

Producing Productivity

Being productive in today's world can sometimes feel like a production in and of itself. Here are a few tips and tricks to feel more in control of your day-to-day tasks.

Time Blocking is a method where you create a template for your day in theme based "blocks" to help you focus on overall goals (i.e. Deep work, reactive work such as email/messages, personal hobbies like reading, or the gym), and prevent bouncing between items on a to-do list. While this method can require a lot of maintenance, it can help keep you on task and feeling less anxious about everything that needs to be done in the day. Time blocking doesn't have to be just a work focused piece to, it can encompass your entire day and make you feel in control, and with practice can be flexible to some of the heaviest schedules.

Apps! Utilizing productivity apps such as OmniFocus, Todoist, or even a preinstalled app like Apple's Reminders is a great way to help stay on point in your day. Many productivity apps have free trials so take a look at ones that sound right for you and give them a test run. OmniFocus has great features for managing multiple projects at the same time, and also schedule management for tasks within or separate from projects. While it can feel a bit heavy for someone new to productivity apps, it can be simplified to your needs, and can become a great part of your daily productivity arsenal. Todoist is great for task management and reminders. It has a great UI (user interface) that makes managing your to-do list a smooth experience. The right app can really enhance your workflow, and there are many more out there. With the option of free trials, I encourage you to explore some of the different apps offered, and give them a test run.

Bullet journaling is great for those who love to put pen to paper. Created by Ryder Carroll, basic bullet journaling has you list out your tasks, schedule, or other items based on priority, and has different methods for organizing and planning. It can be a fun habit to get into, and having a dedicated bullet journal with you is a great way to have a physical reminder that you need to check on tasks. While there are guidelines to bullet journaling, you can still start with the basics, and adapt the guidelines into your own style of bullet journaling that works for you. Picking up a pre-printed journal is a great way to get started, but you can also get started just as easily with a legal pad that you carry with you.

I personally use a mix of the options listed above to go about my day to day. Each one can stand on its own, and they can also complement each other very nicely. I highly encourage you to explore one or all options and see if there is a good fit for you that may increase your productivity, and help you feel more in control of your tasks and schedule. Carpe diem!