

Local Lora's List of Productivity HACKS!

I love lists! They are a great way to either track what you need to do OR quickly gather information. Great news! Here is a comprehensive list of some of my FAVORITE productivity hacks. These are tips and tricks that help me complete my to do list and continue to grow Keep It Local, LLC.



1. Set daily goals of items you MUST accomplish. Try not to do it all in one day! You will surely fail.

2. Break down HUGE projects into smaller, more manageable tasks and before you know it, the HUGE project is completed.

3. List daily goals or to do items on an index card. Cross items off as they are completed and enjoy the pleasure of ripping up the index card at the end of the day!

4. Toss it! If there are frivolous items on your to do list, know when to toss the item. Determine if they are truly necessary. If not decide to either delegate the task to someone else if you can or get rid of it all together.
5. Start your hardest task first. The rest will be a piece of cake and will make your day go quicker
6. Discover lost hours! If you are a passenger in a car, use that time to create social media posts, respond to emails, etc.
7. Learn on the go! It's time to embrace podcasts! Download them to your smart phone and play them while you are driving, making your car a University on wheels!
8. Better done than none! Things can always be improved upon. Sometimes it's not always productive to labor over tiny imperfections.
9. Just get started! When I was a kid and I didn't want to do my homework, my mother always used to say, "The hardest part is getting started!" Mom was right. It's just like diving into a cold pool. Once your in, it's not so bad.



10. Automate! We live in an age of technology. Let's start using it to automate items like social media posts, email newsletters, invoices, etc. Not sure how? **See HACK #7! ;)**

11. Plan your day the night before. Know where you are going, who you are seeing, the tools and resources you need to be successful during the day. EXAMPLE: Anyone who knows me, knows that I am NOT a morning person. If I have early morning meetings, I layout my clothes, accessories and collect all of the items I need for the next day and have them staged at the door. If I didn't, I wouldn't



get out the door on time!

12. Schedule “DO NOT DISTURB” times that allow you to get work done. For me, Mondays are my DO NOT DISTURB days. It is very rare that I will schedule a meeting on a Monday.

13. Finish STRONG! Don’t make Friday a weak day. Use every minute of it to help you get prepared for Monday. Guess what, a strong Friday can make the difference between a weekend full of work or a weekend full of play!

14. Touch it ONCE! Do you have stacks of paper piled on your desk to be “dealt with later”? One of the best things you can do is when you get a piece of paper decide immediately what to do with it: Toss It, File It or Act on it. Don’t get caught in the paper trap.
15. Discover smart phone apps that help you automate your business on the go. One of my favorite apps is Expensify - I can track my expenses as they happen right on my smart phone!
16. Cut the Clutter! Be organized and create a setting to help you get prepared to work. Search “Deskie” on social media apps like Instagram for inspiration!
17. Learn to say NO. Simple but helpful.
18. Use your calendar! Schedule work, play and meetings into your calendar and stick to it.
19. Block distractions. It is OK to turn off your phone, send incoming calls to voicemail and only check email twice a day.
20. Consider outsourcing. fiverr.com is an inexpensive way to outsource tasks and projects.
21. Keep lists. Use programs like EverNote or Basecamp to help you keep lists and manage projects.
22. Rest! Make sure you give your body and mind the rest it needs. You will be more creative and more productive if you are rested and operating on all cylinders.