



20 PRODUCTIVITY BOOSTING METHODS FOR THE POSITIVE MIND

20 PRODUCTIVITY BOOSTING METHODS For The Positive Mind

INCREASE YOUR
EFFECTIVENESS
AND SAVE HOURS EVERYDAY!

КАК ЭКОНОМИТЬ ВРЕМЯ КАЖДОГО ДНЯ
И ПОВЫСИТЬ ЭФФЕКТИВНОСТЬ?

Terms and Conditions

LEGAL NOTICE

The Publisher has strived to be as accurate and complete as possible in the creation of this report, notwithstanding the fact that he does not warrant or represent at any time that the contents within are accurate due to the rapidly changing nature of the Internet.

While all attempts have been made to verify information provided in this publication, the Publisher assumes no responsibility for errors, omissions, or contrary interpretation of the subject matter herein. Any perceived slights of specific persons, peoples, or organizations are unintentional.

In practical advice books, like anything else in life, there are no guarantees of income made. Readers are cautioned to rely on their own judgment about their individual circumstances to act accordingly.

This book is not intended for use as a source of legal, business, accounting or financial advice. All readers are advised to seek services of competent professionals in legal, business, accounting and finance fields.

You are encouraged to print this book for easy reading.

Table Of Contents

Foreword

Chapter 1:
Get Rid Of It and Setting Daily Goals

Chapter 2:
Dreaded First and Apex Cycles Of Productiveness

Chapter 3:
No Communication Times and Micro-Mileposts

Chapter 4:
Time Framing and Wake Early

Chapter 5:
Pacing and Clear The Clutter

Chapter 6:
Bust Procrastination and 60 Second Decisions

Chapter 7:
Accountability and Visualize

Chapter 8:
Reward Yourself and One Month Plan

Chapter 9:
Assign and Expand Your Interests

Chapter 10:
Hunch and Optimize

Foreword

Heuristics are conventions specified to help you solve problems. When an issue is large or complex, and the optimal solution is unclear, employing a heuristic lets you start making progress towards a resolution even though you can't envision the entire path from your beginning point.

Suppose your goal is to drive to the store, but there's no road to follow. An illustration of a heuristic would be: Head directly toward the store till you reach an obstacle you can't cross. Whenever you contact such an obstacle, follow it around to the right till you're able to head toward the store again. This isn't the most levelheaded or comprehensive heuristic, but in a lot of cases it will work just fine, and you'll finally reach the store.

Heuristics don't ensure you'll find the optimum solution, nor do they broadly guarantee a resolution at all. But they do a beneficial enough job of solving particular types of problems to be of value. Their strength is that they break the impasse of indecision and get you into action. As you take action you start to explore the solution space, which heightens your understanding of the issue. As you acquire knowledge about the issue, you can make course corrections along the way, gradually bettering your chances of finding a resolution. If you attempt to solve an issue you don't initially know how to figure out, you'll often work out a solution as you go, one you never could have imagined till you began moving. This is particularly true with creative work like product development. Often you don't even recognize precisely what you're attempting to build till you begin building it.

Heuristics have a lot of practical applications, and among my favorite areas of application is personal productivity. Productivity

heuristics are behavioral rules (a few general, some situation-specific) that may help us get matters done more efficiently..

20 Productivity Boosting Methods For The Positive Mind

Increase your effectiveness and save hours everyday!