What is productivity anyway?

Why should you care? Steve and Karine discuss the inner workings of getting something/anything done in relation to planners and productivity in this week’s episode.

Many thanks to Kim Kiyabu for the great topic idea.

If you have ideas for future episodes please send them to steve at philofaxy dot com

**Show Notes** (timings approximate)

00:00 - Introductions
01:45 - Management view on productivity
04:00 - Judging for yourself
05:00 - Don’t get yourself tied down with the processes
05:15 - Get the balance right between planning and doing
08:00 - What tasks do you do in what order
10:00 - Getting things ticked off your list
11:00 - Putting things in to context to help you decide what tasks to do
13:00 - Learn to delegate
14:30 - Blocking times to help you focus on the tasks
17:00 - Keep some flexibility in your schedule
19:00 - Inbox Zero
20:30 - Turn off distractions and notifications
24:00 - Our own progress in planning