Pat Flynn: This is The Smart Passive Income Podcast with Pat Flynn Session #76.

Announcer: Welcome to The Smart Passive Income Podcast where it's all about working hard now so you can sit back and reap the benefits later. And now your host, he watches scary movies with the lights on, Pat Flynn.

Pat Flynn: Hey, what's up everybody? This is Pat Flynn here and I'm super stoked for today's session, session #76. And in case you didn't know, the melody from the intro you just heard was from a song called *Seventy-Six Trombones* from The Music Man. Actually, one of my all-time favorite musicals.

Before we get started, along those lines, I just love to put little Easter eggs like that in my business and my brand. I mean obviously, you can tell that I have a lot of fun with that kind of stuff over at BreakthroughBlogging.com, a product that I just launched. There are a lot of back to the future references within that course. That's my all-time favorite movie from the icon to the other things throughout the course. It just adds a whole another level of interactivity that keeps it interesting. And there are a lot of people who are in there who have already commented and found things and thought that was pretty cool.

So anyway, a lot of the other brands do the Easter egg thing like In-N-Out in their secret menu. Starbucks and the unadvertised way to order things, Amazon.com's logo, the one that has the text Amazon and then a smiley face below that. Now, did you know that it's also an arrow that points from A in Amazon to the Z in Amazon? So it's an arrow that points from A to Z to suggest that they have everything that you could ever want to buy online from A to Z. Things like that, I just totally geek out about and imagine the secret menu In-N-Out. If you know that, you sort of feel like you're in the inside. That's what Easter eggs can do for you and your brand.

So I just wanted to start with that tip. What Easter eggs or fun little surprises can you add to your brand to make your users feel special? That's really what it's all about. Of course, you don't want other people to feel left out if they don't know those things but it's one of those things that when people discover whatever it is, it's cool and it helps to get people in your brand to stick around and also talk about it with each other and feel special when they get to reveal something like that to somebody else. Like, "Hey, did you know they have a secret menu? No, really? Yeah, totally. Next time you go, ask for the animal style french fries and say, 'In-N-Out.' So next time you go, ask for the animal style french fries. I'm not going to tell you what it is if you don't know."

Anyway, we had a little off tangent there. Today's episode is actually a follow-up to a post that I published earlier this week titled, The Effect My Kids Have Had on My Business. You can check it out at SmartPassiveIncome.com/kids. That's a short link to that article and it's gotten a lot of great feedback so far. It's all about – before I had kids, I was actually very worried about how having kids would affect my business because obviously, having kids takes a lot of time and hard work, which I knew was going to eat into the time that I had for my business and the energy that I had.

But now after experiencing parenthood for over three years, nearly four years now, I can definitely say that having kids has helped my business grow. My kids have taught me many things about how I work and what I do and why I do what I do that have led me to become a better business person.

One of the specific things my kids have taught me is just how valuable my time is and how to become extremely productive with the little time I do have to work during the day. I actually get more work done now that I have kids compared to before I had kids. And that's because I've learned and I've practiced how to become extremely productive and efficient. The work I do has to be effective. It has to be. I mean I have no other choice because I can't just work 12 hours a day anymore. I can't. It's impossible. I mean I could but if I did that, it would be time away from my kids and plus I don't want to work 12 hours a day. But I want to get things done. I want progress to be made. So of course, work still has to happen but it needs to happen efficiently and effectively.

So that's what this podcast episode is about. On the surface, it's about productivity but more importantly, it's about the things you can do to get things done, done well, and done faster and done smarter so that you can do other important things in your life too. That's the most important part, that last part. So you can do other important things in your life too. There are so many amazing resources out there already that help us become more productive. But what a lot of that stuff is missing is the why. Why are we trying to be so productive? To save time? For what?

Unfortunately, the answer to that question for many people is to do more work because they don't have a real answer. They get more work done and they get it done smartly and faster so they can do more work, which is interesting. For me, I didn't know what my why was until my wife gave birth to our son and it was then that I realized the why. He almost forced me to realize it because I wanted to be with him so much in all the time. So I had to learn how to be productive.

Like I mentioned in that post, every time after I had my son that I'd catch myself going down a YouTube wormhole or flipping through my Facebook newsfeed and things like that, I'd feel terrible because that's time away from my son and my family. When my daughter was born nearly three years later, that why became even stronger and the need to become more efficient became much stronger too.

For me, it's my kids. That's why I'm productive. But for you, it could be something else. But again, the point of this is that productivity, is sort of like money. We can make money but what it's for? Sometimes people forget or they don't even know and everything just becomes all about the money and making more of it and overworking yourself or putting money over other important things in life. We can save time and make more time by being productive, but what for? Sometimes people forget or don't even know and everything just becomes about work and adding more to the list and taking on too many projects because you're able to work faster and smarter.

So before we get to my top 10 tips for productivity, actually, it's not my top 10. Sorry. It's my top, I believe, it's eight. There's more than eight but I have eight listed because I'm going to be going over some previous productivity tips that I've shared before. So these are my top eight productivity tips. Before we get to that, I want you to ask yourself that question and answer it. Why do I want to be more productive? So we'll get to the how in just a second but right now, you need to answer this question. Why do I want to be more productive? You want to save time? Well, what for? So that you can what? Why do I want to become more productive?

If you don't have any answer yet, don't worry about it. You can come back to it later. But definitely search for that answer and own it. Make that your reason for learning how to be more productive and efficient and work smarter. And you will do what you need to do to make things happen if you know what that is. I tell you, my kids, they've taught me a lot and I'm so thankful for it. So I hope the following tips and strategies help you too.

Now, I've talked about productivity before specifically here on the podcast actually. First time in episode #12 which a solo show I did back in December of 2010. So that was a while ago. Then I did another episode. It was actually an episode with five other people on it. That episode 43 called the Summer Mashup: Productivity show. And then more recently, I talked about productivity in session #68. What I'm going to do is in the next five minutes, I'm going to recap the most important parts of each of those episodes because they are important productivity tips. I don't want to skip over them. But I want to bring you something new in today's episode too, the meat of it.

So going back to episode 12, there were two big takeaways for me and hopefully for you too if you've listened to that episode and this just serve as a reminder for you if you did. The first one is having goals that are SMART, S-M-A-R-T, specific, measurable, attainable, relevant, and time-bound. To me, the two most important factors of those five in my opinion, I mean they're all important but the two most important factors when setting goals is making sure that they are measurable so you can actually know if you've achieved those goals or not. And also, having a deadline to meet those goals, a specific time in which you have to complete those goals. That's what's going to help you push forward.

Secondly in that episode, I talked about sort of "folder system" that I used, which I actually still use. So what happens is with each project that I undertake I create a folder, an actual, physical folder. Inside that folder is a sheet or sheets of paper that list the steps required in order to complete that project. When I first create these folders, I start with the end goal and sort of work backwards from there doing everything I can to understand the path to get from where I'm at now to where I have to go.

And if I don't know where – what that path is, I do research. I ask people. I do whatever I can to give me the right direction to go there. And what happens is this big goal, this big project folder becomes broken down into little tiny achievable steps which become mini goals, which is a roadmap where I can check off things as I complete them. And that act of just checking them off is so incredibly motivating. And I can see like I can literally see each time I check the next box how much closer I am to the end, to the end goal.

Now, steps will be added and things will be changed along the way and I may not always follow the written path or checklist but it's there as a guideline and a motivator for me. And it's something I can take into my hands like when I'm working on something, I could take it into my hands, open it up, and say, "OK. This is the project we're focusing on now, this particular folder. What within this folder or what within this project matters right now? What's the next task to complete?"

This is how I'm able to manage and sort of organize multiple projects at the same time. Yes, different projects are going on at the same time but when I'm working and trying to be productive, I'm only focused on one of those projects, one of those folders, and one of those particular parts of the checklist at a time. So that's episode 12.

In [episode 43](#), the biggest takeaway for me, well again, a couple of things, this was an awesome session with five other amazing entrepreneurs, Dan and Ian from Lifestyle Business Podcast, Jeremy and Jason from Internet Business Mastery, and Tim Conley from Foolish Adventure. We all share some of our top productivity tips.

And mine was to exercise and stay healthy like I cannot emphasize enough the importance of that. It will help you focus. It will help you be more creative when you need to be creative. And it will help you get more done when you need to get things done. Plus, I mean come on, you have to stay healthy. I mean if you have a why behind what you do, if you're not healthy then it's hard to enjoy whatever that why is, right? If I wasn't eating right and exercising, I'd be too tired to play with my kids or I wouldn't live as long as I could and be with them as much as I can throughout my life.

I mean I swear, a week after you begin to work out and you eat right, you'll see major changes in your productivity. And the time that you feel like you lose working out and running or eating well, cooking nicely, you get back in focus and creativity and just brain power and productivity. I mean you'll see just how much of an impact it has. Richard Branson's #1 productivity tip is exercise. I mean what does that tell you?

The other thing that came from this episode #43 was from Jeremy, from Internet Business Mastery Academy or InternetBusinessMastery.com and it has to do with learning and staying focus on learning what you need to learn at that moment in time. He calls it just-in-time learning. And I love that. And the reason this is so important for productivity's sake is because think about it, learning what to do is a major part of what we do, right? A lot of the time we spend is spent learning.

And with so many things to do, it's really easy to learn too many things at once. And when you get to that point when you're learning too much, you become overwhelmed and I know we've all felt that overwhelm before, too many things going on at once. And with learning, it's tough because a lot of those things that we want to learn are important. They just might not be important now.

So the trick is to a) know what you're going for right now like what's your next task like what we talked about earlier and b) learn stuff for that right now and that's it. If you come across another article or podcast or tool that could help you later, it's still smart to acknowledge that that's there but don't get deep into it where you all of a sudden shift direction and start something new and the other thing wasn't even finished yet. I know we've all fallen into that trap before.

So when you come across something new that you don't need right now because it's not what you're focusing on, file it. Now what I do is I use Evernote. So if I come across something on the web for example, I use a tool called Evernote Web Clipper. It's sort of an add-on tool to Evernote that allows me to save something on the web and drop it right into my Evernote specific notebook that I have already set up in Evernote which is great and I know I can come back to it later. And then I can go back to what I'm supposed to be learning right now. I mean that was a huge takeaway for me from that particular episode personally.

And the most recent productivity session in #68, I only talked about one productivity tip but it was a big one and it's the idea of working in small but complete and all the way to finish batches. So finishing until completion until repeating and doing it again instead of doing all the first step of something and then all the second step of something, et cetera. I recommend you listen to that episode to get the full gist of what was being talked about. It's sort of hard to explain in just a few sentences. It kind of goes – what's interesting about it is it goes against normal thinking. What we think would be faster is actually slower, which is kind of cool.

Now for this episode, which I'm really excited about, I'm going to give you some of my top tips which range from mindset in certain scenarios and situations to specific tools that you can use and other mind hacks that might work in your favor. But again, never forget about the why behind all of this or else, really, it's just pointless. I mean why do I want to become more productive? Ask yourself that. Write it down. Post it on to your computer because it's what's going to make you feel bad when you are productive. And

it's what you will have to look forward to once you complete what you're doing that day. So why do we want to become more productive? Answer that. Post it somewhere. That's what's going to make you feel bad and that's what's going to push you forward. Feel bad when you're not being productive, that's what I meant.

OK. So let's get into these 8 tips. Tip #1 and this one is actually another question to ask yourself and you'd ask yourself this question when anybody asks you to do something or anything new sort of comes up, any new — this goes along with that learning thing, just-in-time learning as well. Anything new that comes up. Of course, we'll be working on something and then get interrupted or something new, we'll get an email for something new, people will ask us things. The best thing that you could do is ask yourself the following question about whatever it is that's presented to you. The question is how does this fit into my overall plan? Like why does this matter?

For example, if someone comes up to you and asks you to do an interview, you want to ask yourself, "Well, how does this fit into my overall plan?" And if it doesn't, then maybe it's something that you shouldn't do and you should consider declining. Actually, it's something you should decline. It's a really simple question to ask yourself that will help you make better decisions and make those decisions faster, which is the point here.

Decisions that sometimes take a lot of thinking and time especially when you're presented with these opportunities, you think about the benefits and the possibilities and the planning and the acting on it or whatever. But the truth is, you need — before you make a decision, you need to take it down to the core, to the root level of really what matters. How does this fit into my overall plan?

If someone sends you five books out of nowhere as a gift and also obviously, to share with your audience, they send you five books; one is for you, four for your audience. The author says, "I love your work, Pat. I wanted to give you my new book as a thank you for your inspiration and four other books that you can give away to others if you'd like." So ask yourself, "How does this fit into my overall plan?" Is it a book that fits my plan? If not, I'm not going to read it really but I'll happily accept it. You don't want to deny people the kind act of giving you something.

But will giving it away to my audience fit into my overall plan? Either yes, it will better serve my audience and be a great gift for a few lucky participants in a contest or people who have been helping me out lately, I can just give it to them and maybe for that reason, it would fit into my overall plan and I would give it away or maybe not. It's a book that doesn't really align with my own goals, in my own existing goals so I'm going to respectfully decline or just not take the time to give them away.

If someone leaves a nasty comment on your blog, dude, you should totally reply to that. How does replying fit into my overall plan? Will a reply better serve my audience? Maybe perhaps be an example for everybody else or answer a question that everyone

else might have. But depending on the comment, it may be worth just leaving there or deleting the whole thing.

Again, it's a fantastic question to ask yourself all the time when new things come up and decisions have to be made, how does this fit into my overall plan? If it doesn't, move on. That's a great question to ask yourself when you're out buying something and you go to the Apple store or whatever and you're about to buy something, how does this fit into my overall plan? You might save a few hundred dollars actually if you ask yourself or you might be very proud of a purchase that you know is going to help you.

OK. Tip #2, almost along the same lines and this is something I've had to learn how to do in the last year or so. I was really bad at it especially after my daughter was born. I had to really, really know how to do this because I had even less time to do things. I've struggled with this quite a bit. I've had to learn how to say no. Saying no is one of the hardest things to do especially when there are opportunities involved especially when you're being asked by people you know and trust and love.

I mean it's so easy to say yes but you don't realize when you say yes sometimes just how much time it might take away from what you know you should be focusing on. I mean I know, trust me. I know what it's like to want to be liked by everyone, which means trying to please everyone and oblige.

It's especially hard when your friends and colleagues ask you for favors or they need you to do this or that. But saying no is going to save you so much time and it will keep you on track. And of course, the say no part comes as a result of understanding how those types of things you need to make a decision about fit into your overall plan like we talked about in the last tip.

A quick story. Earlier this year, I got invited to speak at an event in Italy. Italy! I mean it's Italy. I mean it's the place I've always wanted to visit. I studied architecture there, Florence, Rome, Venice, and all that stuff. It was my favorite part of architecture history class. And I got invited to speak there, to get paid to go and speak there. And speaking is something I absolutely love to do now. I mean what more could I ever want? I mean this is a huge opportunity.

Well, I ended up declining the offer which hurt a little because yeah, maybe it was a once in a lifetime opportunity, maybe not. I mean I'm hoping not but maybe it was. But I thought to myself, "How does this fit to my overall plan?" And with a launch of a product this year, my book coming out, my daughter being born just recently, it would have been a trip that was done more because it was for me and because it was Italy than one that would benefit what I was doing and what my goals are.

I can always go to Italy later. It was an attractive offer but it wasn't what I needed to do at that time. So it made the decision a lot easier and I don't feel bad because of it. I was able to make that decision, move on, and hopefully other opportunities might come

my way in which I would then reassess the situation and make another decision based on what's right for me in my business at that moment in time. And also more importantly, what's right in my life at that time.

Like I said, a big part of that decision was my why. I didn't want to leave my six-month-old baby, my wife, and my son for like two weeks. Like no way! I mean that made the decision really easy. I dare you to say no to drugs and stuff, anything that doesn't align with your goals and your why.

OK. Tip #3, don't "email sabotage" yourself. This is a tip I think I picked up from the [4-Hour Work Week](#) by Tim Ferriss but I can't remember exactly because it's a small tip that isn't talked about very often so it may not seem that important but it absolutely is. I mean especially nowadays with smartphones and how easy it is to check email. I mean we could dedicate a whole episode probably, a whole ten episodes to cranking out emails, mastering your email management, and all that stuff.

But "email sabotage" is a term I'm calling this. It's checking your email in a place where you can't take action on that email no matter what those emails might say or you're in a place where you know you should be focusing on something else like your family or the movie you're trying to enjoy or just life.

I mean email has this evil ability to take us away from what we're doing no matter what it is and just suck us in even if we can't do what that email asks us to do the moment we read it. The moment we read it, our mind is there on that task, in that email whatever that email is about and it's no longer in the present where it was before you checked your email.

I mean if you get an email for example, and it requires you to do something and you can't do it because you're not at home or whatever, I mean what's the point? You could have just read that email when you got at home and the time at which you could finally act on that email would have never changed. I mean it wouldn't change.

But more importantly, you weren't – if you just waited, you aren't taking yourself away from what you should have been doing like paying attention to your, I don't know, significant other while playing mini golf when you decide to open your phone and check email and then you get a slap in the face. I don't know.

But the point is, I found that a lot of times I would – I used to check emails and even though I couldn't answer them right away and do what the email suggested I do if they're like from a team member where I had to do something, I keep thinking about those things and it took me away from the present. And that wasn't fair to whoever was around me and it wasn't fair to myself too because part of productivity is not just being productive when you're at work but being productive at life, right?

So there are a few things you could do. One thing is I turned off email notifications on my phone. I don't want my phone to tell me when I got an email. I want to check my inbox when I'm ready to check my inbox, if that makes sense. So that's probably the biggest tip there. But also, just don't "email sabotage" yourself.

All right. Tip #4, if you do stuff that's repetitive meaning you do certain tasks or complete certain tasks over and over and over again, systemize those things. Meaning write down all the steps that you take to do whatever it is, that repetitive task is, and then take out everything that's unnecessary. You might find that by writing things down. You're going to see, why is this in here? We don't need to do this. Or you might be able to combine steps to make it even shorter.

This way, you can hone in on exactly what you need to do to complete the same task and or you can give that task to someone else and they'll be able to do it the way you want them to do because you've taken all the unnecessary steps, it's going to get done much faster. And if you have someone else do it, I mean you're not putting any work in that at all. If it's something that you can hand off.

Now, if it's something you do over and over again, either look for other people to help you or use tools to help you with those repetitive tasks. For example, I get a lot of emails and many of those emails are the same or they ask the same exact questions. And since they are the same, they require somewhat of a similar answer of course.

Now, instead of trying to type out the answer to each individual email manually, I use a tool to help me quickly plug in the response that I've already prewritten for that particular question. There's a Gmail tool called Gmail Canned Response which is like an add-on I believe for Gmail that will make it really simple for you to just save a response one time so you can bring it back again later. Make sure you change the names or anything else that's custom for each person. I've done that a couple of times.

But there is a better tool that I like actually that I use called [Text Expander](#) which is for Mac. I believe there might be an alternative for PC although I don't know. What I like about Text Expander, it's not just for in your Gmail email client. It's for your entire computer. I think it's the tool I use the most every day besides Evernote. Now, how it works is you can have a prewritten message or prewritten messages, any number of them and it could be for anything, emails, signatures, even HTML and PHP code if you're a coder. I have a number of those for creating tables within emails and things like that.

And with each block of texts or characters that you pre-write, you can also set a corresponding abbreviation or set of characters on your keyboard which allows you to just type in those few letters or those characters in that same sequence and immediate those letters disappear and its place are everything that you've prewritten. It's so awesome. I mean I even have it for specific words like 'Thanks" and "Cheers" or "Thank you so much" and "Cheers. Have a nice day". That is TY with the exclamation point,

NONE

and boom! It disappears and "Thank you. Have a nice day." comes in. And CR! for the "Cheers" one.

I mean yeah, it's only a fraction of a second I'm saving here and there but there are words I type in all – these are words I type in all the time, multiple times a day. And over the course of the day, that's a lot – that's a significant amount of time or maybe not that significant. But over a year, over my entire lifetime, that's a ton of time saved. I mean we never think about the long-term savings. We just – we always want the short-term. But a fraction of a second would seem like nothing now. Over time, it can shave off a ton of time and allow you to do other things. So the point is and sort of a second conclusion to this tip #4 is just shaves off seconds anywhere you can.

Now, tip #5 is stemming off of that last statement, shave off seconds anywhere you can, a great productivity tip is to take what you do and what you enjoyed doing in your business and upgrade your skills. That means, pay for training, get mentorship, take classes, do whatever you can to just get better at those skills, to master those skills that you love to do and put it to use so that they become second nature to you because when they become second nature, you're not even thinking about it anymore. Those things just happen. And you could speed right through them and they just – they're still of the same quality, if not better quality than what you're used to.

I've taken writing seminars for example as a result of knowing just how much I was going to be writing for my blog and my books and things like that. I did that because I knew it would help me better master the craft of writing blog post although I know I'm not perfect at it, I know I'm pretty good at it and I don't have to think much anymore or as much as I used to in order to write a nicely structured compelling, shareable, potentially viral blog post. And of course, yes, practice and time and experience help but taking classes helped even further. It sped up the process.

So think about it, what skills should you improve and master? So start with the ones you love and yeah, I do enjoy the writing process.

Now tip #6, now what about the tasks and things that you don't love to do but still have to get done? If you want to truly be productive, you're going to have to learn how to let go of a lot of those things and have somebody else do them for you, somebody who could potentially do them more efficiently, better, and faster. And at the same time as you so can you can do what you need to do. Hiring help is the ultimate in productivity and only recently have I truly learned the power of that.

Now, you may have noticed, if you've been following Smart Passive Income for a little bit, in the last couple of months, I've been able to produce quite a bit of stuff for the SPI audience. Not only have I been able to continue to produce podcast like this and blog post but I come out with a book, *Let Go*, a multimedia book that include a lot of video production. I've come out with a NicheSiteDuel.com, a hub that was built from scratch with the community for those participating in the Niche Site Duel and I've come

out with a full-pledge course called *Breakthrough Blogging*, which you could see what it's all about at BreakthoughBlogging.com if you wish.

But the point is that these past two months have been the most productive of my blogging career and it's because I've had a team working with me on these specific projects. And what's awesome is that this is a team that truly cares about my business. I mean we have an awesome relationship together. We share the same values and we all really want the business to succeed.

And I'll talk in a later episode about the team I put together and maybe have them come on to you and talk about how this all works and what we can improve on and things like that and the challenges that go along with having a team. But even before putting together this particular team I have now which mashes really well together, I also had to learn back in the day how to hire out single tasks like voiceover work and accounting and bookkeeping and research and things like that using sites like oDesk and Elance and hiring people like my CPA. I'd probably still be doing my taxes from 2010 if it wasn't for my CPA who knows what he's doing because that's what he's an expert in.

And yes, it takes money to get help unless you get an intern or someone to volunteer which is cool too. But you just have to realize that you can only do so much. You can only do so much. And if you really want to grow, you're going to have to get some help. So again, something that took a really long time for me to realize and I want to share that with you.

OK. Tip #7, this one actually comes from a video that I saw from Yaro Starak, Yaro who blogs at Entrepreneurs-Journey.com, put out a video a few months ago and I've honestly been trying to look for it. I couldn't find it but if I do, I'll put it in the show notes. Anyway, the video was Yaro talking about one of his favorite productivity tips which really resonated with me and I gave it a shot and it worked really well.

And this was the tip. He said, "Before you start your work, do the dishes." Do the dishes or any little 10-minute task that needs to be done around the house because what happens is when you do that, you're transitioning yourself into work mode from sort of rest mode. You're probably starting to think while you're doing that task a little bit about what you're going to do when you start your work.

You get out of that relax mode and guess what? You've also finished something that needs to be done around the house. And it feels great. And you move on to your business in a good mode because you finished something already and you'll have a head start mentally as opposed to if you just went into the grind sort of cold. Just, "OK, let's start work." It's better to have the dishes to do.

I've actually been using this strategy myself the last few months after watching this video and it totally works. And of course, my wife also appreciates that the dishes get done. So there's that added benefit as well.

Now, the last tip, tip #8, last but not the least, this one has to do with interruptions. And this one is an important one. Whenever we're working as much as we try to avoid it, as much as we close the door or whatever, we're always going to be interrupted. And yes, the best thing you want to do – I mean the best thing to do would be to say, "Hey, hold on. I have to finish this." And you keep going with what you're doing until you get to a good stopping point or you complete a particular task on your checklist.

But of course, that doesn't always happen or we don't always have that opportunity. It doesn't happen very often actually. This is important to talk about because when you're focused and you're in work mode and then something happens to your flow, it's devastating. It takes forever to get back to that point. You may never get back to that point. And once you're out of it, it just takes forever.

Now, here's the trick. When you're interrupted with something or by something or for something and you have to go do something else in the middle of what you are already doing, before you leave, you say to yourself out loud, "When I get back, the first thing I'm going to do is blank." And you fill in the blank. You don't actually say blank of course. "When I get back, the first thing I'm going to do is finish this paragraph about tip #8." And there you go.

So by simply saying what you're going to do when you get back to what you're going to do, you're going to remember exactly where you left off. And there will be a better chance you'll get back into the swing of things, into the groove without having to guess where you were and without taking too much time.

I get interrupted all the time here at home because I have crazy kids. And this strategy is absolutely gold to me. And so, I'm passing it along to you and I want you to give it a shot. And I have to say, for me, I have to say it out loud actually. That's just me. But when I just think it, when I just think to myself, "I'm going to go back to whatever," it doesn't work quite as well for some reason. I have to say it out loud. So give that a shot the next time you're interrupted and then report back to the blog and let me know if that helped. I'm curious to know if that helps you too or maybe you have a get back into it strategy of your own that you'd like to share with everyone.

So head on over to SmartPassiveIncome.com/session76 and leave a comment there. So there you go, eight productivity tips that I use. And seriously, if you were to take just one of these tips – actually, let's go over them again really quick.

1. How does this fit into my plan? Remember, ask yourself. Anytime something new happens or an opportunity happens, how does this fit into my plan?

2. Learning to say no. And again, that takes practice. It's hard.

3. Don't "email sabotage" yourself. If you can't do anything about the emails like no matter what those emails say at that point in time, don't look at the emails. You're going to lose yourself.

4. Use tools to help you with repetitive task and systemize things and take out the unnecessary and combine steps if you can.

5. Upgrade the skills you love to associate with you.

6. Outsource or get other people to help you with the stuff that you don't like or can't or don't want to do.

7. Do the dishes.

8. When you're interrupted, say, "When I get back, the first thing I'm going to do is blank.

So take one of these. Implement it. And you're going to see a difference especially in the long run. But even in the short run too. If you're going to try one of them, try saying no. I mean that's probably the biggest one here, that one will make you feel pretty crazy on the inside too but if you remember the why, the why you're saying no, and also, with these other things.

Remember, why are you saying no? Why are you using these tools and upgrading your skills, why are you doing the dishes, why are you trying to become more productive? It's going to make productivity a lot more meaningful and everything that you're working towards, a lot more meaningful too.

So thank you again for listening to the Smart Passive Income Podcast. Show notes are available and you can leave comments at SmartPassiveIncome.com/session76. I appreciate you so much. You are awesome for sticking all the way through this episode.

And I'm just so appreciative of you. Look out for me on the speaking circuit in the next couple of months, Financial Blogger Conference opening, keynote speech, my very first keynote in October in St. Louis. It's going to be an awesome event. I can't wait. It's my favorite conference of all time.

Also, New Media Expo, another conference I love, in January. I hope to see you there. I don't know – I think tickets are going to be on sale soon. New Media Expo, it's going to be awesome, in Vegas. So if you're a Vegas person, that's a good one to go to as well.

So yeah, until next time, keep rocking it. Thank you everyone so much. Peace.

Thanks for listening to The Smart Passive Income Podcast at www.SmartPassiveIncome.com.

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