

2-1: Why having a system is critical

In these series of videos I'm going to be explaining how you can create a productivity system, get more done and avoid procrastinations. So how often do you feel overwhelmed by the amount of work you have to do, and even though you're feeling a lot of pressure overwhelm you still end up procrastinating, you still end up taking too long breaks and you're not really focus on what you're doing. So I don't see that this is a pretty common situation and you might feel that you're learning ability, both in your studies and in your life will improve a lot if you could just overcome this problem.

Now I can't say that there's a definitive cure for procrastinations but having a productivity system and having one you trained yourself over a period of time can significantly reduce its problem. So to understand why you need a productivity system, first of all you understand what a productivity system is. So productivity system is a set of rules and principles for when you should work and when you shouldn't work and how much you should work when you're doing. And the importance of this is that a lot of people have organizing systems. They have to do list and agendas and calendars but those who really tell you when you should be doing the work, they just tell you that you have work to do. So that's the better distinction so having the productivity system is about having principles which guide it's time to work now and also it's time not to work so that you have both in your life that you don't get overwhelmed.

Now in order to understand what a system is, it's also important to realize that most people already have a system. It's just that their system consist of guilt and stress, this is an emotional system. So when they're not working and they're procrastinating and it goes on and on and on, you feel more and more guilty, more, more guilty that that stress suppresses up against them until finally its boils over and they start working. And then they work very hard, they working on stuff until they get stressed and frustrated and tired and bored and then that finally tips over and they decide, "You know what I need a break I need to take time off."

Now this system can work, if you're ever been into the situation where you have a project due, and it has a strict deadline, you've probably seen how guilt and stress and a lot of caffeine can get the job done. But it has to have the emotional tool, have you need to use the emotions to guide when you should be working, when you shouldn't be working, mix the whole process of learning and the whole process of working a lot more stressful. Having a productivity system in contrast, unburnings you from that guilt and stressed and allows you to focus on what matters which is being able to get the work done without having all the emotional baggage behind them.

So these series of videos, I'll go to explore 2 different systems. I will explore weekly/daily goals and fixed schedule productivity. These are just 2 of many of systems which are out there for both organizing your work and also organize your productivity so you can actually get that work done. And you might discover another system works better for you. Each systems has it owns benefits and has its own weaknesses so there's no system that's universally good for all situation. Some less will be very good for someone who has to do a lot of little task and some system will be very good for someone who needs to have deep focused on just one task for long period of time.

To understanding the trade of some of these systems, as part of this module, I wanted to explore 2 systems for you and you can decide which one that you want to follow as well as whether you want to use a combination or some mix of the 2 system. But what matters and what is critically important on your side is though, even though there's a lot of system and they all have their own trades off and weaknesses, almost all of them are better than just using guilt and stress. Because almost all of them have flexibility which allows you to focus your mind on the work instead on the stress and guilt associated with the work. And that allows you to achieved that flows state which means that you can focus on doing the work instead of stressing about on how you procrastinating or stressing that you never get any time off