How to stay productive?

With Sams productivity framework

Motivation
First of all: I don't believe in the hype that you should spend your time as effectively as possible. I think that's a disease of our time. Work less: I noticed that I'm much more productive every day if I work 8 hours or less. This framework are a couple of things that give me piece of mind, and give me the feeling that I'm in control instead of running after the facts.

A few rules
Schedule 90 minutes at the end of each day for doing your to do's.
- If you finish those to do's early, you're done with work early.
- If you don't they move to the next day.
- Schedule one meeting-less day per week. Use this for deep work.

On meetings
- A lot of people dread meetings, but there are ways to make them better.
- It starts with preparation: Prepare meetings yourself and ask others to do so. If they don't they will probably 'feel' that and do it the next time. a well prepped meeting rarely takes longer than 30 minutes.
- Plan time to reflect after a meeting. If you take good notes, you probably make follow-up meetings obsolete.

Doe this thing take less than 2 minutes to do?

- no → Am I the best person to do this?
- yes → **Do it immediately**
  Procrastination is not good for your energy

Am I the best person to do this?

- no → **Ask someone else to do it**
- yes → Does it take less than 30 minutes

Does it take less than 30 minutes

- no → **Schedule time to do it in your calendar**

  If you find out you don't have 30 minutes to do something, you won't get to it. Be realistic.

  If it's urgent, you can plan it for the next days. If not, put it on your "meeting free"-day.

- yes → **Add it to your To Do List**

  Schedule 90 minutes at the end of every day to work on those to do's. If you don't have any, you are done earlier :)