

## **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