



## Easy Productivity Tip (1)

Many of you know that I have been on a mission to be much more productive without working harder over many years. I'm very interested in the scientific research behind productivity rather than the so-called 'wisdom' that has no basis in science.

One of the things that's working really well for me is this:

I write my 'Tomorrow List' – the two or three key goals I want to accomplish tomorrow – today. It's much easier to identify my priorities for tomorrow at the end of today and I start the new day feeling energised and motivated.

The other thing is having these goals clearly visible – for me they are on a big whiteboard on my desk.

I always find it's the small things that make the biggest difference.