



## ULTIMATE WORKSHEET FOR SUSTAINED PRODUCTIVITY



## Introduction

Sustaining your productivity is possibly your most active worry as a creator or business owner. Do you feel like you are achieving less? Do you have mountainous to-do list and are keeping a snail-like pace?

Perhaps, you need to re-learn the effective way to tackle your goals.

Sustained productivity is an important trait for any business to succeed. If you are a writer implementing writing goals, and longing for faster output, beyond learning to be productive, you need to learn how to sustain your productivity.

The secret to sustained success is not getting too happy. Perhaps, it's the same with being productive too.

Learn our tips for super creativity and hyper achievement that would scale your business and your art fast.





## Creating an Atmosphere for Productivity

Sometimes what we achieve is based on the environment that surrounds us. The good thing is that we can choose this environment.

Look around you and figure out what you can readjust to increase your productivity.

Here are three grand culprits you want to work on.

### ✓ Motivation

To get anything done at all, you first need to figure out your drive. Why are you in this line of business? Why are you writing at all? What pulled you into this line of work?

Your motivation is what would keep you going when all else fails. To create the right productivity environment, you have to find your motivation and stay in touch with it.

### ✓ Procrastination

Are you in the circle of leaving things until your deadline? Do you have so much to do that some get forgotten along the way? Or, do you simply always leave your work until the next day. The thing is next days never end.

Procrastination is a pivotal enemy of productivity. To create an environment that makes you do more, you have to let go of procrastination. Make clear plans for each day, and finish your everyday tasks.



Sustained productivity does not support leaving activities until a later time. You may never get them done or you may do a shabby job.

If you are working with a team, you would need to teach them how to be productive, and you would need to propel them towards getting more done.



### ✓ Identify Your Resources

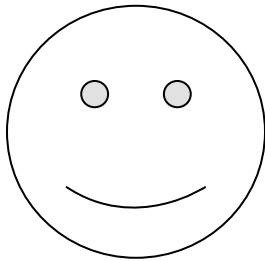
Figure out if you have what it takes to achieve sustained productivity. A pivotal tool for helping you achieve this is goal setting. When you are penning down your goals, create a list alongside, that shows you what you have that can help you attain those goals. Create a third list that shows you what you need to acquire to enable you actualize your goals.

Do you have what it takes to achieve your desired level of productivity? Are these resources easily within your reach? Can you acquire them?

If your goal is to increase your writing speed, do you have the adequate amount of time to dedicate to your art each day? These are issues that you need to tackle from the onset of your productivity quest. They make it easier to actually attain sustained productivity because they create the atmosphere that you need around you.

Make sure that your goals are achievable. Creating goals that are beyond your reach will hamper your productivity levels and could leave you frustrated in the end.

Achievable goals are the hallmark of success in business and in art.



**YOU CAN DO IT**

### **Sustained Productivity Tips**

Here are our best tips for helping you achieve everyday success with your business and maintaining it.

✓ **Focus on long-term goals**

Plan for the future, not just today

✓ **Hand out encouragement to your employees**

Your staff is your business' backbone. You need them to achieve any level of productivity at all. If you are a big brand, you likely have managers running several aspects of your business. Show them that they are doing a good job, and encourage them to be their best.

Provide them the push that they require to get to the height you have set for your business.

If you are a creator, show yourself some love whenever you reach a new level of attainment with your goals. Knowing that you and your team have done well can provide the added motivation that you need to reach the next steps.

### ✓ Create little goals along the way

Sustained productivity is not about your long term goals alone but about the process it takes you to get there. Concentrate on the process as much as you do on the big picture.

It is vital that as you aim for your long term goal, you should also set short term goals.

This will give everyone on your team perspective. A goal attained is a step closer to the ideal state of your business and your art.

### ✓ Celebrate your small wins

Give yourself a break when you achieve a major goal. Pop some champagne and treat yourself. Celebrating your small wins gives you the needed motivation to tackle even bigger items on your mountainous list.

### ✓ Give out incentives

When you are working with a team, you need everyone on the same energy level to achieve team goals. Motivate members of your team by handing out incentives when you can.

You get to decide the incentives that you give but make sure it achieves the

desired aim: sustained productivity for your business, and your art.

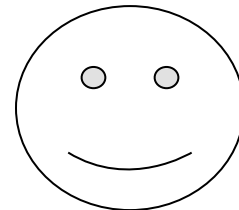
### Do More, Be More

Provide support to your team, and receive support as well. Clear out whatever distracts you and makes you unable to achieve your goals.

You want to sustain your productivity and soar your business to new heights? You have to be consistent with your achievements, and not get carried away by them. You have to define clearly what the big picture is for you.

And then..

**GO FOR IT!**



If you want more guides like this, look out for our newsletter every two weeks.

Your success is our success because the world goes round.

Explore our blog and get more tips for your productivity and business success. You need tips for writing success? Visit our blog regularly.

[We've got enough on our blog to get you going for a long time. Read our posts and download our free eBooks and guides.](#)

You need help with any of our services, simply reply this mail. Joyce is always at hand to listen, AND TACKLE.



To your success,

The Prudent Pens Team.