

## How to be more productive

### 1. Read the quotes below. Do you agree or disagree with them? Why?

*"Focus on being productive instead of busy."* ~ Tim Ferriss

*"The least productive people are usually the ones who are most in favor of holding meetings."* ~ Thomas Sowell

*"Stressing output is the key to improving productivity, while looking to increase activity can result in just the opposite."* ~ Andrew Grove

### 2. Which of the factors listed below badly affect your productivity at work? Why?

- procrastination
- deadlines
- multitasking
- lack of a daily plan
- noise in your work environment
- email/message notifications
- meetings
- breaks
- cluttered desk or space
- interruptions from coworkers



### 3. Fill in the gaps with correct prepositions.

- Kyle takes his work seriously and is sensitive ..... criticism.
- We need a system to keep track ..... all our expenses.
- They are extremely fortunate to have such a professional as Richard ..... charge.
- Pay attention ..... what she's saying because she won't explain it a second time.
- The first few months he was running the company, Randy didn't really feel ..... control.
- Remind me ..... this conference because I'm likely to forget about it.
- She wanted her money to be used ..... the benefit of poor children.

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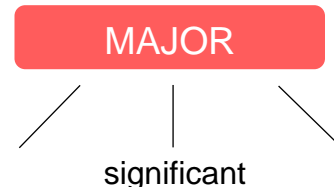
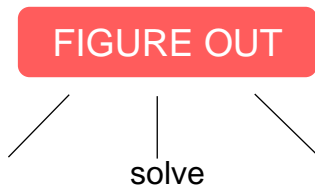
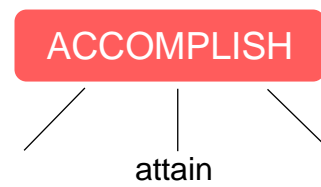
4. Watch the first [video](http://bit.ly/5TipsProductivity) about productivity [http://bit.ly/5TipsProductivity] and while listening take notes about tips 1-3 (STUDENT A) and 4-5 (STUDENT B). Exchange information with your partner about these productivity tips.

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5. Discuss questions below.

- Which tips do you find useful?
- Which of them do you use in your job regularly?
- What are your own ways and methods of boosting productivity at work?

6. Add two more synonyms to words in boxes.



7. In pairs, discuss the questions below.

- Do you ever use to-do lists at work or in your private life?
- How often do you write and update them?
- What aspects do you include in your to-do lists? Do you go into details or just note some general tasks?

8. Watch the second [video](http://bit.ly/CreateToDoList) [http://bit.ly/CreateToDoList] and answer questions below.

- a) What do most people do wrong when writing to-do lists?

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- b) What is a stretch goal? What examples of such a goal did the speaker give?

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- c) What are SMART goals?

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According to Charles Duhigg, an effective to-do list should consist of stretch goals and SMART goals. Stretch goals are large and ambitious, e.g. starting a company, while SMART goals are short-term, concrete steps required to achieve a stretch goal. Getting things done will be much easier when you have a stretch goal and several SMART goals connected to it.

<b>Specific</b>	➤	state what you'll do and use action words
<b>Measurable</b>	➤	make sure you can track your goal
<b>Achievable</b>	➤	ensure your goal is not out of reach
<b>Realistic</b>	➤	check whether you have resources to do the task
<b>Time-based</b>	➤	set a clear deadline

### SAMPLE TO-DO LIST

**Start my own company** (stretch goal)

- choose a brand name fit for your business by the end of the week
- register a web domain for your business on Monday
- prepare a list of 5 possible locations for your business within 10 days
- .....

**9. Create your own to-do list with a stretch goal and at least 5 sub-goals. Make sure your sub-goals are SMART.**

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