

## Improving Your Planning Productivity.

Making small changes to your planning and every day routines can bring about improvements to your overall productivity.

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

### **Show Notes** (timings approximate)

00:00 - Introductions.

03:00 - [16 Daily Habits to Help Improve Your Planning Productivity](#) - Blog Post.

04:40 - Personal Development for Smart People - Steve Pavlina.

05:00 - Habits.

07:00 - What is Planning.

08:30 - Times in the day for peak performance.

12:30 - Time log.

16:00 - No communications times.

19:00 - Estimation to completion.

22:00 - Routines.

24:30 - GTD reviews.

26:30 - Building new habits.

28:30 - Evolve your changes.