

2-6: Using the two systems

In this video I going to be talking with how you could combine and mix the two systems that I've discussed, weekly/daily goals which is based on setting task on a day in a week and fixed-schedule productivity which is about setting curve specific hours when you only work during that period of time and you don't work outside of it. There's a couple of ways you can do this.

One you can just simply integrate both in the same thing. So you can have the both the daily goals list and the time moment. So you set a daily goals list and when you finish the daily goals list, you're done or when the time expires, you're done. I find that I don't tend to use both systems at the same time, I prefer to switch to system if the productivity needs that I have are changing. So if I in a situation where I do a lot of small task, that are very concrete, I know how long it going to take and I want to focus in making sure that I get results in them, I can get them finish not just spend a lot of time on them then I will use weekly daily goals. If I am on a situation when I have a long time to spend on an ambiguous task but I don't want to be overflowing to my life, I try fixed-schedule productivity.

However there are situations where you might want to integrate them together. So just have two different constraints for your time, which compresses and even further, so that can be another thing to do. Another way you can consider doing it is using the weekly/daily goals but because you have a time constraints setting more daily goals. This can also be useful because fix schedule doesn't have the organizing influence, it doesn't set you to do list for your day while setting a daily goals list can also be a focusing activity of figuring out which task you need to do and actually planning out on how you want your day to work whereas you can just do a fixed schedule just 9 to 5. You might spent some time working on projects that maybe are necessarily important to you or don't have the priority that won't have it on weekly/daily goals system. That's another way you can integrate the two systems.

Another idea is to do weekly/daily goals but you can integrate these 2 to 4 hours of complete focus and work time. So this is sort of modification of the fixed-schedule system but you are using it on an under very minimal constraints and you are not making it a case that you can't work outside these 2 to 4 hours but just you set aside these 2 to 4 hours specifically for being for work. And I think these are really good alternative if you are trying weekly/daily goals and you finding it a bit hard to actually get the work done without procrastinating during the day because you know I have a little bit of time and I work this later and later and you're working on it at 9pm. So if you find that's happening a lot, integrating into 2 to 4 hours period where you focus only on doing your work and again there's a distraction from environment, no phone, no internet, people can't reach you. Then this is a pretty good system in order to get your work done because you're not only have a

daily goals list that's providing you constraints on your time allowing you to focus but you also have 2 to 4 hours where you can be ensure relative peace and quiet and no interruptions. Allow you to focus mentally on the task particularly on the hard learning task that we're going to discussing later on this program which require a lot of mental energy, even though their efficient and they don't take as much time but they are often very demanding on your brain in order to thinking this way. So being able to have a specific set of time where you're not going to be interrupted and you can actually focus and that quit valuable.

So that's it for the productivity systems. Once again, it's something you need to build as a habit. So what I suggest is try out both systems for couple of days, just to figure out which one suit you better. So as I've said, I described the different trade of, you might already know which one you want to go with but figure out which one you wanted to go with and after you do that, try committing to do it for 30 days as a 30 day trial. In doing this will allow you to make it a habit and the real benefit of these systems, don't comment until after about a couple of weeks or months because when you getting used to the system, you still going to use guilt and stress as the accelerator and gas pedal along and so the accelerator and the break along in your own productivity and so having the system, you won't fully trust and are fully rely on it until only you've been using it for a few weeks and you manage to debugging to it exactly for your life. So I suggest running it as a 30 day trial. These systems alone have improved my productivity as much as any other tactics I'm going to discuss in this program. So if you don't have productivity systems right now' you're not using anything other than just to do list and a calendar, then I suggest using a system like this because for me it is greatly improve my productivity