



15 Simple Habits of Super Productive People

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If you want to accomplish your most important and exciting goals that you are passionate about, then it is necessary to become more productive by learning the keys to successfully maximizing the time you have available each day. While there is information out there today, that will inspire you to want to become more productive, it is the knowing how that will take you where you want to go. There are tons of articles filled with everyday habits that offer some overall, generic advice like: 'go above and beyond,' 'get more organized,' 'respect others,' etc. without offering any doable tricks or examples of what this actually means. What most of this information fail to provide is applicable, basic tips that the basic layman can apply to life tomorrow and instantly feel better about their circumstances and get more results.

Below you will find a list of 15 tips that super productive people use and that will help guide you to a more fulfilled life by getting the results you desire.

1. They Make Lists

It's easy to get overwhelmed with the requirements of a project. Creating a daily list of "action items" that need to be accomplished keeps successful people honest, motivated, and constantly progressing. Start small, and gradually build. The key strategy is to complete your list at night and then review it first thing in the morning. Doing this will give you the clarity you need to get through the day with more efficiency. Remember, not to add more than 5 things to your list. If you have more to do than 5 things, list everything in a separate notebook, then pull the 5 top, most important things and list them on one sheet of paper. (Find out more ways to be productive and to achieve every goal you set by listening to the podcast, [Designing Your Life Today](#).)

2. They Maximize Down Time

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There's always something to learn, or things that need to get done. Use your down time to learn something that will increase your productivity and effectiveness. Successful people embrace this. Caution: Having a large time surplus is a good indicator that your challenge is either too small or you're not thinking big enough.

3. They Reflect on Mistakes & Grow

Carol Dweck concentrates on the fixed vs. growth oriented pathways of the brain in her New York Times best selling book *Mindsets*. When faced with a challenge, overcoming fear, or coming back from a "failure," successful people are focused on growth more than they fixate on the outcome of failure. The key strategy to use in this case is to acknowledge the mistake, then write down 3 things that were handled wrong, what you can do to fix the issue and how you can handle things better next time.

4. They Limit Technological Distractions

We live in a world that is constantly stimulated by electronic communication. Text messaging, the virtual worlds of social media, and mobile email capability can become serious time drains if handled inappropriately. Limit yourself to checking your social media accounts and emails once a day to minimize distractions. There's an app to help you with that. If make your living using the internet, then limit engaging in the non-money making internet activities, unless it is actually play time.

5. They Are Focused on Excellence, not Perfection

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Motivational speaker, Eric Thomas sums this concept up perfectly with his statement, “There will never be the perfect time to do a great thing.” Successful people understand this, and do not use perfectionism as a substitute for procrastination. No matter how inexperienced, uneducated, or unprepared you might feel, right now is the best time to jump into action. Be real with yourself. There are very few endeavors that are completed without some mistakes being made, so the key is to focus on the overall excellence of any goal you are working to achieve.

6. They Collect Their Great Ideas and Thoughts

For many successful people, their best ideas, or what psychologists call ah-ha ‘moments,’ come at inopportune times like during exercise or their daily commute. Collecting those thoughts will allow you to reflect on them later. Keep a pocket-sized journal in your backpack or purse for note taking. There are apps for this, too. Evernote is an excellent app to download on your phone.

7. They Get Things Done, But Don’t Tell Everyone

We usually see the aftermath of the successful persons struggle in the form of big wins! One of the many problems mass media has created is the idea that successful people simply went to sleep and awakened as a ready made success. As a society we often discredit the amount of hard work, practice, and sleepless nights these phenoms spent alone with their craft, with no one around. Productive people usually do not spend time bragging about their success and they definitely do not have time to complain about the struggles that took place during the journey. They measured their success by keeping up with the daily activities that were designed to take them to a specific out come. You can do the same.

8. They Are Conscious of Limited Time

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We all have a limited amount of time on earth, and there is no point in hiding from how fast time is going by. Productive people understand this, and they use this thought to remind them that no day should go by wasted or without creating something that will bring the results they are working towards. Test your procrastination. Imagine an older version of yourself watching you throughout the day. What is the older version of you wishing that you had gotten done? It may sound weird, but it is effective.

9. They Define Success for Themselves

Success has been inaccurately defined by society, today. Many people believe that success is all about how much money you have, the type of car you drive, how expensive your wardrobe is and other material things. Although that is a measure of success, that is not the full story. Productive people are able to stay the course and be more productive because they have an idea of what true success is and that idea becomes a part of their vision for achievement. It inspires them to stay on task. A great way to feel successful is to decide what it is for yourself. Here is a strategy you can use: Make a list of the people you consider to be successful. Write down what you like about them. Look for those characteristics in yourself and if necessary, add to your list to create your personal snapshot of success.

10. They Do not Mind Hard Work

You may have heard the saying "work smart, not hard", but the truth is productive people know the importance of doing both and they make no qualms about it. There are no people who do not have to put in the time to make their dreams and goals happen. Productive people understand the principle of "you reap what you sow".

11. They Are Not Jealous of Others

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Truly successful people do not have the time to worry about the successes or failures of others because they are too focused on serving their purpose. If you want to increase your productivity, eliminate envy, jealousy and other negative emotions. Doing so will free your mind up for bigger things. The best high energy strategy to use is to say positive, uplifting things about others and you will stay inspired and feel even better about yourself. The energy boost will inspire you to get more things done.

12. They Know the Danger of Lounging

I do not want to make it seem like television is a bad thing, but it has been proven that success and constant television viewing have a negative correlation (when success goes up, television watching goes down). We only have so much free time in the day, and successful people spend it educating themselves with the knowledge that will improve their business or help them achieve their goals. Marco Rubel, the multi-million dollar real estate investor, once shared some success wisdom at a seminar. He said, "Rich and successful people have small TV, while poor, unsuccessful people have very large ones."

13. They Do Not Believe in Fate

Success and luck is a product of hard work and sacrifice. There is no such thing as luck. It is all about doing the right kind of work that will bring you the outcome you desire. Productive people understand that when they get out of bed, their daily success routine begins. Do you have a success routine? If not, take the time to put one together. In my workbook, **High Impact Power Goal Setting**, I include ideas that will help anyone establish a "power routine".

Productive people consistently work to make their lives better, each day and as a result they get a great return on their investment into their own success.

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14. They Decide When to Embrace or Ignore Criticism

No one likes to be criticized. The more productive you are, the more you will be criticized by non-productive people. Of course, in order to be productive, you must turn a deaf ear to the naysayers and those who criticize your success journey. However, there are times when even the harshest criticism has some merit, so instead of getting defensive and immediately dismissing the negative opinions of others, successful people listen and process the criticism in a manner that will help them grow into an even more productive and successful person. The key is to decide what to embrace and what to ignore.

15. Productive People Always Finish Strong

In order to become more productive, you must go through the challenges that will confront you often, as you pursue your passions and purpose. Keep in mind there are no truly successful person who did not have to "pay their success dues". Many of them have failed more than once, but they kept their eyes on the prize. One of the most important habits of a productive person is their resolve to never give up. They always do what it takes to bounce back. Whether that means growing personally or professionally or both. If you want to win, be productive with consistency and constantly remind yourself that the key is to finish strong!

"Don't Be Busy, Just Be Productive."

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What is your next productive goal?