More Productivity for More Free Time

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"*Produtividade para Quem Quer Tempo*", "More Productivity for More Free Time" in free translation, is a book written by Geronimo Theml and released by Editora Gente in 2016.
The book features practical action tips from the author that will help you live a less worrying life in performing your daily tasks.
Do you know those thoughts that come and get you out of your production focus? Do you know that feeling of never having time for anything, because you're always doing everything? Geronimo teaches you how to circumvent the things that keep you from accomplishing yourself.

Score

8

9 Aplicability
8 Inspiration
8 Innovation
9 Impact on results
8 Structure

Main ideas of the book

- We must be willing to make things happen every day.
- Being busy does not mean being productive;
- Taking homework tasks goes against the balance of your life;
- "If it were easy, everyone would do it." We should let go of thoughts that prevent us from achieving what we desire;
- No matter how fast you are going, what matters is where you are going;
- Everyday tasks will never end;
- Watching over the four pillars of productivity drives the balance and organization of your routine;
- Key point: Learn how to prioritize your tasks to organize your daily production schedule!

To whom is this book indicated?

According to the author, "the book is essential for anyone who wants to integrate success and happiness." People who have trouble focusing on activities, or feel too busy and out of time, this book is for you to move from idle/busy to productive! Reading is also highly recommended for those who feel lost or far from their goal and do not know what to do to get there.

Overview: The turn of the year fable and the everyday monster

Who has never made promises for the turn of the year? Jump seven waves, wear yellow to attract money, red for love, or set various goals for the next stage of life?
Yeah, the turning point is certainly invigorating. We usually put all our expectations in the coming year. We are more excited to do them, with the feeling that we will finally get that kick in life.
Then the year comes, the days go by. In fact, we keep some promises, but others are postponed… and postponed…. And postponed ... and **next year comes new year, same old promises.**
The question is, why do we not channel this energy that we centralize at the time of a new chronological age into an era that we can define ourselves?
This is what the author seeks to portray in this chapter. We should have this "turning point" feeling every day. At any moment we might be willing to reach our goals instead of waiting for the next 365 days to resolve for us.
Want to know the consequence of this? Well, how many times is the day over and you feel helpless and unproductive? How old have you been promising the same things?

"One can find time for everything if one is never in a hurry."
Mikhail Bulgakov

Overview: The New Car Theory and the Moment "Can't you see you can't do it?"

Many people pursuit happiness in material things. We place our faith there that the gears of our lives will begin to turn.
But the author shows that this is not enough to quench the lack of enthusiasm in certain aspects of our lives.
It doesn't matter if you have a new car, a new generation mobile phone, or the most profitable job if you don't have a passion for what you do.
Geronimo Theml shares that Robert Kyosaki, with his book "Rich Dad, Poor Dad", changed his view of the world and aroused in him the desire to undertake. He even considers "undertaking synonymous with rewarding his passion."
It was then that Geronimo saw the sense of its existence. However, the days passed and he was caged by the monster of everyday life. His job as a lawyer consumed him, his days were very busy, and he could not organize himself to be productive.
While the fulfillment of some tasks provided him with a small accomplishment, he found himself increasingly displaced from his true will. The new year was coming, and with it hope. But still, he returned to the same point.
Why couldn't he reach his "turning point"? Well, we wouldn't ask that question if the author couldn't answer. He sheds light on two reasons that may explain why people are powerless about their personal fulfillment:

1. Failure to do what is important to prioritize less important tasks (which sometimes do not realize that they would not go anywhere);
2. Have a very busy routine, "what makes the day not fit 24 hours."

The author himself reveals that, in the beginning, he did not have the right method to make his day more productive and that for him it was one of his biggest mistakes.
But how, then, can we reach "Level A" productivity? Well, with practice, you get to perfection. Geronimo reveals what he applied that made him take the reins of his life and direct it toward his personal fulfillment.
Want to know how? Take a look at the next overviews!

Overview: If it was easy, everyone would do it

In this chapter, the author brings a personal case of how he achieved the maximum level of productivity that is worth highlighting some lessons about:

- After several retries and errors, it is common to find that a retry will end in a new error;
- At such times we should not give in to self-sabotage. In another way, we must make sense of things in our lives;
- Instead of thinking “Can't you see?”, Try replacing this thinking with “It's all right because if it were easy, everyone would.”;
- Productivity is linked “between the effort you make and the results you get,” not just the amount of results you get;
- Productivity consists of eight absolute truths, and in order to reach it at its maximum, we need to build essentially all four pillars.

Overview: The Lie Before the Truths

Geronimo introduces this chapter by spelling out a rule you should take as a motto for your personal and professional life:

“Never take anything home from your work, or take your personal problems to work.”

Otherwise, you will come to work with stress due to personal matters, or you will come home with a pile of things to do. Understand that what must be done at work is done at work, and what happens outside it must be outside the gate.
In this way, you will be striving for a balance between the different areas of your life, including making the most of every part of your routine.
Can you see the idea that interfering with one social environment to compensate for another social environment doesn't help you in productivity matters? In fact, it just leaves you no time to manage everything else!
The snowball is created, grows, and eventually becomes an avalanche you can't control.

Overview: Productivity Levels

Ok, but how do I know if I'm being productive or not?

Glad you asked! Geronimo provides the reader with different levels of productivity:

The chronic procrastinator (level D or E)

They are those people who are always putting off tasks that are really important to them.
Level E migrates from task to task and ends up doing nothing; meanwhile, **level D** is that person who even gets to do some things but who do not generate any personal or professional results.

The Stone Trapper (Level C)

This person is known for generating results but never having time.
She already has that routine with applied productivity techniques and believes to follow them well. Sometimes it goes well, but it's not the best technique. Because they are getting achievements, they convince themselves that they need not improve.
But what is really happening is the following statement made by the author:

“He (level C) has achievements, but the effort to reach them is so great that it often doesn't pay.”

In other words: the individual ends up missing important moments that go through his life and that do not happen twice, such as watching the child grow up. He gives up his social life and health to perform functions that could have been more easily performed if he sought to improve continually.
Results of this? He is bitter in regrets and hides in excuses to justify his evil deeds.

The upper crust of productivity (level B or A)

They are people balanced in their tasks. They feel fulfilled both personally and professionally. Moreover, it is those who see their results and do not stagnate; they seek to conquer even more.
What differs from level B to level A is productivity, that is, the relationship between the outcome and the effort to achieve it. The author exemplifies level A as that individual who always hears around “Wow, how can you have such a good life? How do you get everything you want? ”
Level A people have four solidly built pillars, which are:

- Effective clarity;
- Intelligent Productivity Method;
- Winning mentality;
- Mental and physical energies.

Do not rush to guess what each of these pillars consists of; We will explain to you here!

Overview: The Eight Truths About Productivity

1. To engage is not to produce

Geronimo starts from a definition to differentiate a busy person from a productive person:

- Producing is you doing the tasks that drive you to achieve your goals;
- “The rest is to get busy.”

Schedule yourself. Take the following action, suggested by the author: “The solution [...] is to set three to six alarms per day on the cell phone.” Every time the alarm sounds, ask yourself if you are being productive or busy.
If this is the second option, you will realize in time to correct such behavior.

2. Tasks Will Never End

You need to accept this fact. Just think: As we reach a goal, we feel more apt to achieve bigger goals. This is normal, after all, this is what continuous improvement is about. (and that's good!)
To keep improving, we need to go through more processes that help us get closer to the next goal.
You might ask, why can't I just stop after conquering something?
Well, that is up to you. But we saw that even stagnant, you still have tasks to do. What will happen is that you will not be doing anything productive, just taking up your time.
What do you prefer: tasks that make you walk in circles or **tasks that make you grow?**

3. If you have no agenda, it turns out to be the agenda of others.

Get rid of the idea that you must be 100% accessible to others. Answering an email, answering a call right away makes you lose focus on what you were doing earlier. And we know that resuming thinking is not that trivial, right?
Geronimo reflects that when someone sends you a message, they are respecting their agenda. She knows when is the best time to make outstanding contacts. Why can't you do the same?
Otherwise, you will be adapting your schedule to someone else's routine and that may not be the most viable way out for you.
For this, the author presents a sequence of practical actions:

1. Disable notifications from your mobile phone;
2. Set in your day a time when you will be in charge of answering these pending issues;
3. Create an emergency channel for those who know you will not respond immediately to messages.

4. More important than speed is the direction

If we rely on what is left to reach our goal, it is very likely that we will either despair or think that we are too far away, or that we are progressing very slowly.
This is a big mental trap that you must police yourself right now!
To give in to this thought is to give the wheel of chaos to guide us. Result: You reach your goal poorly and with more effort, or you don't even reach it.

Geronimo recommends that you not focus on what is missing; focus on how far you've come so far:

"Write down a piece of paper or talk out loud to yourself or list to someone all the points you have already moved toward your goal."

This action is very valid for recognizing our effort on something we want to achieve, and even analyzing if we are on the right track!

5. The biggest energy thief is thinking about something when you can't do it.

There are mental triggers that come for good, there are mental triggers that come for evil. How often are you caught in thoughts that you "have to" do something? Now: How many times did this happen when you couldn't do anything for it?
Charging usually comes at unwanted hours. The author calls this phenomenon the "have to" syndrome to report the event you should practice avoiding from now on.
When we pay attention to this kind of thinking, we trigger a series of changes that we could have done the day (or have to be done the next day).
To know that this is not healthy for your mind! Anxiety is aroused, the mind is scattered, and we stop taking advantage of them now to focus on something unfeasible to be accomplished at that moment.
Remember that time when you were with family, friends, studying, and got into bad vibes, why did you forget to go to the bank in the morning? So...
Geronimo recommends that you use a deposit to store your chores. An agenda, a notebook, the mobile notepad doesn't matter - as long as it's simple and allows you to get started now!
This action is a handy way to record what you have to do and remember later. (And also not to speak out loud and the words don't get lost in the wind or hit someone else. Yes, this syndrome is contagious!)

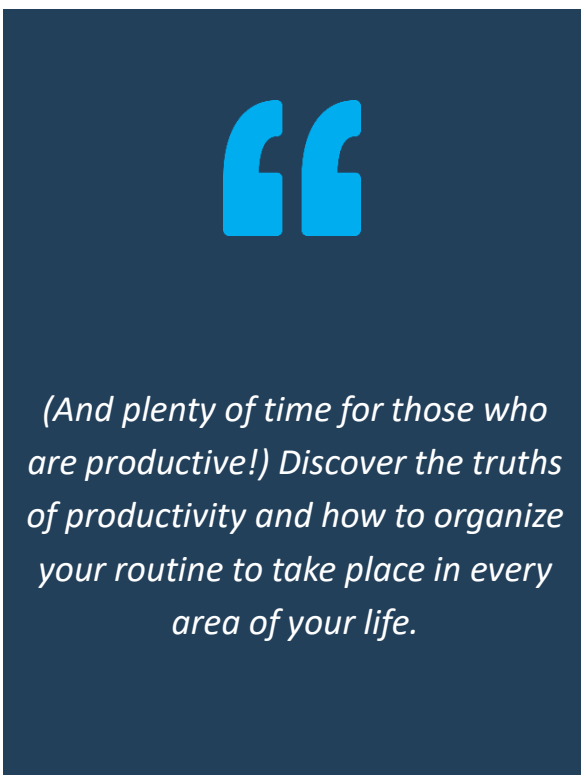
6. Do not treat exception as a rule

The author says that 80% of each person's life activities are usually predictable, and only 20% unpredictable. Based on this, we can apply a scale that organizes our routine.
The point Geronimo points out is that there are people who often base their routines on unpredictable activities. The consequence of this is idle and unorganized days.
"The practical solution to solving this truth," he says, "is to create an exception shift." Set aside time from your day when you don't deal with appointments.

The idea is that, if so if you happen to have to call the mechanic to fix your washing machine, for example, you will already have time to fit such an exception.
The only rule you should take into consideration the exception shift is not to schedule routine appointments during this period.

7. Happiness is not a finish line. She is the way itself.

We must stop seeing happiness as the goal of life. Setting expectations in the future as if to make you happy takes you away from the reality you live in today.
Geronimo addresses an important subject: Many people, when they think of happiness, often imagine the moment when they have the dream house when they have the dream job when they succeed.
It's okay that the expression "when" is better than the expression "if", as this demonstrates that we are actually seeking to achieve our goals.
But what if we do not achieve the things we define as "our happiness"? We only have the option, therefore, of being unhappy.
It turns out that we should value the things we have and what we are today. Happiness goes with those who are grateful for life.



Do not live in the future (or in the past). Enjoy the things that are present in your life, because, as the author says, "after all everything happens in the now."

8. If it were easy, everyone would do it

But failing to do something because it is difficult is not the right attitude. The idea is that you stop seeing things as obstacles or reasons to get depressed. Such a perception only inhibits us from accomplishing great deeds.
Instead of seeing the worst of all, why not start extracting the best of everything? After all, everything in this life is learning to be the best version of ourselves.
The author shares his life experience with the lesson (and practical action) of reframing things, even to something we see as good. The goal is to make events increasingly favorable for our game of life.
You must take every challenge as a growth opportunity. The world is constantly evolving, just like us.

Overview: The Four Pillars of Productivity

Well, we talk about the truths of productivity. But knowledge alone does not make you productive. You need to take care of the pillars that support them.
We mentioned earlier what these pillars are, and now we'll talk about how you can build each one of them in your life.

Effective clarity

With each passing day, we complete our own puzzle of life with a new piece. Stop and think: what do you want for your life? Where do you want to be?
Some people have a clear view of the image (objective) they want to get after connecting these pieces. Others have no idea which piece fits the other.
What image do you want to see in your puzzle?

- The image must be aligned with its principles, mission and life purpose;
- It must meet the following “essential elements of happiness”:
    1. The. Personal achievement;
    2. Professional achievement;
    3. Financial achievement;
    4. Balance.
- You must view this image specifically and concretely;
- You must have a set deadline for this puzzle to complete.

The Intelligent Productivity Method

The application of this method is to treat macro productivity (from your viewed image) to micro (daily tasks).
Weekly Cycle: Set aside 15 minutes from your week to balance the different roles in your life on “Productivity Sheet A”:

1. The. Balancing role: priority attention functions;
2. Proactive Role: concrete functions that bring you closer to your goal;
3. Miscellaneous roles: They do not fit the roles defined above, but they also need to be performed (eg, treatment of habits);

- Each of these roles represents a quadrant of the sheet, only item (a) occupying two quadrants because it is very important;
- In the daily scenario, set the focus of the day and five activities are drawn from weekly cycle items;
- Avoid distractions that may lead you away from the main direction. The author says that the power of clarity is a good tool for focusing on what matters;

Quadrante 1	**Quadrante 2**
Papel de Equilíbrio	Papel de Equilíbrio
Quadrante 3	**Quadrante 4**
Papel Proativo	Diversos

Legenda: Quadrantes do ciclo semanal, retirada da página 113 do livro.

- At the end of your day, give it note and reflect on what you learned during the day.
- Highlight three events that happened on your day that you are grateful for;
- It is also at the end of your day that you should complete this sheet, and never at the beginning of the following day.

Finally, the DGD

After setting up your Productivity A sheet, assigning your day's occupation tasks, it's time to set up your production schedule.

Download all your daily tasks to the calendar, in no order of priority.

Gather these tasks into similarity blocks.

Distribute such turn-defined blocks during the week.

Put your experimental DGD into practice. Over time, you will learn to rearrange your tasks so as not to overload a time of day or day of your week.

	Segunda	Terça	Quarta	Quinta	Sexta
Manhã					
Tarde					
Noite					

Legenda: Matriz DRD 5x3, retirada da página 126 do livro.

Winning Mindset

Along the way, you will go through many challenges. At times, a part of you may “ask to leave,” but it is critical that you do not listen to this voice.

But how can you circumvent feelings that it won't work, or "I won't," or "that's too hard"?

Create a catchphrase against the attacker. Remember “If it was easy, everyone would do it”? The author reveals that he has adopted this sentence in his life to counter such demotivating phrases.

Geronimo says that if we do not neutralize negative thoughts, we will allow them to settle in our lives as absolute truth. So if we repeat in our head that we will never make it, in fact, we will not.

Instead of thinking about the problem, think about the solution.

Energy

Physical or emotional distress prevents us from achieving our goals. There is no point in having all the goals set if we do not have the inner strength to pursue.

And sometimes it even beats this fatigue throughout the day that reduces our productivity. But you must educate your body and your mind. There are some practical actions:

- Walk and sit with a correct posture;
- Prioritize decisions that are really important;
- Adopt a daily routine;
- Drink water regularly.

Organizing your day through productivity tools are some of the key factors in avoiding unnecessary waste of your energy.

What other authors say about it?

Tamara Myles, in the book "The Secret to Peak Productivity", develops the system of “Maximum Productivity Pyramid”, whose model teaches you how to organize from the space where you work until you know what is most important and how to get closer to your life goals.

In "Deep Work", author Cal Newport has divided the book into two parts. First, he argues that, in almost every profession, keeping a focused job provides enormous benefits, including personal life. He then presents the four rules for achieving this work and making them (the rules) into a habit.

Finally, in the book "Make Time: How to Focus on What Matters Every Day", authors Jake Knapp and John Zeratsky teach you various tactics to help you optimize your time. And for that, you must follow 4 steps: Highlight, Focus, Energy, and Reflection.

Okay, but how can I apply this in my life?

This summary presented various practical actions and teachings provided by the author. Let's recap?

- Reflect on your life: Are you where you want to be? If not, where do you want to go?
- Be clear when defining your tasks. Knowing what is needed and what is not is critical to not spending your busy time instead of being productive;
- Do not keep your promises for the New Year. Make it happen now! Every day is a day to come closer to your success;
- Neutralize negative thoughts so as not to fall into the tale of self-sabotage.
- Organize your tasks in order of priority by Productivity Sheet A;
- Carefully review the truths about productivity. They will give you the foundation and encouragement to continue the journey;
- Practice a routine for your daily life. Organize your day and take time to do nothing productive, both for rest and unforeseen events;
- Take care of yourself and dream big.

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