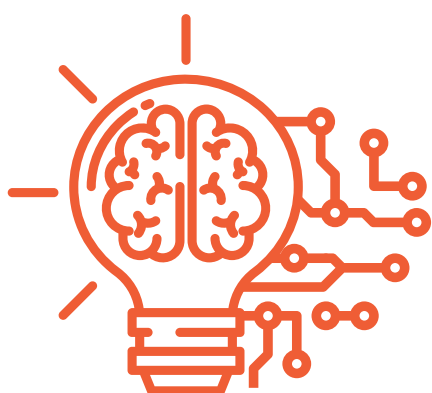# THE #1 PRODUCTIVITY TIP
Making a list will make you more productive & efficient

Work Yoga Series

Use the brain for creative thinking, technology for the donkey work

Freedom of Ideation (= meditation)
Stress of Remembering (= OCD)

Interrupts and Ideas

2 minute rule: act/decide, or delete, or list it

Jot down: your ideas and To- Dos immediately

Organize your Lists

Separate lists: e.g. my work tasks, follow-up with others, home related
Prioritize: e.g. today, this week, later
Use Technology: Smartphone Notes, Outlook Tasks
Day Start (get control): update lists, plan your day
Day End (let go): update lists, shut your PC, and go home