

Being **Busy** vs Being **Productive**

by Craig Harper



Wheel Spinning

Do you ever feel like you're busily achieving not much at all? Like your results are not really a reflection of your effort? Like there's some kind of imbalance? Like your wheels are spinning but you're getting no traction? Do you often feel frustrated, overwhelmed or exhausted? Maybe all three? Welcome to the club.

It's a whopper.

Well, if you're tired of being tired, here are some suggestions to help you move from busyness to productivity:

1. Stop doing for the sake of doing

Some people do stuff a certain way because they've always done stuff a certain way. Depending on results, this can be a great idea or a stupid idea. Which is it for you?

2. Hit the pause button

Give yourself a little distance and space from your daily grind, habits and rituals. What does your situation look like when you step back a little? It's hard to be objective about anything when you're right in the middle of it.

3. Try new stuff

I know you like predictability, familiarity and security but maybe that's part of the problem? If you want to create different, do different.

4. Ask yourself better questions

Here's five to get you started: Is this the best use of my time? Is this the best use of my skills? Is this the best use of my energy? Is there a better way to do this? What's not working in my life right now?

5. Learn from others

Is there someone (with similar objectives and responsibilities) who's creating better results than you? What can you learn from them? Put your ego to one side and be a good student.

6. Get clear about your goals

What does success look like for you? If you can't define it, you probably won't create it. The more clarity and certainty you have (about what you want your future to look and function like), the more momentum you'll create and the more productive you will be.

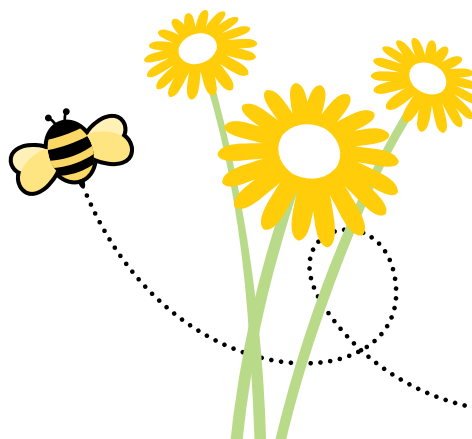
7. Do a few things well

Better to do a few things brilliantly than fifty things poorly. Over-commitment is a recipe for disaster. And exhaustion. Learn to prioritise.

8. Regular assessments

Take exercise for example. Some people train with no real rhyme, reason or accountability. Things like regular body-composition testing and fitness testing take some of the emotion out of the process and provide us with objective data. Data which tells us whether we have a busy training schedule or a productive one.

Ok, time for you to get busy.



TIME MANAGEMENT QUOTES

"Time is what we want most, but what we use worst."

— William Penn

"The common man is not concerned about the passage of time, the man of talent is driven by it."

— Shopenhauer

"Time = life; therefore, waste your time and waste of your life, or master your time and master your life."

— Alan Lakein

"The key is in not spending time, but in investing it."

— Stephen R. Covey

"Ordinary people think merely of spending time. Great people think of using it."

— Author Unknown

"A man who dares to waste one hour of life has not discovered the value of life."

— Charles Darwin

"Once you have mastered time, you will understand how true it is that most people overestimate what they can accomplish in a year – and underestimate what they can achieve in a decade!"

— Anthony Robbins

"Make use of time, let not advantage slip."

— William Shakespeare