

STOP

MANAGING TASKS

& START

GETTING IT DONE



BOOK 2

Why we are here...

In Book 1 we met my friend who was struggling with procrastination. What surprised him was how he was drawn to task management tools to help, but only found that slowed him down even more. He told me, “I realised I had 13 methods of task management tools but had more outstanding work than ever. It hit me like a slap in the face.



From monthly online tools, iPhone, iPad apps and even paper templates I bought and printed out. I could manage tasks at the drop of a hat from anywhere at my convenience and in 13 different ways, but was I more productive?”

Unfortunately, not even close!

He had found all the best ways to organise himself:

- ★ Writing and rewriting task lists on paper making a little headway each time but essentially adding the same undone tasks each time
- ★ Always looking for a better way to manage tasks as the solution to the problem and never making progress with the actual tasks themselves
- ★ Signing up to a number of different tools, apps and software as the answer and then going back to paper here and there
- ★ Having all your tasks in a number of different places confusing it even further

There was no argument as to what the problem was:

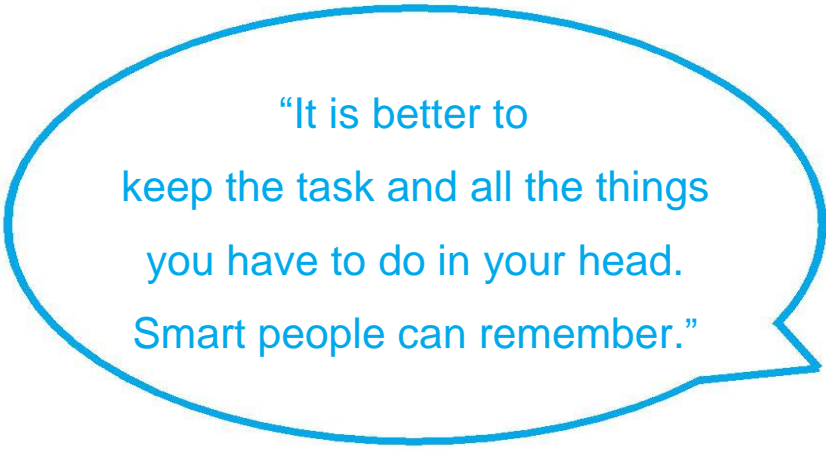
procrastination!

His behaviour was costing him business, was affecting his reputation and worst of all made him absolutely miserable for a variety of reasons. His obsession with finding a better way to manage tasks was a way of putting further distance between actually doing them.

We also discovered it didn't end there, far from it.

Take action to Beat Procrastination

1. true or false?



"It is better to
keep the task and all the things
you have to do in your head.
Smart people can remember."



False!

Use A List!

It makes sense to write a list or a graph or something creative that puts all the elements of the process out in front of you.

Trying to carry all this in your head is sort of impressive. Our brain, while completely amazing doesn't work like a computer. One of our brains functions is to filter stimulus to conserve energy. When you forget things, leave things out or making up stuff without warning it can a symptom of this conservation.

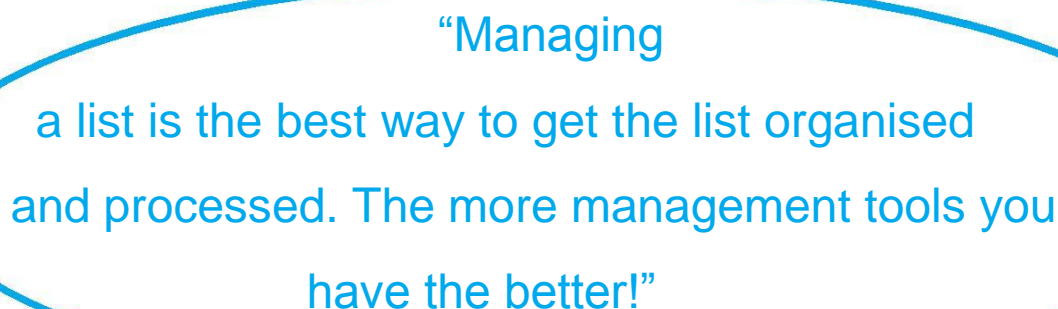
A list in your head is also very difficult for anyone else to follow. Unless you enjoy reciting things to people because they can't be

bothered remembering, a list is essential. This is all starting to sound very weird and psychologically unsound.

Another reason is holding a list in your head takes up valuable space when working. We call it working memory and most of us can only hold half a dozen or so things in our head at any one time. If you have a list written down and organised, all you have to remember is one thing:

Where the list is !

2. true or false?



“Managing
a list is the best way to get the list organised
and processed. The more management tools you
have the better!”

False!

Be Methodical!

Always approach tasks in an ordered and methodical way, but you don't have to manage the management!

There are a lot of gadgets, programs and apps that will help you get tasks done and some definitely help!

Most, however, just take up time and energy to learn and the commitment to use them diligently. If you can do the same with a piece of paper and a pencil, then you are probably over-using technology

Many task management tools take time to learn how to use properly. Think carefully about whether this is time wasted. Can you afford for someone to

be employed to learn how to use these tools, or to outsource? Then, be clear about the cost benefit. Maybe all we need is a piece of paper and a red pen to mark off tasks as we do them!

What is it do you think that management tools and systems actually do?

If you knew that you might not need spend dollars and time getting a management system! Could this be just another form of procrastination? You can say with certainty that “I’ll get on with the job as soon as I’ve figured out how to use this sparkly system that organises everything.”

This is classic Procrastination!

Listen to Your inner dialogue at work...

It may be a negative inner dialogue that is pressing you to think that someone else or a system will do it better than you can. Is this about low self-esteem or lack of confidence?

It is never a bad thing to utilize, or even pay for, someone else's experience in the form of education or experts. If you are seeking help to strengthen yourself, then that is a good forward step.

Tools can make it easier, but 4 great personal qualities can super-power the speed and effectiveness of any task:

- ★ ***Inventiveness:*** creating ways to get the best out of them to suit the way you will use them
- ★ ***Application:*** the steps you take to gain the maximum benefit
- ★ ***Persistence:*** whether you will keep at it until you get the maximum benefit
- ★ ***Perseverance:*** creating and maintaining personal energy, financial backing, support and your own growth

Buying expertise will take you part of the way, the rest of the journey is your responsibility.

3 Secrets To “GETTING IT DONE”

We all want to be fast and efficient, that is obvious.

Procrastination can stop us. We all have such a short time on this planet and spending your required working time at 30% of your capable output is one of the most tiring exercises ever. You work longer than anyone else to produce the same amount of work.

When we are truly productive, then it is so much easier and comfortable to take a break and rest - without guilt!

Secret 1: Sort it 4 WAYS!

There are only ever 4 options for any task. If you sort them first, then they can be completed much faster. They are:

- ★ Do it
- ★ Delegate it
- ★ Defer it
- ★ Dump it

Decide which is the best option you have to look at the task, think about it for a moment and make a decision. If it isn't obvious then start to do it.

If one of the other options is better, you will figure that out quickly. Think it through, make your choices instinctively and quickly. The better you get at this, the faster decision come and how it starts working for you.

Secret 2: The 4 ACTIONS

This is the who, what, where and when of taking action! Once you have sorted your tasks you need to decide on one of your 4 actions.

- ★ **The Action:** what exactly has to be done?
- ★ **The Actor:** who is the best person for the job?
- ★ **Time Frame:** how long will it take?
- ★ **The Outcome:** what will it look like when it's done?

The action required will also help in making the original decision on the sorting and whether to delegate, defer or dump it.

[Take action to Beat Procrastination today](#)

Secret 3: The 2 TYPES

When you break this down there are essentially only 2 types of tasks:

- ★ **Construction:** where the task goes from the general to detail. Always build from your foundations and up. Each element of every task builds on the previous step.
- ★ **Component:** - where the task goes from details to a completed component. You start with the small part, building on them to create each completed component.

Most tasks are components within a construction.

This means that it is possible to delegate component work while the construction establishes the necessary framework. Components may even be finished before they are required. That means you defer implementation or delay the work on the component and focus on the construction.

As an example, if you are building a house, you can delegate making the windows (component), but if the windows are ready before the walls

are up the windows have to wait. Makes sense. You'd be mad to try and hang the windows by some sort of crane and then try and build the walls around the window!

How often does that happen though in real life? When there is a push to get the job done, or the group making a component push to get it included? The only thing to do when construction gets out of order is to pull things down and start again with a proper order of things.

An Example

A great example of getting construction out of order was the fall of Australian telecommunications company OneTel.

They built the customer base before the necessary infrastructure. When the money was needed for infrastructure it had gone on advertising and promotion (it was more complicated than that, but it's one vital part of the failure).

Now you have a simple practical steps and approaches to task management. That's pretty much what task managers, programs and apps do. This isn't to say task management tools aren't without their benefits, but know what you're buying.

Don't forget the amazingly simple and effective piece of paper and the red marker or the wall mounted whiteboard.

Sometimes we complicate things just for the sake of complicating which is mostly because we don't stop to think about what we are doing or understand why we are doing it.

If you stay in the centre of what's happening you don't get thrown out of the game when things start to spin.

Find The Change You Want Now

We truly hope you have got a lot of value from this ebook. This is a fraction of what is available in the 10 video course to [Beat Procrastination](#).

In the course you will discover over the course of 10 on demand videos:

- ★ An overview on the course, our approach and how we set you up for success
- ★ Why you've failed over and over again to recover from your procrastination
- ★ How to stop fighting procrastination and start using it
- ★ Reframe your view of what Procrastination is so you can feel it differently and find positive meaning in it
- ★ How to discover and use procrastinations hidden message to you
- ★ How to uncover the secret stories you are not even aware you are telling yourself and rewrite them
- ★ The 4 types of procrastination and why a general approach never works for any of them
- ★ How to create habits that encourage change while discouraging conscious objection

[Beat Procrastination gives you easy-to-follow steps](#) on putting everything here into practice immediately, creating the lasting change you need.

Are you ready?