

Personal Productivity

The SMART Way

SMART is a convenient acronym for the set of criteria that a goal must have in order for it to be realized by the goal achiever.

- **SPECIFIC:** In order for you to achieve a goal, you must be very clear about what exactly you want.
- **MEASURABLE:** All goals need some form of objective measuring system so that you can stay on track and become motivated when you enjoy the sweet taste of quantifiable progress.
- **ACHIEVABLE:** Setting big goals is great, but setting unrealistic goals will de-motivate you. A good goal is one that challenges, but is not so unrealistic that you have virtually no chance of accomplishing it.
- **RELEVANT:** Goals, in and of themselves, do not provide happiness. Goals that are in harmony with our life purpose have the power to make us happy.
- **TIMED:** Without setting deadlines for your goals, you have no real compelling reason or motivation to start working on them. By setting a deadline, your subconscious mind begins to work on that goal, night and day, to bring you closer to achievement.

Eat That Frog!

"If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long!"

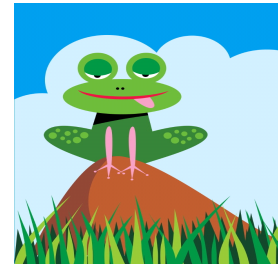
Your frog is the task that will have the greatest impact on achieving your goals, and the task that you are most likely to procrastinate starting.

"If you have to eat two frogs, eat the ugliest one first!"

This is another way of saying that if you have two important tasks before you, start with the biggest, hardest, and most important task first.

"If you have to eat a live frog, it does not pay to sit and look at it for a very long time!"

The key to reaching high levels of performance and productivity is for you to develop the lifelong habit of tackling your major task first thing each morning.



Routines

You can build a routine in these three steps:

- **Identify the task**
- **Identify the time and/or trigger**
- **Identify the Sub-Tasks**

An exercise routine might look something like this: I want to build an exercise routine right after work. I will go to the gym right after work, change clothes, stretch, run on the treadmill for 45 minutes, perform three reps of weights, shower, and go home.