

Ralph Plaskett

Explore More

The Well-Being of Productivity

Ralph Plaskett

Educator | Author | Coach

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Summary

4 Well-Being Techniques for Effective Productivity

#1 Take a break.

- We run to the point of being physically and mentally drained. Do this for weeks and months on end, we are bound to have a complete mental breakdown.
- Everything around you is moving at lightning speed but that doesn't mean you have to also. Take a breath and discover something new and enjoyable in between your tasks.
- Take a break if you find yourself unable to focus. Attempting to concentrate on any activity for too long diminishes your focus.
- In fact, you can use the Pomodoro technique which is breaking your work into 20-25 minute chunks of time with short breaks in between

#2 Use visualization

- Visualize your work where you can see it. Take it out of the spreadsheets and notebooks and place it in a space where you can easily see it. This helps keep you on task.
- Envision your mind as a blank movie screen. There's nothing on it at all. Now sometimes thoughts, ideas, and suggestions will pop onto the canvas and then leave, but you don't have to contend with them. They come and they go.

- If you can begin to think of your mind as just a movie screen, and not thoughts that cause you to react or feel a certain way, you'll experience much more peace, less stress, and you'll be able to stay more on task.

#3 Obliterate procrastination.

- To strengthen your mental focus, make a decision to take a block of time during the week where you will do those things you always put off.
- Commit to that time no matter what else is going on. For example, take two hours a week and purpose to write content for your blog. During that two hours you will do nothing else except write excellent content.
- Bring a drink and turn your phone off. You'll be surprised at how much you can get done with two hours of laser-focused attention.

#4 Count to Clarity

- If you're feeling distracted while you're trying to do something or perhaps something occurs that gets you riled up and off task, instead of going down that rabbit hole of thought after thought, begin counting slowly.
- Pay attention to the numbers you are saying instead of the distraction or negative thoughts.
- Breathe deeply as you slowly count, as this will help you detach from your thoughts and become more of an observer.
- As a result, you are able to return to focusing on your task much faster.

Bonus #5 Find Your Flow.

- Flow is a transcendent psychological experience where your self-regulating is reduced or eliminated, allowing for "being in the zone", accomplishing hyper-focus.

- You can find your flow in many ways, some people find their flow when they run and achieve a “runner’s high”, or just going out in nature and experiencing awe and wonder, or listening to your favorite music.

Mental focus is a skill that you can develop and gets better at over time as is well-being.

The key here is to become aware of your unique productivity rhythms and the triggers that get you off track.

As GI Joe said, “Knowing is half the battle”. Once you are aware, you can use the techniques shared in this video to win the war of productivity.

What's Next

Complete the section below. As you consider your response to the prompts below, there is no right or wrong answers. Responding honestly and expressively is essential to simulating more clarity and increasing your awareness to live a more authentic life.

- I am going to practice _____ to increase my productivity. What am I going to change to achieve this practice?

- My unique productivity rhythm is:

- My triggers that affect my productivity are:
