

## 2-3: Troubleshooting Weekly/Daily Goals

So, on the last video I explained weekly/daily goals as a productivity system. In this video, I'll going to explain how you can troubleshoot some of the common problem that come up with beginners who are new to this method of working.

So one of the common problems and here from since all the time is I can't get on my daily goals, I can't finish my daily goals list. And the solution on this is very simple. Make a smaller daily goals list. Now the reason that this happens is because what the purpose of a productivity system in the beginning is to get done at least as much work as you're currently doing but you do it with less guilt and stress. And so what's we twist that into being is that they wanted to immediately double or triple our productivity. So even though they were only getting one or two of this task and they wanted to start by doing 6. That is not realistic and it's not healthy because what ends up happening is you set a list that's too difficult, you know you won't accomplish it and then you get back to using the infinite to do list system where you have guilt and stressed and deciding whether you should be working and whether you should be taking a break. That's the defeatist system and it ruins the entire concept of weekly/daily goals. If you do a lot of working to get done and you're not getting it done, it's better to start with a very small weekly, very small daily goals list. Even one that maybe too bit easy but too easy to accomplish and then wrap up because as you consistently finished weekly/daily goals you can make them a little more difficult until you get to a point where you are succeeding them at least 50% of the time maybe 75% of time. When you get to that pace, then, you've eliminate a lot of stress and guilt that comes with a normal productivity system.

So the second problem that a lot of students have is they find themselves procrastinating wait later to the day. So they like the daily goal system, and they do finish their list but their finishing that by 10pm or midnight. Now my first response to this is, is that actually a problem? So a lot of student have decide either or what being productive looks like and looking productive is different from being productive. And a lot of student will see this, and they will say themselves, well I should be waking up at 6am, working non-stop for 8 hours without any breaks and that should be being productive looks like. And that might be true for some people it's not true for everyone. I know some people that they get their best work done between 6pm and midnight, so if that just happen to be the case for you, then daily goals weekly/daily goals allow you that flexibility. So first ask yourself if it's actually a problem, maybe you're just got your work done better later on the day. So that might be your issue. The other thing that can come up is that you might find that you know, you are procrastinating a lot but that's because you are getting a lot of guilt and stress. So you're not really fixing the problem, you have a lot of guilt and stress about actually getting your work done, even though you're finishing your daily goals list. In this

case, what you might want to do to fix this so you can shift the bulk of your daily goals earlier in the day so you actually have more free time at the end when you can relax, is to figure out what's your most important task. So figure on your list put a star next to it or asterisk and says this is my most important task and work on it for at least half an hour right when you wake up. So as soon as you wake up, you work on that most important task for half an hour. And that builds momentum to make your day because you're already in the rhythm of working so you can get a lot more task done and there would be less procrastination. That's just one simple but it can fix the problem working really late in a day or finishing really late if that is actually a problem you like, if that is something you like to fix

The third problem is that student will tell me that you know stuffs keeps interrupting me, I have a daily goals list and would be able to finish it but I have team members or I have group projects or have people calling me or interruptions I need to deal with. So if that's the case for you, then one thing you can do, again is another modification in the system to make you really more productive is to have a 2 to 4 hour period which is what I called the no distractions or no interruption zone. So what you do is you block off, either 2 to 4 hours, more than 4 hours is probably going to be over killed or too difficult. Just 2 to 4 hours every day that those are the days that you turned your cell phone off, turned off the internet, your hideaway, you tell people you that they can't contact you and you focus on the deep work that you need to do if you need to accomplish. And what I have found that in doing this you can accomplish a surprising amount of your daily goals list in this high focus period. So even if it's not enough to accomplish everything that you have for the day, having 2 to 4 hours of deep focus can probably get you as much done as you probably could in a 68 hour day full of distractions. But then you can also maybe use a little bit of the extra time to finish after that but allow some distractions or some interruptions to come in your life. This also means that if you have 2 to 4 hour period, you should also try the schedule those so that their outside of your classes so you're not doing this 2 to 4 period when you have classes or when you have particular meetings, just block it off as if the time is sacred. So that's another way you can combat one of the trouble problems of using weekly/daily goals which is you get a lot of interruptions so it's hard to focus on your task. So keep that in mind, if you are working too much and the list is too long, you can't finish it, try a shorter list. If you are working too late in the day, try speaking your most important task and do it in the beginning and if you have too many interruptions try blocking off 2 to 4 hours every single day and then your focus hours that you worked exclusively off