

## 2-5: Troubleshooting Fixed-Schedule Productivity

Some of the problems that can come up in fixed-schedule productivity are group work, interruptions and people just saying they just have too much work to do to fit in this type of time constraints. So one of the problem you can come up is, maybe you set 9 to 5 is your working hours but everybody in your group wants to meet at 7pm or 9 pm., now this is can be a little tricky to avoid. If you are doing a lot of group work then maybe you want to switch to weekly/daily goals and away from the fixed-schedule productivity system. You can try to convince your team members to also adopt this productivity mind set but if it doesn't work then you might want to just use a different system if it really doesn't fit, if you're doing a lot of group work or of you can't just make the occasional exception. So that's one way of doing it.

Another way of doing it is to try to minimize the amount of time you actually have to be doing the group work as a group. So discuss with your group, look you work way better when you're working on your own, so if you want to just use the group to discuss what ideas or important and then go implement them on your own time in which case you can keep the meeting short and keep the violations of the general fixed-schedule, you can keep them fairly minimal.

Another problem is having interruptions, so maybe you have 9 to 5 is your actual, this are my working hours but you going to get interrupted constantly. So you have calls coming in, you have people that are demanding a time and you're not able to get the work done, you want to get done in this period of time. Again the same thing that I suggested for weekly/daily goals applies here. If you set a 2 to 4 hour period of absolute focus, 2 to 4 hour period where you are unreachable, your phones off, the internet's off, you are away, nobody can contact you and you are in a quiet place where you can just work. And you can get a lot more done in this period of high focus and you can in this undistracted environment. So if you struggle with this problem in the past, that you are easily distracted and people are making demands on your time, their interrupting your work flow, consider setting this 2 to 4 hour period. And as I suggest, keep the time for this 2 to 4 hour period minimum because for most people being non contactable during the entire day is probably a bit unrealistic, you probably won't be able to go from 9 to 5 without having anybody have any possibility of reaching you. But you might be able to do from 8am to 10am, or you might be able to do from 6am to 9am. Those are things that might work or even just in the evening, after everybody on the sleep, if you work better at 9, if you work best from 11 to 1 and that's when you are going to be able to do your core focus work.

Finally, some people say, well they just have too much work to do in this time constraints. So they want everything done but they just have too much work to do. And this is the very popular sort of sentiment they have with this kind of constraints system. So both

in weekly/daily goals and with this, the idea is that you want to be doing more than the system actually built for. And sometimes I can work, in situations where you are under a lot of pressure for a very specific deadline, 2 weeks before the exam, 2 weeks before project due and you're going to be working nonstop. Maybe you can swing a system where you just working nonstop, but the reason this system work and the reason that you tend to procrastinate and the less productive normally is because being under constraints also focus you. So the fact that you don't have enough time to finish all of the work means that you are going to very focus in those hours. And the end of itself creates a lot of productivity unless it happens. So I can't say for sure what is the best time for you, maybe you work only 5 days a week and you work 6 hours a day or maybe you work 6 days a week and you work 9 hours a day. I don't know what is the correct schedule for you and depends on your life and what you have as task to do but using a fixed-schedule system. The important thing is to restrict your time and away so you feel somewhat constraints but if you don't feel under pressure and it's not really going to give you that motivation and focus when you need to. And the idea too is if you rarest with it and you build this with a habit over a period of time, then the time is car built. It's away from your working hours. You learn to trust that is the time you can relax without feeling guilty.

So sometimes it can take a few weeks to adjust the system but when you do adjust with, you often to notice the gains and productivity which allow you finish more work within these constraints.