

Live your Inspired Life

Low FODMAP Diet Coaching

Week 6 - Productive Time

What is productive work?

Productive work makes it feel like our lives are worthwhile and that time spent has been spent well and not just frittered away in front of electronic devices like the TV or surfing the net or playing games with nothing to show at the end of that time.

Productive time has something to show for your efforts. A closet has been cleared out and looks wonderfully tidy. You have finished the project your boss gave you and it is sitting on his desk. You have made your daughter's tutu on your sewing machine and she is thrilled with it.

Work is felt to be at its most productive when it aligns with what you want from life. If everything has an end goal in mind or an overall philosophy of life behind it, then the work feels joyous and satisfying.

You will be able to work effectively and efficiently because your focus is sharp. Know who you are, sort your priorities, find out what you really truly want from life and the rest will follow.



What could constitute productive time?

Making Money

Of course a job makes money but what if you are a stay-at-home mother or a student. Not everyone has a full time job outside the home. Making a bit of extra money always feels really productive. Think about what you are skilled at, what your hobbies are and see if you can earn a little income from them. Cake making? Writing? Catering? Making teddy bears?

Property pruning

Property pruning is tossing all the excess stuff you own and never use. William Morris said, "Have nothing in your house that you do not know to be useful, or believe to be beautiful." I bet you can't say that to be true of your home. Move through your house, one room, one cupboard at a time and toss or give away anything you haven't used in the last 3 months. I bet you will have half a household of property left when you are finished and you will feel as light as a feather. Remember – property owns you.



Answering your mail

Go through all those emails in your inbox and respond to them, delete them or pop them in a folder for reference. Also tackle that pile of paper mail on your kitchen bench. After it's all cleared away, a load will be off your mind and you will feel great.

Phoning your friends

Phone a few of those people you have been meaning to get in touch with but never find the time for. That is another of those weights which sit on you dragging you down. Re-ignite some friendships that have fallen by the wayside because of a lack of time.

Crossing one thing off your to-do list

Think what you can actually do from that long list of must-dos. If you have 30 minutes spare before your next appointment or before you pick up the kids from school, don't fritter it away. Choose one of those jobs that will take less than 30 minutes and do it. Won't you feel good on your way to your next mission?!



How do you Become Highly Productive?

Say no!

First and foremost, learn to say no! So much time is wasted taking care of things for others – things that they are more than capable of doing themselves. No, you can't take your teenage daughter to her friend's house when she can get the bus there. No, you won't make a birthday cake for



your son's teacher (maybe you can buy one). No, you won't join the committee for the local tennis club just because you play there occasionally. No, you won't help paint your friend's house- but you will take her a pie to sustain her while she does it. No, you won't have coffee with an acquaintance so she can pick your brain for free for ideas related to your business.

Get up early

Go to bed earlier so you can get up earlier. You will be much more productive in the morning than you are at night after a heavy day.



Get help

Don't do all the menial jobs just because you can. If you can afford it, get someone to clean your house to free you up to do more meaningful productive work.

Self-discipline

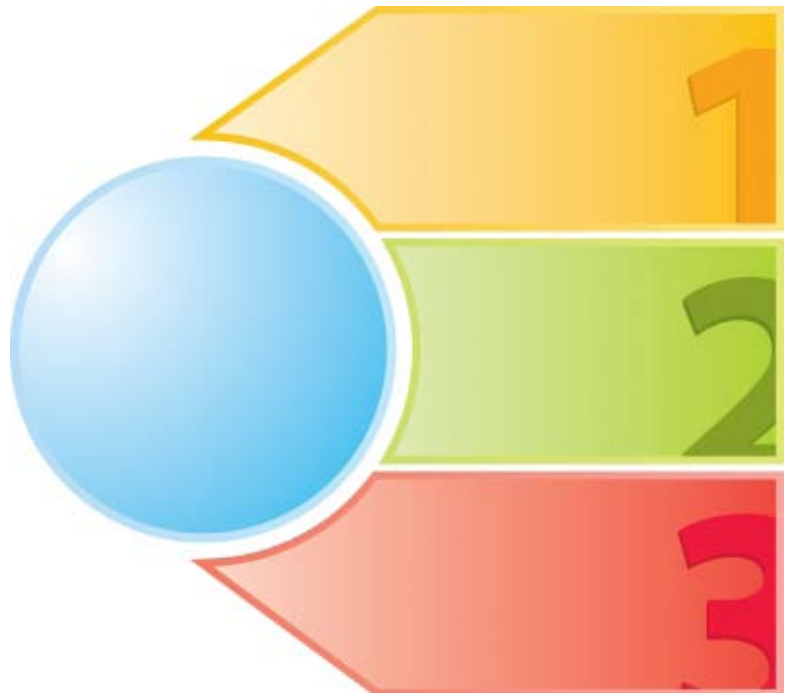
Check your emails only a few times a day at specific times. Turn them off in between. Interrupting yourself constantly will reduce the quality of your productive time.

Make a to-do list

But only put three things on it each day. And don't let it rule you.

A list will clear your mind but if things stay on it too long, then they will plague you. Sometimes you should zero out your list and start again. Do the biggest, most important task first, not the smallest and easiest. Even if you only manage to do one of

the bigger jobs in the day, you will feel far more productive than if you had done three smaller jobs.



Be productive, not busy

Busy is that overwhelmed, scatter-brained feeling. Productive gives you a sense of accomplishment. Cut out the busyness and be productive. Work smart and do things only once so you don't have to re-visit the issue.

1 Hour Every Day

Your Weekly Exercise:

- Work out what is important to you.
- Shape your productive time around this.
- Get up an hour early.
- Turn off your phone and emails.
- Write 3 things only on your to-do list - make sure at least one is aligned with your life goals.
- Do the most important item first.

