a natural tendency to want to help people but that can cause problems for us while we are fixing them for the other people!

There are people and situations that we cannot say "no" to.

We also get a natural buzz from the reaction of someone we agree to help.

Many of us feel that we will get a negative reaction from that person if we say, "No." even if we are obviously heavily committed already. But, the truth is that most people will be okay about it if we do it politely.

You may not like to disappoint anyone when they say, "It won't take you long because you do it so well!" Even if they're right, you need to assess whether your own work or even time with [family](#) or friends will suffer if you take on "just one more little thing".

You might also not want to offend them, or lose them as a friend or get a negative reaction from them.

But, if you keep saying "yes" to most requests, the quality of your work will suffer.

That could have an effect on your [health](#) as well as your reputation.

Soon, you could find your valuable free time filled up and just as stressful as your hardest work.

And, none of those reasons are so strong that you should not say no when you want to.

After all, it's your time and your family or your [employer](#) who is being shortchanged if you give in to all these casual requests.

No reasonable person will have any cause to be upset if you are courteous but firm.

Keep your reply respectful and don't bother with a lot of detail.

"Sorry, but I've got a full list all this week," should be all that's needed.

Or you could suggest that they call you at a specific later date to check if you're available. You still won't be obligated.

Don't say you would if you could when you don't like the request, because they're likely to make a similar request later on. Just say no the first time they ask and save everybody's time and [feelings](#).

I don't refer people wanting a free favor to other people unless I think that third person would like to have them referred on and they are likely to be willing to do it.

I have heard about people that feel taken advantage of when a well-liked friend or colleague keeps referring people seeking free favors to them.

Start Right and Keep Going

One effective way to be more productive is to start earlier and just keep going!

If you have to push yourself to get through each [morning](#), you are short-changing yourself and probably most of the people you deal with during that time.

If you can pick a few of the suggestions I give you in this chapter and just try them for a couple of weeks, you should notice a marked improvement in the results you get.

Getting up when the clock [sounds](#) off, instead of hitting the snooze button on your alarm will add some time to your day.

But, the actual [value](#) depends on whether you actually use the time or waste it without doing anything which helps prepare you for your day..

Have a shower and get some clothes on, then get something accomplished before you have your [breakfast](#).

It's not so important what you do – the sense of accomplishment from achieving any small task will help to set the idea of using instead of wasting that time into your subconscious.

Even if you just walk your [dog](#), you'll both feel better for it when you have your breakfast.

If you continue to use the snooze button, you're reinforcing the “snooze” track in your [mind](#) and that will affect your thinking for the rest of the day.

After a couple of weeks, you should feel more positive and start taking less time and thought before you get stuck in to each task you have.

Make the Most of Every Minute

I’m not suggesting you fill every minute of your day with work.

The way to be more productive and successful is to get as much value as you can from each minute, however you decide to use it!

One example is the decision to not stay in bed and snooze for the extra few minutes. Those minutes would not give you any more quality [sleep](#) because you could not complete a full sleep cycle in the snooze period and your [brain](#) would have started to fill with [thoughts](#) about the challenges of your day.

If you have difficulty not hitting the snooze button, put your alarm clock or other device on a shelf farther from your bed.

Getting up to switch it off will probably be all the encouragement you need to start early that day.

Some people find they need to start just a bit earlier instead of an hour or more.

That’s fine, but make the move to an even earlier time within a couple of days or you may start to set a pattern for yourself and stay stuck on just that first small improvement.

That won’t be enough time to walk the [dog](#) or have an extra egg!

Getting your shower and the walk done early gives you a boost of [energy](#) and oxygen into your [system](#).

You can take more time to enjoy and properly [digest](#) your breakfast and interact with your [family](#).

That will help everyone start their day with a smile on their faces.

It could also give you more time for your commute or to check you have everything you need for the events that day.

Not having to rush is a benefit which makes sacrificing those few minutes napping worthwhile!

The first few mornings could be less than exciting, but that feeling fades soon enough as you find you have more energy and less problems.

This is a great time to [exercise](#). You won’t be interrupted and have

enough [energy](#) then.

It can be harder to summon the energy and enthusiasm after a full day at your office.

I know people that found an earlier start helped them to lose [weight](#)!

They walked further and more easily each morning and ate less junk snacks because they had time to prepare and digest a good breakfast every [morning](#).

If your partner decides to join you each morning, you'll have some quality time to talk as you walk, and you will encourage each other to greater accomplishments.

Sleep – the great Restorer



There are a few people who can get along very well on less than six hours of sleep each night.

But, the importance to the rest of us of establishing proper sleep patterns is endorsed by a lot of research and feedback from individuals.

Even if you think you are one of that small group I referred to at the top of the page, please discuss it with your [doctor](#) and get

them to do some tests.

They will probably suggest that, even if you have that rare kind of [metabolism](#), you will do even better if you get more sleep

It's not just a matter of getting more than six hours of sleep.

You need to get that sleep with as few interruptions as possible so that your [body](#) goes through full sleep cycles.

If you wake up or get up and then go back to sleep, your [brain](#) starts a new cycle when you close your [eyes](#) again and the previous block of sleep is not as effective as a full cycle would be.

Avoid [eating](#) or drinking for at least an hour before preparing to sleep.

Those hot milk drinks, or whatever you usually have, will probably have



you up sometime for a toilet visit and any food will not be digested properly because your [system](#) is trying to repair parts that were stressed during the day.

Some people have TVs and other gear, or a rack of [books](#), in their bedroom.

These materials may make you more tired, but they will not help you relax and prepare for restful sleep.

How you sleep also affects the quality of your sleep.

Sleeping in a reclining chair or a couch can mean that your [blood](#) does not circulate properly and some [muscles](#) are stretched instead of being relaxed.

All this means that you don't get the same amount of rest and recuperation. That can affect your [body](#) more seriously over time.

Cat Naps

Cats are too smart to just have naps of about ten minutes.

Short naps during the day can make any of us feel less tired, but their benefits are limited for most people.

If you can arrange to have that sleep in a bed with reduced light and no noise or interruptions, you will get some temporary benefit.

But there is no [data](#) which suggests this is an adequate replacement for a proper period of sleep in a bed.

They should not do you any harm but they won't restore your [energy](#) levels or anything else very much either.

Improve Your Communication

How well we communicate with other people makes an important contribution to the quality of every part of our lives.

Most people think they are very good communicators because they have been doing it all their lives. But, many of us have been doing it wrong.

We don't realize how important it is to [start](#) doing it better.

Most important part of communication is the level of understanding which each person has through the exchange. We need to be able to give people the information and our opinions clearly and at a level which they are comfortable with.

The most valued part of communicating is how well you listen!

If you have trouble remembering names, you probably are also not understanding or recalling all the other important information which you get.

That will impact on your [success](#) in all areas of activity.

It's easy to improve the quality of your listening. The most important step is accepting that there is room for improvement.

Start a Communication Diet

You can improve your results if you cut down on junk and improve the quality of what you take in.

In this section, I'll suggest you increase the value of the communications you absorb and reduce the junk.

Then, I'll ask you to do the same with the communications you put out for other people.

[Review](#) the communications you get. Some may be taking too much time for what you get from them.

Maybe you could use the Internet to find more authoritative or independent sources instead of getting someone else's opinion about that topic.

Are you getting some material which would be easier for you to absorb if they supplied it in a different form?

I get a lot of training [videos](#). Some of the material is much easier to follow and absorb when you have a transcript if it is available. If you receive this type of material, it may be worthwhile asking and [paying](#) for the other version if you get a better understanding of the content that way.

Some material may have had great value in the past. Even if it is still high quality, it may not be relevant to your situation of current information needs. And there might be some which you listen to or read out of habit without getting much value from.

What is that Relaxing Music Costing You?

Many people use [music](#) to help them relax when they are working.

You might find that you can be more productive if you switch the music off then, because recent research suggests that multi-tasking (working AND listening to background music) reduces your focus as your [mind](#) switches between the tasks.

Review Your Communications

Are you getting the results you expect from the way you communicate with others?

This is important in both professional and in social situations.

People will listen to people they like but they pay attention to people that show they care.

Give your full attention to the people you are with.

Many people will get better results by slowing the rate at which they speak. Watch the reaction to what you say and try going a little slower. You know and understand what you tell them but it may be new to them.

Give them the same attention you got. Ask questions which show you were focused on the information.

If you need to criticize or question their facts do it in a way which you would hope someone would criticize something you said.

The old ratio of listening twice as much as you speak is a good guide.

Living Now

Many of us reduce our ability to perform at our best because we focus a lot of our attention on past events or potential future problems.

When you keep reliving past [disappointments](#), we are wasting valuable energy on matters we cannot change. The negativity will affect our [self-confidence](#) and the impression which other people get of us.

Worrying about future problems can make us feel inadequate to deal with current tasks and, again, give others a poor impression of us because we are not fully focused on the matters they are sharing with us.

The realistic view is that we can be most effective if we prepare in advance and focus on what we need to handle right now.

Push aside those other matters until you have a need and the time to do something about them.

Otherwise, they will detract from the results you can obtain right now.

Another reason to do this is that people will be more likely to listen to you after seeing you involved in positive action.

These improvements are easier to read about than achieve but the effort you put in will be repaid many times over.

And, each time you find yourself regressing and tighten up your [focus](#) on current matters, it will become easier.

Faulty Facts

Our focus on past disappointments can sabotage our best efforts for years to come.

Our subconscious comes to believe that those messages we repeatedly review, like criticisms from our [school](#) teachers or other role [models](#) in our early years. We have learned and done much more since then. But, we keep feeding those negatives into our psyche where they will condition us to expect failure.

The remedy is simple but takes time and repetition. Avoid any further focus on those old slurs.

Recall and feed into your [memory](#) the positive experiences and

endorsements you have got more recently.

Strive to add new wins to that memory [store](#). This is not being egotistical.

You are repairing your self-esteem with facts instead of outdated half-truths.

You will need to keep watch on the content which you feed into your internal conversation with your subconscious. There will be negative [messages](#) for a while because you’ve got that habit. But, you can put more positive material in than negative and you will achieve more which can also be fed into that huge processor.

Choose the Best Option for Your Future

We make choices every day. Some are big and others small.

But, even the small ones can have big effects on our future.

Making a quick decision is important when the stakes are high.

But, giving ourselves a few seconds to consider other choices when the options are not critical can have lasting benefits.

We may feel a little sore when we have scheduled some [exercise](#). Should we skip it and maybe catch up tomorrow?

If the discomfort is minor, it's better to stick to your schedule. Reduce the length or pace of the run but keep your appointment with yourself.

You will probably find that your discomfort vanishes or, at least, does not interfere with your run very much.

The [brain](#) can make lots of choices far quicker than the smartest human, but it needs our guidance to avoid making bad decisions because it often takes the first reasonable one it finds, (the one we've chosen most often), without considering possible bad effects which may come up later on.

That minor positive action will help to condition your subconscious to take more positive choices in the future.

Another common choice is what snack to eat. You probably like a few junk [foods](#).

Having an occasional junk treat is not the end of the world. And it's hard to resist all the expensive and sneaky [marketing](#). Sometimes you have to try one.

The problem is stopping at one. The combination of the flavors and other chemicals in the snack are intended to give you a buzz and make you want more. I read that some drinks actually make you feel thirstier!

Usually, you can get that buzz from having half the snack or even just a couple of bites or licks. Any buzz from eating more of them is likely to be much less.

So, try to stop at just a couple of bites or even one.

Get your buzz and don't overload your digestive system or your hips with

more junk than you feel you must.

If you find it hard to stop, just read the ingredients list before you take another bite!

If you took the easy option, that will become your habitual choice over time.

Small Improvements ensure Success

Human beings built the pyramids without the technology we have access to today.

They had little more than ropes, logs, rocks and lots of laborers.

If they had said, “Sorry, your Majesty the task is impossible.” Their [careers](#) and their lives would have been over.

Sometimes, we see a task as impossible because it is large and we don’t have the equipment or the laborers to do the grunt work.

But, we may find we can handle more than we have in the past if we take [stock](#) of what we know, what help we can get for the project, and take it a small piece at a time.

The old saying about eating an elephant a small piece at a time is often applied to large projects.

Review the task.

Break it down into smaller sections.

Then, do your sums on those to ensure you know any limitations on funding, time to complete the project and the human and other resources you have or need to get.

Do you know someone that regularly does this sort of project?

Can you get advice (free or paid) from them?

Can they do part of the project where they have specialist [skills](#)? What would be the cost and would it be worth it to you?

Are there any [texts](#) or videos which you can access?

You will have other questions and [concerns](#) related to specifics of the project and your particular circumstances.

But, doing an analysis like this can help you broaden your options about [work](#) you can take on and give you access to more and better opportunities in the future.

Never Stop Learning

Most of us under-utilize many of our assets.

One of the most important is our [brain](#).

We don't use its capacity or its [power](#).

If you get your news from those long ad-supported [programs](#) on TV, you are wasting a lot of time and adding more junk to your subconscious.

What could you achieve if you gave up an hour of TV a week for a year?

You could probably update your [skills](#) or learn some advanced [techniques](#).

You might even start a hobby for mental relaxation and enjoyment.

Something which is completely different to your usual work can almost become a holiday at [home](#) while you are doing it.

But, you need to put some time into keeping up with trends and developments in whatever area of [business](#) you are involved in.

If you are an employee, you need to be ready to use those innovations.

Keeping up-to-date makes you more valuable to your employer and may give you options you can follow up or even start to develop now if you have to find another source of [income](#).

If you work in your own business, you need to know about them and possibly make contact with [suppliers](#) and other related companies in other countries.

Business owners should always have a written exit strategy. This details how and, approximately when they may want to leave the business to retire or do something different.

This is as well as a detailed document about how you want the business handled if you have some sort of accident so that your family is best protected in advance.

Part of your exit strategy could be to [travel](#) with your family or just your partner.

You could put some time each week into [learning](#) the [language](#) of the country you want to visit.

Learning a new [language](#) for the first time will probably [exercise](#) some areas of your [brain](#) which you don't often use.

That will make you able to think more laterally which is an advantage you will be able to use in all other areas of your life.

If you do some Internet [learning](#), that can be great.

But, there is also a wonderful advantage to attending live classes and workshops.

You can meet, learn from and share [ideas](#) with people you not have ever met otherwise.



Some of these people may become friends,

More are likely to be casual friends who you share the interest in the [class](#) topic.

That can develop to where you help each other with projects and bounce your ideas off each other.

That can be a real breakthrough in your understanding and use of the material.

Who's in Your Boat?

Let's think about the people we share our lives with.

Over time, people come into contact with us and others leave.

Some leave on good terms and we miss them. Others we do miss miss as much.

I read that recent research on our [brains](#) suggests that most of us are only able to handle less than 200 relationships where we connect to any degree emotionally.

If we become somehow connected to any degree with more people, some of the [relationships](#) fracture and others may become lost.

The suggestion is that many of us are becoming connected with more people through the Internet and other electronic means. Some try to have some sort of connection with hundreds of people.

The danger is that spreading ourselves that thin may cause more isolation from those close to us.

It's just a theory but the suggestion that we should consciously [massage](#) our most important connections, in whatever areas is a good one.

Strong [relationships](#) make for stronger [self-belief](#) and everyone benefits from them.

Dealing with Fear

Fear affects your productivity in any area of your life.

You might feel the task will demand more financial or time resources than you can afford or that you will fail to complete it or that the person you do the [work](#) for will not be satisfied.

All of these emotional responses are understandable but they impose a high and unnecessary penalty on your productivity.

If you check the resources needed and find it uneconomic tell your customer that before accepting the task.

If your boss told you to do it, you can only ask for that person to make some helpers or other resources available. Whether or not they agree, you will have to do the best you can.

But, letting fear overwhelm you will make everything harder and more painful. Your [health](#) and the potential [success](#) of the project will be worse than if you just do your best.

You cannot avoid the effects of fear unless you consciously focus on the problem and not the fear your [mind](#) produced about it.

Fear prepares us to fight or flee. Use the energy in the fight option to get the [job](#) done without letting the flight response weaken your ability to concentrate and get the best use of your resources that you can.

Give yourself at least a little time to plan how you will do the project instead of attacking it headlong.

Write your plan down.

That will help you to stay on [track](#) and on schedule.

It will also demonstrate to your boss that you handled the task in a professional manner.



When you have done the work and the results are in, review the whole process for tips and [strategies](#) you can use with later projects. You will probably find you do not feel fear about similar tasks in the future.

Someone told me a story about cows and buffaloes. When faced with a storm, cows try to run away. But they often follow the path which the storm is using to approach them.

So, they are caught up by the storm and suffer more [stress](#) for a longer time as it passes over them

But, the buffaloes run at the storm and most will get through with minimum damage. If you, like the buffaloes, face the problem and stay calm enough to use what you know you can do, you will usually break through and have some success while avoiding overwhelming stress.

Hopefully, your boss will realize you are strong and can be trusted with more difficult and better paid work after that experience.

Oasis or Quicksand?

Sometimes, you will find a task which fills your time but does not [stretch](#) you physically or mentally.

That can be great for relaxation but it not an oasis to spend much time in.

It's more like quicksand, taking your time and reducing your mental [efficiency](#).

There are people that can have a similar draining effect on your attitude, outlook and productivity.

They have something to say about everything but most of it is negative.

You may like the fact they want your company so much, but the truth is that they find most people become less available after a few doses of their philosophy.

I found that these people always make me feel tired each time I've been with them for a few minutes. And, there's no dividend for the wasted energy.

If you have people you interact with that have that attitude and effect on you, look for something to do which gives some positive result. When they see you are busy, they will still want to chat but you can keep working and they will not affect you.

You will notice that your productivity will improve when you consciously spend less time around them.

Productivity Myths and Warnings

Make Every Minute Count

This is a common suggestion but don't take it to mean that you need to work every minute you can to succeed.

The important thing is balance.

Give full value to your boss or clients with quality service, [advice](#) and products.

But, you need to use time for thinking, planning and enjoying the rewards you have earned with friends and family.

Otherwise, you will probably exhaust yourself and drive your enthusiasm into a deep dark hole.

If you are feeling ill, trying to keep working at a fast pace will make your condition worse, degrade the quality of whatever you produce and delay your recovery so that your boss or clients will not be able to depend on getting your best work for a longer period.

If you have a medical condition like influenza or a [stomach](#) bug, you may also cause other people to be affected and their work will also suffer.

The efficient [solution](#) is to get medical [help](#) and rest so you can return to full strength easy as soon as possible.

If you have a new project ready to release, it's often better to release it after doing some testing rather than waiting until everything has been checked to exhaustion.

Obviously this doesn't apply to [products](#) which might carry a risk of injuring someone if they are not fully tested.

But, for anything outside of that category, you should consider getting the product into the [market](#).

There is some media [appeal](#) when you have the first product of its type. Free, positive media is very valuable and often has more credibility than a lot of expensive [advertising](#).

If you delay, someone else may bring out a similar [product](#) and grab the spotlight.

Some minor problems with a product are not obvious to the developers who have been involved in the planning and production. They only show up when the public gets their hands on them.

If you are prepared to refund on those items or replace with the revised version, you will probably do better than the second producer who has [development](#) problems and you as an active competitor when they release their version.

Have regular medical check-ups

Some people avoid them because they fear their [doctor](#) may find something wrong.

But, you need to know, and regular checks are good insurance that anything which shows up is more likely to be still treatable.

And, you will avoid the debilitating worry of the unknown and possibly groundless fear about that pimple or whatever!

Get a Mentor

You don't have time to make all the mistakes yourself. And it would financially cripple you.

So, try to find someone who you would like to learn from and ask them to mentor you.

Many retired [business](#) people have accepted invitations to mentor other people who show enthusiasm and other desirable qualities in their new business.

Many don't want payment, though a few good lunches is a good way to show them you value their input.

If they have been in a similar business, they may have [ideas](#) for [products](#) or accessories or just tips to improve the work flow.

Streamline Your Approach

A [vehicle](#) is given a streamlined shape so that it can go faster and be easier to control.

If you haven't got a working area that is streamlined then you will encounter drag which will hold you back a lot over time.

We've all heard of geniuses that have messy workshops and still produce very successful inventions.

The question should be, "How much more successful would they be if they streamlined their [working](#) area?"

They might choose not to produce new inventions any faster.

But, they would benefit from reduced stress, better control of their processes and also be able to be more confident about the deals they were offered.

The effects on their [health](#) would also be well worth the effort.

For us non-geniuses, streamlining, (better organizing), gives us a chance to be much more [productive](#) and profitable.

It will give your clients and finance providers more confidence as well.

And many of those ruffled geniuses pay highly organized people very well to manage their [businesses](#) and projects.

And, you will have a marked advantage over competitors who are disorganized and not geniuses either.

The Secret is Systems

When you find something that is an improvement on how you have done a task before, it makes sense to use that new [method](#) or tweak in the future.

The most successful [businesses](#) have written manuals for new employees showing how to do each part of their [job](#).

Some of these manuals are full of fine detail. They require the employee to follow their procedure even if they have been doing that a different way quite successfully elsewhere.



The reason for that rule is that the operators of the business have found their way works and always gives the [results](#) they and their customers want.

If an [employee](#) doesn't do it by the manual, they will usually be counseled and possibly fired after repeated occurrences.

It's not just a matter of maintaining the [profit](#).

When everyone does each task exactly the same, accidents are less likely and it's easy to get another employee to do the duties of someone who is absent without any need for prolonged [training](#).

Most of these business keep doing things their way because it works.

If someone thinks they have a tweak which will improve some part of the process, they have to submit it in [writing](#), not try it in the workplace until they have the idea reviewed and tested by the owners.

I suggest that you start documenting the system you follow for each task you do in your business.

That will take some time which you might think would be wasted.

But, it can show up any weaknesses in your current procedures and spark ideas for improvements.

Even many one-person businesses find that systems make sense.

They also save you [money](#) by eliminating unnecessary procedures and give you ultimate control over the important activities in every area of your business.

Now, You can do Anything Better!

There’s nothing hard about becoming more productive.

You just have to [start](#).

With the [business](#) world becoming more technically challenged, being more productive than most people is a simple way to get noticed and recommended by your clients.

You have the drive and the knowledge to take the High Road to Success.

But remember, being productive gives you time to enjoy the drive with your friends and family.

That’s the best reward of all!

Melvin Walsh

[Another eBookWholesaler Publication](#)