

5 Powerful Methods To Get Stuff Done

1. Deep Work

60-90 mins of daily “deep work” doubles your overall productivity, McKinsey says.

Use our 30-3-11 rule to time it when your energy & motivation are highest: 30 mins, 3 hrs, or 11 hrs after waking.

For 75% of us, mornings are best.
Eat that frog.

2. Timeboxing

Timeboxing is about migrating your to-do list into your calendar (h/t to Nir Eyal).

First, you turn everything you do in a day into an appointment with yourself.

Then, all you need to do is show up (as you would for appointments with others).

3. 3-3-3 Method

The most productive people are great at balancing the urgent and the important.

Use the 3-3-3 Method to do the same (h/t to Oliver Burkeman):

- Focus for 3 hrs on your #1 thing
- Timebox 3 shorter tasks (e.g. email)
- Do 3 maintenance tasks (e.g. health)

4. Seinfeld Strategy

Entertainer Jerry Seinfeld used this one to write comedy every. single. day.

It's dead-simple: mark each day that you worked on an important task.

After 2 days, you simply have to not break your streak.

5. Four Quarters Method

Split your day into four quarters:
morning, midday, afternoon & evening.

If you blow one quarter, get back on track
for the next quarter.

You'll get four shots to ace the day
instead of one. Fail small, not big
(h/t to Gretchen Rubin).

TL;DR:

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You just learned 5 powerful methods to get stuff done.

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PS:

I delve deeper in tonight's edition of my free newsletter – *Beyond Productivity*.

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