

2-4: Fixed-Schedule Productivity

In this video we're going to discuss an alternative productivity system to weekly/daily goals. Like weekly/daily goals it operates by restricting the amount you actually work. And this is a bit of counter to divide you. We have a sense that the more we work the better, the more productive we are, but this is a bit of psychological in fact because when you allow yourself to just working nonstop then your body search using guilt and stress as the break and accelerator pedal in order to make sure that you get work done but at the same time has some time to relax. And this kind of guilt and stress pedal is exactly the type of system we wanted to avoid by restricting the amount of work you have in some way by placing some constraint on your working hours, then you have 2 effects.

One, you curb out sometime or some period during the day when you are not working and you are not worried about working. So you are taking time off but you're not feeling guilty. But also because you have this constraint, you allow yourself to focus more on the things that actually do get the work done. So if you are working in a certain period of time or certain set of task, you are very focused on those. Now, a weekly/daily goal focuses on restricting the amount of task that you're doing. So this works particularly well if the tasks you have are fairly well defined so if it's doing a reading assignment and you have a pretty good idea of how long does going to take or you're doing a particular problem set and again you have a pretty good idea of how long does going to take to finish, then it's fairly good to use weekly/daily goals because it can control for the total amount of time you're working. And more importantly by focusing on the task instead on the time you avoid the certain procrastination problem where you are not really doing the work that efficiently but you're still logging an hours.

And so this approach is develop by counted called fixed schedule activity and it's a different method. So the idea that is instead of restricting the amount of task you do, you restrict the time that you work. So one of the advantages of this is that you guarantee to certain hours were you're not going to be working. So if you just set blank it 95 that's what I'm going to be focusing on my studies then you do not work outside that period of time and you have a much better time ensuring that your evening are relatively free. Whereas in weekly/daily goals if you're procrastinating or if the task take a bit longer than expected you might have a variable ending time 3 days. Some days you might end at 3, some days you might end at 7. So it's a little bit more variable with the weekly/daily goals system. With fixed schedule productivity, you're guaranteed certain time off which is really good if you have other commitments outside of your work do you want to focus on. Another advantage of it is fixed schedule productivity doesn't force you to label a task. So if it's very difficult to break the task down into specific amount that you're going to be working on for the day then it's also very good. So if you are just preparing for an essay and it's going to

take way more than one day to finish then its kind a hard to chunk that down into specific task you're going to work on. So in this case maybe it's better to use a fixed schedule productivity system and just say that I'm going only to work for 6 hours, I'm going to work for 8 hours on this project today as a way of focusing your time.

Again there's trade of on both of the system. I found in the past weekly/daily goals is really good because it focus does you wanted to accomplishing the work. So if the task or things that are, things that you can know how much work is involve in advance and you can see them in smaller unit then it is a good system for that because you are able to just focus on the work and you're not going to spent hours and hours of working slowly just to fill up the time. Fixed schedule productivity in contrast the constraints on the time so it's a lot more reliable if the task is somewhat ambiguously defined but the disadvantages that it is sometimes you have the problem where you are not really working as hard during that 8 hour working period because what matters is you putting the amount of time not which task you accomplish. Again, to straight of both systems, so I recommend you try both of them out over the next few months and see which one suit your lifestyle better. In some cases I found fixed schedule productivity better and in some cased I found weekly/daily goals better