

Productividad

¡Act like an owner!

¡Atención: la única forma de hacer avanzar acciones u operativos parados es ASIGNAR TIEMPO FISICO PARA HACERLOS: Por ejemplo, tal día de tal a tal hora. Cargar con los papeles en la cartera para leerlos en el tren no es eficaz.

¡Cuidado con el email!

¿De verdad te importa eso? SIEMPRE, repito, SIEMPRE encontramos tiempo para las cosas verdaderamente importantes. Pregúntate, analiza (esto naturalmente implica reflexionar) si eso es de verdad importante para ti... o no. Si no lo es, olvídalo, porque nunca lo harás y siempre dirás que “vas a mil” y que “no tienes tiempo suficiente para todo lo que te gustaría hacer”.

¿Estás preocupado, tienes miedo? ¿No será que te estás volviendo importante?

¿Importará todo esto dentro de 5 años?

¿No quieres cometer errores? Entonces no hagas nada

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“Chequear” el Email no sirve para nada porque no produce resultados directos.

“Don’t send that.” As in, an email. Or wait 24 hours before you send that, which is the same piece of advice because when you wait you realize you shouldn’t send it.

“It’s not about doing lots of things, it’s about doing the right things.” –

“Procesar” el Email no implica responder a todos los mensajes.

“Rewards are a great way to beat procrastination (e.g. Fish Pies)”

“Self-care is not a reward.” I actually wrote about it here. It might be obvious advice for some, but I often put off basic needs, like eating lunch or even using the restroom, so I can finish writing “one last section.”

“Use ‘we’ instead of ‘I.’” I think this is the best advice I’ve received on leadership.

“When I am working on a book or a story I write every morning as soon after first light as possible. There is no one to disturb you and it is cool or cold and you come to your work and warm as you write.”

10+2*5: Work in short spurts of 10 minutes, interrupted by 2 minute breaks. Use a timer. Do this 5 times an hour to stay on target without over-taxing your physical and mental resources. Spend those 2 minutes getting a drink, going to the bathroom, or staring out a window.

50-30-20: Spend 50% of your working day on tasks that advance your long-term, life goals, spend 30% on tasks that advance your middle-term (2-years or so) goals, and the remaining 20% on things that affect only the next 90 days or so.

80/20 Rule/Pareto Principle: Generally speaking, the 80/20 Principle says that most of our results come from a small portion of our actual work, and conversely, that we spend most of our energy doing things that aren’t ultimately all that important. Figure out which part of your work has the greatest results and focus as much of your energy as you can on that part.

A la hora de “procesar” tu Email, como cualquier actividad que es, es esencial empezarla y terminarla sin interrupciones. De lo contrario te atascarás todavía más y perderás más tiempo. Cierra el resto de aplicaciones, mensajería, móviles y demás historias. O te pones con eso y lo terminas de un tirón, o no encontrarás tiempo y energías para dedicarlas a las tareas de tu trabajo... que te están esperando.

Accept the fact that you don't have time for everything: Do you have a hard time saying "No"? Make conscious choices and priorities about what you are going to do. Don't feel obliged or guilty about the other things.

Accept what you have. The problem with many of us is that we always think that we’ll be happy when we reach a certain destination — when we get a certain job, or retire, or get our dream house. Unfortunately, it takes awhile before you get there, and when you get there, you might have a new destination in mind. Instead, try being happy with where you are, with who you are, and what you have. To do that, instead of comparing what you have with other people, or with what you want, compare yourself those who

have less, with those who are going through tragedy, with those who are struggling. You will see that you actually are extremely blessed. And this can lead to more happiness with your current situation.

Actively block out task time. Everyone schedules meetings and appointments. Go a step further and block out time to complete specific tasks. Slot periods for "Write new proposal," or "Craft presentation," or "Review and approve marketing materials."

Addictions result from constantly using pleasurable (comfortable) things as a crutch when we're facing discomfort.

Agendas: suministra agendas, guiones o actas escritas a los participantes en las reuniones para aclarar los temas a tratar.

Aggressively Remove Things From Your Life that You Don't Want to Do. It's common knowledge that productivity naturally emerges from passion: when we love what we're doing, productivity becomes irrelevant. The corollary is that being unproductive often results from doing things you'd rather not do.

Agorafobia: compra online siempre que puedas. Cíñete a las selecciones de los mejor y así te ahorrarás mucho tiempo.

Al hombre sólo le gusta contar sus problemas, pero no cuenta sus alegrías (Fiódor Dostoievski)

Al terminar las tareas importantes me paro unos segundos a reconocer mi esfuerzo. Mi motivación diaria se alimenta de lo que hago, no de lo que me gustaría hacer.

Aleatoriamente coge una tarea de un proyecto complejo y complétala. Así sucesivamente.

Always find the things you have in common with another person, rather than dwell on the differences.

Always go above and beyond, because then they have no choice but to reward you.

Always hang your coat and bag when you walk in.

Always put clothes back before taking others out.

Always rethink. Periodically examine the way you do things, and think about whether there's a better way. That doesn't mean you need to change things all the time, but sometimes we keep doing something a certain way just because that's what we're used to doing. Instead, see if there are things you can eliminate, streamline, do more effectively.

Always seek to broaden your influences (las cosas que te influyen).

Always wipe down the bathroom sink before bed.

An action list should hold commitments, not shoulds. If the list heading indicates that the items on it should be done, but the list contains items that we realistically know won't be done, we experience cognitive dissonance. We not only become less responsive to those particular items on list, but the integrity of the entire list is nullified, and we grow numb to the list as a whole. At that point, the list is no longer a functional tool, but simply extra work, which is why people become cynical about lists.

Angels fly because they take themselves lightly.

Announce your goal in a large forum - nobody likes to fail for the world, so announce your ambition on your blog, newsletter, mass email, gathering of friends, or at a company meeting.

Anota la tarea y confirma rápido.- Si te encuentras con un mensaje bajo el que se esconde una tarea que exige trabajo, haz lo siguiente: anótala en tu lista de tareas y confirma en un correo rapidísimo y breve que te vas a poner con ello. Unas pocas palabras bastan: «OK recibido. Me pongo con ello y te cuento».

Antes de empezar cualquier tarea me pregunto qué es, para qué es y qué exige de mí.

Antes de entrar a trabajar fíjate dos tareas clave para hacer a primera hora y hazlas! Si es posible no aceptes llamadas ni otras interrupciones. De esta manera te aseguras que siempre tendrás algo en el saco cuando vuelvas a casa.

Apaga el televisor: especialmente las noticias y programas que no te aporten nada, recapturarás muchas horas de valor.

Aplica la regla del minuto.- Si en un mail te piden algo que puedes hacer en uno o dos minutos (adjuntar un archivo, confirmar algo...), ni siquiera lo anotes en tu lista de tareas, hazlo en ese mismo instante y quítatelo del medio. Pero ojo, tienes que estar seguro de hacerlo y terminarlo en ese tiempo. Debe tratarse de una microtarea.

Appointments – Just because you received an invite doesn't mean you have to say "Yes" to that meeting. Decline appointments that are not worth your time, or conflict with your priorities. Beware meetings that have no agenda or should be a quick conversation vs. a get together.

Appreciate people, and tell them so.

Approach problems like elephants push over trees. Don't rush in and bump your head but slowly walk over, put your head against it and keep pushing until the problem cracks.

Approach your fears as opportunities for growth.

Aprende a decir no: en determinadas ocasiones en las que te pidan favores que te impliquen tiempo para actividades no críticas.

Aprende a gestionar la frustración.

Aprende a vaciar la mente. Vuelca todos tus pensamientos, asuntos incompletos, problemas ... sobre un papel en blanco. Apunta cada llamada, correo o decisión y envía a tu bandeja de entrada.

Aprende nuevas habilidades que no tengan relación con tu trabajo. Por ejemplo, entrena artes marciales, un estilo de natación, un nuevo baile. Seguro que alguna de estas habilidades te beneficia en tu vida cotidiana o te trae algún tipo de sinergia.

As for delay-sending email messages, I've made it an evergreen practice because I've found it so useful to how I manage and allocate my available time.

As long as I identify myself as a victim of whatever interrupts my productivity – whether that is my kids, or spouse, or emails, or whatever—then I remain helpless to overcome it.

As you go throughout your day, repeatedly ask yourself, “Am I currently making the best possible use of my time?” This one simple question can be an excellent boost to your productivity.

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Así que antes de construir el plan de trabajo de mañana me aseguro de saber las horas reales de trabajo que podré disfrutar. De lo contrario, mi plan se quedará en una fantasiosa carta de buenos deseos que seguro no cumpliré.

Aún más interesante es crear un presupuesto para tus horas de trabajo: ¿cuántas horas tienes disponible para email, reuniones o cada una de tus responsabilidades?

Automation is all about building a sustainable, automatic source of income. This is a section that is, practically speaking, about Business and Business Management. The trick is to avoid is building a business that requires your presence, because that just burns up all your time.

Avoid Procrastination at All Costs: When trying to be more productive and trying to save time, procrastination should be avoided like nothing else. It is the ultimate productivity-killer.

Backwards Planning: A planning strategy that works from the goal back to your next action. Start with the end goal in mind. What do you have to have in place to accomplish it? OK, now what do you have to have in place to accomplish what you

have to have in place to accomplish your end goal? And what do you have to have in place to accomplish that? And so on, back to something you already have in place and/or can put in place immediately. That's your next action.

Batch Process: Do all your similar tasks together. For example, don't deal with emails sporadically throughout the day; instead, set aside an hour to go through your email inbox and respond to emails. Do the same with voice mail, phone calls, responding to letters, filing, and so on — any routine, repetitive tasks.

Batch similar tasks like blog writing, phone calls, email, and errands into a single batch. You will save time by completing similar tasks in one session.

Batch similar tasks together. For instance I'll batch all of my writing and creative tasks together in the morning, all of my follow up phone calls later in the day, and checking emails and responding as necessary at certain times of the day. Doing this enables me to 'get in the flow' and maintain my momentum.

Batch tasks: Aside from MITs, I also give myself 4 smaller tasks that I try to batch all at once. This usually takes me 30-60 minutes at the end of the day.

Batch them. Keep a list of things you need to do that aren't on your list of three priorities. Then do them all at once, when you have some extra time. That'll keep you from doing things throughout the day.

Be accountable. Tell people you're going to change. Be accountable to them so they can see how many times you succeeded and failed. Daily email updates to your friends is a good method, as is using an online forum, or posting a big tally sheet in your office where everyone can see it. The positive public pressure will help.

Be careful how you talk to yourself about what you fear (por ejemplo, no justificar como inevitables o como que tienen causa justificada).

Be frugal. This is a habit, rather than a goal. It is a way of living, a different mindset, and the best way to live within your means. It doesn't mean being cheap or forsaking pleasure, but it does mean finding less expensive ways to do things, learning to live with less (and be happier in the process), and controlling impulse spending. I don't have a single article to give you as reference, but frugality is a recurring theme on Zen Habits.

Be lazy. There's a time to be productive, and there's a time to be plain ol' lazy. I like the latter, and do it every chance I get. Does that make me a lazy person? Probably not, but even if it does, I don't care. It makes me happy, and the kids love being lazy with me.

Be present. Time can go by extremely quickly. Before you know it, your life has passed you by. Your kids are grown and your youth is gone. Don't let your life slip by — enjoy it while it's here. Instead of dwelling in the past or thinking about the future, practice being in the here and now. Here are some practical tips for being present.

Be romantic. If you have that special someone, find little ways to be romantic. It can do wonders to keep your relationship alive and fresh. It doesn't take tons of money, either. See these ideas to get you started.

Be thankful for life. Every single one of us takes for granted that when we go to sleep at night, we're going to wake up the next morning. I'm not trying to frighten you, but to make you understand how thankful you should be for every single morning you open your eyes because it's not a guarantee that it'll happen. I know you don't think about it because when you wake up, you've already got a ton of things on your mind.

Be your own biggest critic.

Best thing I've ever done for my productivity is taking days off. Each week, I try to take at least one full day off. And it's done wonders for my productivity, and my health in general.

Big Rocks: The big projects you're working on at any given moment. Set aside time every day or week to move your big rocks forward.

Block them. Technology is great, and you can use technology to beat technology time-wasters. Stealth Kiwi and LeechBlock are two good ones, among many others.

Bottom line, everything goes on my calendar. And I do mean everything – email time, social media time, thinking time, publishing time, everything. My rule of thumb is: If it doesn't get scheduled, it doesn't get done!

Brainstorming: The act of generating dozens of ideas without editing or censoring yourself. Lots of people use mindmaps for this: stick the thing you want to think about in the middle (a problem you need to solve, a theme you want to write about, etc.) and start writing whatever you think of.

Build off of each of the sub-topics, and each of their sub-topics. Don't worry about whether the ideas are any good or not — you don't have to follow through on them, just get them out of your head. After a while, you'll start surprising yourself with some really creative concepts.

Busca tu cueva o zona no común: busca ese lugar donde nadie te pueda interrumpir, donde te concentres enseguida.

By delay-sending your emails, you set the tempo on your communications and don't get sucked into the back-and-forth of an immediate conversation.

By saying yes, you are saying no to something else

Cada parón devalúa tu trabajo y te hace de menos. Cada Interrupción te aleja de los RESULTADOS. Pero puedes reducir y eliminar muchas. Crea tu plan anti-interrupciones y aplícalo al empezar el día. Trabajarás con más Intensidad, Concentración y Rapidez. Tu Capacidad crecerá.

Cada tarea es absolutamente distinta. Requiere de mí un tiempo, una energía y una concentración distintas.

Celebrate! If you were able to complete your goal for the day, be sure to bask in the glory of your victory. That good feeling of accomplishment will help motivate you to keep doing that — it's a satisfaction that is rewarding in itself, but you need to put special focus on it at the end of each day. Do that, and you won't want to fail at your goal the next day.

Change your habits. If your biggest time-waster is email (for example), make a conscious, dedicated effort to change that specific habit, from checking email every 5 minutes to checking it at two or three designated times of day (for example). (Read more tips on changing habits: the no-fail method, 5 things you need to know, 13 things to avoid.)

Change your location. If the above strategies don't work, sometimes it's good to get away and try a new location. Take a laptop to a coffee shop, work out of a library, work at home (if you don't already), or otherwise find some quiet spot where you can work without distractions, and perhaps without an Internet connection if you don't need it.

Checklists: When planning any big task, make a checklist so you don't forget the steps while in the busy middle part of doing it. Keep your checklists so you can use them next time you have to do the same task.

Chequear el Email de forma continua o utilizar notificaciones tiene el mismo resultado que pilotar una lanzadera espacial con guantes de boxeo.

Choose to be happy.

Choose to do projects that make you come alive. Do what you can't not do, so that the motivation and inspiration makes it hard for you to stop, not hard to get started.

Choose to do what demands the most and the best of you. If it was easy, it would have been done already.

Choose to do what demands the most and the best of you. If it was easy, it would have been done already.

Cierra todo excepto lo que estés haciendo

Coach people based on their strengths and not their weaknesses.

Coaching: contrata un coaching personal recomendado para estar motivado y enfocado.

Comienza haciendo lo que es necesario, después lo que es posible y de repente estarás haciendo lo imposible – San Francisco de Asis

Commit to an outside deadline - if you can tie in your goals with existing schedules, you'll more likely finish. You might try scheduling a party at your house if you want to get unpacked or clean up, registering (and paying for) a business plan competition if

you want to get the plan written, or signing up for a class in the skill you want to learn--both monetary and social commitments will help you to follow through.

Comparte tus problemas con otros: hazles conocedores de qué te preocupa, invítales a que te aporten consejos, feedback, o críticas constructivas.

Completa las tareas que empieces: no pases a otras tareas hasta que hayas terminado 100% la actual. Este es un mecanismo típico de procrastinación, empezar muchas cosas y acabar pocas.

Complete your most dreaded tasks first thing in the morning. Whichever activity you are dreading the most is probably the one you need to complete first thing in the morning.

Comprométete a no consultar el correo electrónico más de 2 o 3 veces por día. Si crees que puede ser un problema con tus clientes házselo saber cuando llaman, cuáles son tus horarios para revisar el mail.

Concentrate on One Thing: The human mind works more efficiently when it is focused. As we've seen before multitasking is actually a disadvantage to productivity.

Considerar la posibilidad de cerrar algunas puertas-opers.

Contrary to popular opinion, you are not really obligated to do something to someone.

Convert Your Money Back Into Time. Since World War II, productivity in the U.S. has doubled. So we should be working 20-hour work weeks, right?

Convertir el Email en un centro de decisiones te convierte en su esclavo.

Count your blessings. Okay, I know it's a cliché, but if you truly want a richer life, then you have to be thankful for what you already have. And don't tell me that you have nothing because no one truly has nothing. You can be living on the street with only a garbage bag full of possessions, but as long as you still have breath in your lungs, you have opportunity. The world is filled with examples of people who appeared to have nothing left to live for only to rise up and show everyone what life is all about. Stephen Hawking, anyone?

Covey Quadrants: A system for assigning priorities. Two axes, one for importance, the other for urgency, intersect. Tasks are assigned to one of the four quadrants: not important, not urgent; not important, urgent; important, not urgent; and important and urgent. Purge the tasks that are neither important nor urgent, defer the unimportant but urgent ones, try to avoid letting the important ones become urgent, and as much as possible work on the tasks in the important but not urgent quadrant.

Crea lotes de trabajos similares: por ejemplo, si tienes que llamar por teléfono, ponte todas las llamadas juntas.

Create a competition - put a significant value (monetary, a trip, a favor, etc) on your respective goals. For instance, if you were trying to improve the number of readers on

your blog, you could find a blogger in a similar position and compete for the first to get 1000 subscribers...with the loser paying for the other's ticket to a major blogger conference. Look for someone who is in a similar place and create a real competition that you can both take seriously.

Create a morning and evening routine. These are two great ways to add structure to your day, make sure you review your goals and log your progress, and get your day off to a great start. An evening routine, for example, could be a great way not only to wind down from a long day and review how your day went, but to prepare yourself for your next day so the morning isn't so hectic. Your morning routine is great way to greet the day, to get some exercise or meditation or quiet contemplation, or to get some writing or other work done.

Create simple systems. Once you've simplified your life, the way to keep it simple is by creating systems for everything you do regularly. Create an efficient system for laundry, mail and paperwork, errands, your workflow. Anything, really. See ways to Streamline Your Life and to make your mail and paperwork painless.

Cronometra tus tareas: el simple hecho de cronometrarte durante un día o semana todas tus tareas seguro que aumenta tu productividad.

Cuando me empeño en eliminar distracciones antes de empezar termino antes y mejor.

Cuando me empeño en hacer una sola cosa (unitarea) termino antes y mejor.

Cuando nada es seguro, todo es posible.

Cuando pidas opinión a alguien, déjale claro por adelantado cuándo y cómo se va a tomar la decisión. De este modo, si la persona se retrasa en hacerte llegar su opinión, no te verás obligado a retrasar la toma de decisiones por su culpa.

Cuando tengo que dar un extra, cuando tengo que sacar muchas cosas adelante, cuando quiero conseguir concentración, cuando quiero hallar claridad y creatividad, tengo una idea a la que siempre recurro: quedarme a solas con mi tarea.

Cuando tu mente está enfocada en una sola tarea es más resolutive y eficaz, tiene más tensión, más ritmo de trabajo e intensidad. Aplica el foco, elimina opciones, aparta el ruido, céntrate... céntrate en una sola cosa.

Cuida tu alimentación. Llevado algo para comer a media mañana o media tarde, una pieza de fruta por ejemplo. Eso pondrá combustible en el motor para seguir en marcha y que no decaiga la fiesta.

Cut back on time wasters: When completing a time log many people are shocked at the amount of time that is wasted during the day. What is a waste of time (or not) is often a matter of opinion. You decide for yourself when you choose priorities.

De la misma forma en que no me gusta malgastar el dinero en tonterías o gastos de emergencia que podría haber evitado, tampoco me gusta dedicar mi atención a tareas aburridas o en urgencias.

Decir no: “I’m not sure yet, can I get back to you?”

Decir no: A lot of people ignore this fact but it still is true: you are the person who is going to be mostly affected by the decisions you make in your life.

Decir no: Appreciate the opportunity but unfortunately I’m already committed, can we start with email? How can I help?

Decir no: Don’t apologize. A common way to start out is “I’m sorry but ...” as people think that it sounds more polite. While politeness is important, apologizing just makes it sound weaker. You need to be firm, and unapologetic about guarding your time.

Decir no: If you give them a finger, they will take the whole hand

Decir no: It’s not you, it’s me. This classic dating rejection can work in other situations. Don’t be insincere about it, though. Often the person or project is a good one, but it’s just not right for you, at least not at this time. Simply say so — you can compliment the idea, the project, the person, the organization ... but say that it’s not the right fit, or it’s not what you’re looking for at this time. Only say this if it’s true — people can sense insincerity.

Decir no: Know your priorities. Even if you do have some extra time (which for many of us is rare), is this new commitment really the way you want to spend that time? For myself, I know that more commitments means less time with my wife and kids, who are more important to me than anything.

Decir no: Maybe later. If this is an option that you’d like to keep open, instead of just shutting the door on the person, it’s often better to just say, “This sounds like an interesting opportunity, but I just don’t have the time at the moment. Perhaps you could check back with me in [give a time frame].

Decir no: Practice saying no. Practice makes perfect. Saying “no” as often as you can is a great way to get better at it and more comfortable with saying the word. And sometimes, repeating the word is the only way to get a message through to extremely persistent people. When they keep insisting, just keep saying no. Eventually, they’ll get the message.

Decir no: Stop being nice. Again, it’s important to be polite, but being nice by saying yes all the time only hurts you. When you make it easy for people to grab your time (or money), they will continue to do it. But if you erect a wall, they will look for easier targets. Show them that your time is well guarded by being firm and turning down as many requests (that are not on your top priority list) as possible.

Decir no: Thanks for reaching out, but unfortunately I won’t be able to process your full email. How can I help?

Decir no: Thanks for reaching out. Unfortunately, scheduling a meeting is tough, lets start with an email. How can I help?

Decir no: Thanks for sharing, it's really appreciated. I'll be sure to share with the team.

Decir no: Thanks for the opportunity, but I'm already committed that day. Appreciate the invite.

Decir no: Thanks for thinking of me, but unfortunately I'm over committed with Clarity + a growing family. I'm going to have to pass this time.

Decir no: Unfortunately it's not an opportunity that I feel I could add a lot of value to, so I'm going to pass.

Decir no: Value your time. Know your commitments, and how valuable your precious time is. Then, when someone asks you to dedicate some of your time to a new commitment, you'll know that you simply cannot do it. And tell them that: "I just can't right now ... my plate is overloaded as it is."

Decir no: You're the only one who can really identify your priorities in life.

Declaring vertical days dedicated to a single project

Dedica tiempo a conocer tus herramientas. Aprendiendo las combinaciones de teclas y dando un vistazo a las utilidades escondidas en los menús del software, mejorarás su uso y economizarás tiempo y energía.

Deep, slowly.

Define un plazo para completar una tarea: úsalo como foco para centrarte e intentar cumplirla dentro de ese plazo. Pon plazos ajustados. Si pones plazos holgados, ocurre como el gas que se expande hasta ocupar todo el recipiente, tenderás a relajarte y la tarea se extenderá en el tiempo.

Deja de hacer lo que es popular y empieza a hacer lo que es correcto

Dejar cada día para el siguiente algo sencillo por hacer para arrancar fácilmente.

Delega o convence a alguien para que haga una tarea por ti. Ofrece un trato o pago razonable.

Delegate Tasks: If you can justify the cost of hiring someone to do the unpleasant or time consuming task, you should.

Desafíos: ponte cada vez retos más duros y complejos que te comprometan más.

Descafeinado: evita sustancias con cafeína, pasarás por un periodo con dolores de cabeza y pereza pero luego tu creatividad emergerá.

Descomponer tareas complejas en pasos fáciles.

Desgastarse con el Email no produce impacto en tu trabajo.

Desglosa y trocea los proyectos complejos en subproyectos: estos en tareas y enfócate en éstas.

Designate time for certain things. There are certain times in the day of a Zen monk designated for certain activities. A time for for bathing, a time for work, a time for cleaning, a time for eating. This ensures that those things get done regularly. You can designate time for your own activities, whether that be work or cleaning or exercise or quiet contemplation. If it's important enough to do regularly, consider designating a time for it.

Desperdicia cualquier cosa menos tiempo.

Desperdicia cualquier cosa menos tiempo.

Destina un momento del día para estar totalmente desconectado. Elige tus 10, 15 ó 30 minutos diarios sin Email, ni móvil, ni blogs, ni redes sociales. Podrás aprovechar para descansar de verdad, hacer algo nuevo y distinto y evitarás la saturación. Puedes empezar hoy mismo.

Detrás de esa Monotarea que los humanos nos empeñamos en ignorar, sólo he encontrado satisfacción, resultados, beneficios. Todo para mí. Cuando uno se empeña en hacer sólo una cosa a la vez destapa un inagotable frasco de regalos. Son cosas que te hacen mejor; que te hacen terminar antes y mejor las tareas que cada día te ponen a prueba. Fíjate todo lo encontrarás detrás de “hacer sólo una cosa a la vez”...

Develop equanimity. Keep your sanity through all the challenges that life throws at you. Rude drivers, irritating co-workers, mean commenters on your blog, inconsiderate family members. This takes a bit of practice, but you can let these things slide off you like you're Teflon. Try these practical tips.

Develop intimate relationships. It's great to have a special someone, of course, but intimate relationships could be found with anyone around you. If you have a significant other, be sure to spend time each day and each week with that person, to work on your relationship and communicate and continue to bond. But if you don't, there's no need to despair (if in fact you are) ... intimate relationships can be developed with friends, other family members, kids, roommates, classmate, co-workers.

Develop rituals. Zen monks have rituals for many things they do, from eating to cleaning to meditation. Ritual gives something a sense of importance — if it's important enough to have a ritual, it's important enough to be given your entire attention, and to be done slowly and correctly. You don't have to learn the Zen monk rituals

Devote time to sitting. In the life of a Zen monk, sitting meditation (zazen) is one of the most important parts of his day. Each day, there is time designated just for sitting. This meditation is really practice for learning to be present. You can devote time for sitting meditation, or do what I do: I use running as a way to practice being in the moment. You could use any activity in the same way, as long as you do it regularly and practice being present.

Dialoga con los compañeros. Tanto para coordinar proyectos, como para saber cómo les va la vida. Un contacto directo y franco facilita la relación, aunque no llegue a ser nunca estrecha.

Dispón de papel para anotar sobre la mesa, también puedes usar una aplicación como Evernote o OneNote para controlar lo que va saliendo, pero contar con papel y boli te puede solucionar algún momento de creatividad desatada en forma de mapa mental o croquis.

Do it completely. Put your mind completely on the task. Don't move on to the next task until you're finished. If, for some reason, you have no choice but to move on to something else, try to at least put away the unfinished task and clean up after yourself. If you prepare a sandwich, don't start eating it until you've put away the stuff you used to prepare it, wiped down the counter, and washed the dishes used for preparation. Then you're done with that task, and can focus more completely on the next task.

Do It Now: Fight procrastination by adopting "do it now!" as your mantra. Limit yourself to 60 seconds when making a decision, decide what you're going to do with every input in your life as soon as you encounter it, learn to make bold decisions even when you're not really sure. Keep moving forward.

Do it slowly and deliberately. You can do one task at a time, but also rush that task. Instead, take your time, and move slowly. Make your actions deliberate, not rushed and random. It takes practice, but it helps you focus on the task.

Do less. A Zen monk doesn't lead a lazy life: he wakes early and has a day filled with work. However, he doesn't have an unending task list either — there are certain things he's going to do today, and no more. If you do less, you can do those things more slowly, more completely and with more concentration. If you fill your day with tasks, you will be rushing from one thing to the next without stopping to think about what you do.

Do less. This is both a happiness and productivity tip. Doing less will make you happier, because your life won't be so hectic and filled with stress. You will have time for things that give you pleasure, for the loved ones in your life, for life itself. It's also a productivity tip: if you focus on the essential tasks, the big ones, the ones that will give you the most return for your time, and eliminate the rest, you will actually be more productive. You'll get fewer tasks done, but you will be more effective. See How to Pare Your To-do List Down to the Essentials.

DO NOT ENGAGE IN NEGATIVITY-FILLED CONVERSATIONS

Do one thing at a time. If we are tackling multi-tasking, we can replace the habit of doing 6 things at once with the routine of doing one thing at a time. Leo has written powerfully about the effectiveness of focusing on less, and I couldn't agree more.

Do one thing at a time. This rule (and some of the others that follow) will be familiar to long-time Zen Habits readers. It's part of my philosophy, and it's also a part of the life of a Zen monk: single-task, don't multi-task. When you're pouring water, just pour water. When you're eating, just eat. When you're bathing, just bathe. Don't try to knock

off a few tasks while eating or bathing. Zen proverb: “When walking, walk. When eating, eat.”

Do the hard stuff first.

Do the most important tasks and prioritize them until it’s done. Proceed to the other lesser important tasks and so on.

Do what you love and you’ll always love what you do. I’ve found that that’s true most of the time.

Do your weekly review weekly.

Do Your Worst: Give yourself permission to suck. Relieve the pressure of needing to achieve perfection in every task on the first run. Promise yourself you’ll go back and fix any problems later, but for now, just run wild.

Do/read/watch/play/listen to something you wouldn’t normally and when you edge out of that comfort zone you’ll always walk away a little happier.

Don’t assume the worse in people. There’s an old saying, “If a man thinks he’ll die tomorrow, he’ll probably find a way to make it happen.” If you look for faults in your partner, or expect them to cheat, you’ll push them away and only make it more likely. If you expect friends to fail you, you’ll set them up to do it. Try and look for the good in people, and treat them how you want to be treated yourself.

Don’t be afraid to make mistakes, just don’t make the same mistake twice.

Don’t be afraid to try out new technology and productivity tools to help you and your team to stay on track (and on the same page.)

Don’t be evil.

Don’t Break the Chain: Use a calendar to track your daily goals. Every day you do something, like working out or writing 1,000 words, make a b red “X”. Every day the chain will grow longer. Don’t break the chain! That is, don’t let any non-X days interrupt your chain of successful days.

Don’t compare yourself to others. This is hard to do, but it can be a great way to accept who you are and what you have. Whenever you find yourself comparing yourself to a co-worker, a friend, or someone famous (those models on magazines with amazing abs), stop. And realize that you are different, with different strengths. Take a minute to appreciate all the good things about yourself, and to be grateful for all the blessings in your life.

Don’t get too high on the highs or too low on the lows.

Don’t look for “big” stories, just look for ones that matter to you. The more you work at it, the better your work will be, and the more people will see it.

Don't overload yourself, or you'll fail to do well at anything.

Don't spend time doing things you don't want to do. Learn the art of saying no and allow yourself the opportunity to say yes to the things that truly matter.

Eat healthy. I don't recommend dieting. It's too restrictive and you usually fall off it at some point. I do recommend changes to your diet, however — ones you make gradually, and that can be sustained for life. It not only helps lose weight, but really, once you start eating healthier, it is actually much more enjoyable. See my Top 15 Diet Hacks for more.

Eat the Frog: Do your most unpleasant task first. Based on the saying that if the first thing you do in the morning is eat a frog, the day can only get better from then on.

Educa a tus cercanos a que no te hagan perder del tiempo. visualiza tus objetivos mientras les sueltas el discurso.

Ejercicio diario: practica ejercicio todos los días, aunque sean 30 minutos, activa tu metabolismo y concentración. Proporciona claridad mental.

El comienzo ya es media acción [Allen, p. 43].

El coste de oportunidad de hacer una tarea es el valor de la mejor tarea no realizada.

El Email es sólo una herramienta más de las muchas que utilizas. Empieza a despreciarlo.

El éxito nunca es permanente y el fracaso nunca es el final

El hombre del minuto: una vez que tienes la información y necesitas tomar una decisión, arranca un cronómetro durante 60 segundos, ese será el tiempo en el que debes tomar una decisión. Nada más terminar, empieza con una de las tareas que tenga que ver con esa decisión para llevarla a la acción

El mejor desayuno es empezar directo por las tareas que más resultados te dan.

El perfeccionismo no es recomendable pero tampoco la chapuza. Prueba a realizar alguna chapuza para darte cuenta que no va ningún sitio.

El único propósito de un mensaje es que se convierta en Acción.

Eliminate debt. Financially, this is a huge way to relieve stress and make you feel much more secure. I suggest that you get rid of your credit cards (if you have a problem with credit card debt or impulse spending) and create a snowball plan for yourself. It may take a couple of years, but you can get out of debt.

Elimination: is about Time Management, or rather about NOT managing time. Instead, apply the 80/20 rule to focus only on those tasks that contribute the majority of benefit. Also apply it ruthlessly to all aspects of your life to eliminate the small minority of

factors that waste 80% of your time. Forget time management, focus instead on getting the really important and results-producing tasks done.

Empieza a recuperar poco a poco. Te resultará más fácil “encontrar tiempo” si la principio no eres drástico. Veinte minutos o media hora puede ser un gran comienzo para empezar con esa actividad por la que tanto suspiras. Lo fundamental para ti, es empezar. Reserva esos 20-30 minutos y sobre todo anótalos en tu agenda. Es tu compromiso.

Empieza cada día dedicando las dos o tres primeras horas a algo importante.

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Empieza el Día Haciendo (al menos) una de tus Tareas Clave.

Empieza una tarea y sigue con ella hasta que la termines. No pases de una tarea a otra, dejando todo a medias.

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Empty your inbox and clear your desk. This might take a little while to do at first, but once you've emptied your inbox and cleared off your desk, it doesn't take long to keep them clear from then on. It's a simple habit that's vastly rewarding. I get an inordinate amount of pleasure from having a clean desk. I recommend you give it a try.

En la economía existe el concepto del coste de la oportunidad, que es igual al valor de la mejor opción no realizada.

Encuentra el trabajo que te guste y no volverás a trabajar ni un solo día de tu vida.

Enjoy the journey. Goals are important, but not at the expense of happiness now. It's important to maintain a balance between going where you want to go, and being happy as you go there. It's easy to forget that, so be sure to remind yourself of this little, but important, tip as you make your journey.

Enjoy the simple pleasures. You can find these everywhere. Food (I love berries!), sunsets, sand between your toes, fresh-cut grass, playing with your child, a good book and a warm bed, dancing in the rain, your favorite music. You could probably make a list of 20 simple pleasures right now, things you enjoy that you could find every day. Sprinkle those little pleasures throughout your day. It makes the journey much more enjoyable.

Entrenamiento: entrena las habilidades que más uses frecuentemente en tus hábitos o tareas. Por ejemplo, mejora tu rapidez tecleando, entrena la lectura rápida, mejora tus habilidades sociales.

Envision your ultimate life. What would your ultimate life be like? Where would you live, what would you do, what would you do with your days? Come up with a clear

picture of this, and write it down. Now, one step at a time, make it come true. Some ways of doing that follow.

Es por tanto muy importante que decidas cómo vas a tomar la decisión final antes de consultarles y pedirles su opinión.

Escapa de los que compran lo que no necesitan, con dinero que no tienen, para agradar a gente que no vale la pena (Facundo Cabral)

Escríbelo en tu agenda ¡cuanto antes! Eliga ya, aquí, ahora, un momento del día, de la semana o del mes en el que lo vas a hacer. Y, muy importante, escríbelo inmediatamente, ya en tu agenda. Reserva y bloquea (comprométete) un tiempo para esa actividad o tarea.

Escribir las next action en términos operativos.

Establece descansos fijos de 30 minutos entre tareas.

Establece objetivos diarios: define tareas por adelantado para cada día. Decide las que realizarás y hazlas. Sin un objetivo claro cada día, es fácil despistarse.

Establece periodos de clausura: periodos donde nadie te puede molestar, ni interrumpir salvo urgencia inminente.

Establece pirámides de trabajo: dedica de 15 a 30 minutos en realizar tareas para ir calentando. Entonces intercala tu tarea compleja que dura varias horas ahí. Luego finaliza con tareas más sencillas.

Estate listo ante imprevistos: elimina la procrastinación realizando una tarea después de definir un objetivo, incluso si la acción no estaba perfectamente planeada. Luego ya tendrás tiempo para realizar ajustes en tu planificación.

Estimaciones: calcula cuanto te va a costar una tarea antes de hacerla, ponte un cronómetro e intenta realizarla en la mitad de tiempo, luego comprueba si has mejorado o cuanto te has desviado de la predicción.

Every job is being done by schmucks, so why not you?

Evita a la gente tóxica.

Evita a la gente tóxica.

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Evita a la gente tóxica.

Evita a la gente tóxica.

Evita el síndrome del impostor.

Evita el síndrome del impostor.

Evita el syndrome del impostor.

Evita formar parte de comités, juntas, etc que te obliguen a acudir a reuniones.

Evita las reuniones.

Evita las reuniones.

Evita las reuniones.

Evita las reuniones.

Evitar el cerebro del dinosaurio.

Exageración temores: 1. Magnificación. Se exagera el peligro que entraña una situación dada.

Exageración temores: 2. Adivinación. La persona cree que sus pensamientos negativos van a hacerse realidad.

Exageración temores: 3. Etiquetar. Hablar de uno mismo como "una persona sufridora", algo muy difícil de cambiar.

Exageración temores: 4. Filtro mental. Se detectan los aspectos amenazantes mientras se pasan por alto los que no lo son.

Exageración temores: 5. Generalizar. Un hecho negativo aislado se generaliza al resto de la persona o de la situación.

Exageración temores: 6. Deducción emocional. Se tiende a sacar conclusiones a raíz de sensaciones o emociones negativas. "Me siento angustiado; seguro que irá mal".

Execution is everything. Sitting around and planning is worthless unless it turns into something tangible.

Exercise. Make this a daily habit. Exercise not only helps you lose weight, but for me, it's made me feel so much better. I actually enjoy exercise now. It's a time of contemplation for me, and I feel so much better about myself afterwards. See Top 42 Exercise Hacks and How to Make Exercise a Daily Habit and 7 Ways to Build the Exercise Habit.

Éxito es tener lo que quieres. Felicidad es querer lo que tienes (Dale Carnegie)

Extiende el anterior punto a tu teléfono. En el trabajo no hay nada mejor que un teléfono cerrado. Usa el buzón de voz. Yo no soy capaz de resistir coger mi smartphone para hacer una consulta por absurda que sea.

Facilita un flujo continuo: al final de tu jornada diaria, identifica tu primera tarea para el día siguiente y déjate todo preparado (materiales, apuntes, etc.) para facilitarte el arranque de ésta.

Failure isn't necessarily the end of the world.

Figure out what you want, get over your fears, see past society expectations and figure out what it will really cost to get to where you want. It can be surprisingly cheap, costing less than what you are paying now.

Fija tus ojos hacia adelante en lo que puedes hacer, no hacia atrás en lo que no puedes cambiar

Find a collaborator for your project - if you're worried about getting it done on your own, allow others to participate so you can motivate each other to succeed. This is more than just working together, this will help to share the responsibility.

Find a way to enjoy your work, because you'll spend most of your life doing it.

Find your passion. Another indispensable tip. This might be the second on my list of priorities. Find something you love to do, and your life will become immensely improved. You will love your work, the thing that you spend 40 hours (or more) a week doing. You will become more productive, procrastinate less, be less stressed. You will produce something you are proud of, and happy about. Read this article for some practical tips.

Flow: The flow state happens when you're so absorbed in whatever you're doing that you have no awareness of the passing of time and the work just happens automatically. It's hard to trigger consciously, but you can create the conditions for it by allowing yourself a block of uninterrupted time, minimizing distractions, and calming yourself.

Focus on

Focus on benefits, not difficulties. If you find yourself struggling to do something, or procrastinating, stop thinking about how hard something is, or why you don't want to do it. Focus instead on what benefits it will have for you, what opportunities it will create — the good things about it. By changing the way you see things, you can change how you feel about them and make it easier to get things done.

Focus on results. What do you want to achieve today? Have that achievement be the focus of your entire day. Try to complete that project or major task or goal ... and at the end of the day, be sure to assess whether you were successful or not.

Focus on what you enjoy in business and in life – this will help you to stay productive and prioritize what you need to focus on right now.

Follow your heart, the money and satisfaction will follow.

For myself, I've discovered that most of the items are just in the wrong place, or, if you prefer, in the wrong time or context. It can be instructive to pull each straggler out of line and try to figure out whether he really belongs someplace else. Here's my usual suspects, ordered by how often each is the culprit behind my unintentional slack.

Forgive.

Gap Time: The little blocks of time we have during the day while waiting for the bus, standing in line, waiting for a meeting to start, etc. Have a list of small, 5-minute tasks that you can do in these moments, or carry something to read or work on to make the most of these spare minutes.

Get into the flow. This is both a happiness and productivity tip. Flow is the term for the state we enter when we are completely focused on the work or task before us. We are so immersed in our task that we lose track of time. Having work and leisure that gets you in this state of flow will almost undoubtedly lead to happiness. People find greatest enjoyment not when they're passively mindless, but when they're absorbed in a mindful challenge. Get into that flow by first doing something you are passionate about, and second by eliminating all distractions and really focusing on the task before you.

Get lost. Don't be so available to everyone. I often spend hours at a time in the cafeteria of a university close to our headquarters. I turn off my devices and think, create, plan and write. Zero interruptions. Pure focus. Massive results.

Get more sleep: Sleep is essential to health, learning, and awareness. Research shows the body goes through a complete sleep cycle in about 90 minutes, so napping for less than that doesn't have the same effect that real sleep does (although it does make you feel better).

Get organized. This one's not necessary. You could go through life wonderfully messy, searching for stuff, enjoying the search. But I've tried disorganized, and I've tried organized. The second is much more enjoyable to me. Read *How to Never Lose Anything Again* for a start on the subject, as well as how I keep my family organized.

Get out of your

Get pickier - You are the sole person in your life who gets to decide where your time and attention can go. Take that responsibility seriously by not wasting time on junk.

Get rid of distractions. Turn off the phones, plug in your headphones (to block out sound), put up a "do not disturb" sign, turn off your email notifiers, maybe put your email in vacation mode. Get rid of visual clutter around you as well.

Get Rid of the Crappy Stuff and Focus on What Matters

Get to "Mind Like Water" the Original Way (i.e. Mindfulness). There is a myth among many productivity evangelists that productivity – or a productivity system – can lead to the meditative state likened to "mind like water."

Get up at 5 am. Win the battle of the bed. Put mind over mattress. This habit alone will strengthen your willpower so it serves you more dutifully in the key areas of your life.

Getting a Good Night's Sleep Without Being Wakened by an Alarm Clock

Give Yourself a Cool Off Period Before Replying to Frustrating Texts

Go cold turkey. Sometimes, if an addiction is really strong, you just have to cut it out completely and weather the tough times. If your addiction is email, for example, don't do email for several days. It'll be very hard. Pretend you're on vacation. Then, when you return to email, set certain times and start with new habits.

Go outdoors. These days, too many of us spend so much of our time indoors, especially if our jobs and our ways of having fun are all online. Our kids are often just as bad or worse, with so many ways to watch TV, surf the internet or play video games. Get them and yourself outdoors, appreciate nature, the beauty of the world around us, and the fun of physical activity. See this article for more ideas (to do with or without kids).

Go that way, really fast. If something gets in your way... turn.

Goal: The number of goals I'm allowed to have at any one time. I can only really focus on one goal at a time ... any more than that and I lose focus and energy.

Gratitud: cuando alguien te haga un favor, envíale una tarjeta de agradecimiento, pero una tarjeta real, no un e-mail, o una e-card.

Habits: Habits are as much about the way we see and respond to the world as about the actions we routinely take. Examine your own habits and ask what they say about your relation to the world — and what would have to change to create a worldview in which your goals were attainable.

Hacer es divertido, engancha, te da sensación de avance. Pero no avanzas de verdad hasta que remachas.

Hacer sólo una tarea a la vez y disfrutar de todos estos beneficios está en tu mano. Puedes empezar ya, aquí y ahora. Es tan sencillo como hacerlo en tu siguiente tarea.

Hack your life 'cause you only got one and you'd better make the most of it.

Half of the troubles of this life can be traced to saying yes too quickly and not saying no soon enough.

Handle Everything Once: Don't set things aside hoping you'll have time to deal with them later. Ask yourself "What do I need to do with this" every time you pick up something from your email list, and either do it, schedule it for later, defer it to someone else, or file it.

Have a place for things: Make things easy to find. Time spent looking for items is not only wasteful it's frustrating as well.

Have good reasons to save time. Why do you want to kill your time-wasters? If you don't have a good reason, it won't matter much. But if you want to finish work early in order to spend time with your family, or you want to make time for exercise or relaxation or reading or whatever, or you really want to achieve a certain goal or complete a big project ... these reasons will motivate you to change. Remember your motivation at all times.

Have you had projects sitting on your list for months or even years? If so, and you have the option to drop them, consider consciously choosing to take them off the to-do list, undone.

Hay dos tipos de preocupaciones: las que usted puede hacer algo al respecto y las que no. No hay que perder tiempo con las segundas (Duke Ellington)

Hay momentos donde no queda otra, y tienes que dar un extra de verdad para remachar temas pendientes.

Hay que decir "no" a mil cosas para estar seguro de que no te estás equivocando o que intentas abarcar demasiado.

Hay que huir de la gente deprimida como de la peste.

Hay un momento para cada tarea y una tarea para cada momento. Cuando elijo bien termino antes y mejor.

Haz caso a quien te aconseje que evites las reuniones.

Haz pausas. Pequeñas pausas entre el final de una tarea y el inicio de la siguiente, te servirá para establecer un separador psicológico entre los dos asuntos. Si te corta abandonar tu puesto tantas veces, busca una ventana y deja que tu mirada se pierda durante un par minutos.

Haz una cosa a la vez. La más importante primero. Empieza ahora.

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Haz una revisión semanal en la misma oficina. Si utilizas GTD ya estarás familiarizado con el proceso, si no límitalo a revisar todas tus listas de acciones, la cuenta de correo, el material en papel y prepara lo que tienes que hacer para la semana siguiente.

Hazlo ahora: recuerda esta frase continuamente en tu mente hasta que te pongas a trabajar.

He said when he looks back across his life, the things that really stand out are the great highs and the great lows. He admonished me to never let the fear of the great lows stop from pursuing the great highs.

Help others. While finding pleasure in life is one way to be happy, doing something that is more than you, that helps others to be happy or to suffer less, is even more rewarding. I suggest you find a good cause or two and volunteer some of your time. You don't have to commit to big chunks of your life, but just volunteer for a couple of hours. All of us can find a couple of hours in a week or a month. If you do this, you will find out how tremendously happy this will make you. You might even become addicted.

Hope is the last refuge for people that don't plan.

<https://hbr.org/2017/02/how-to-respond-to-an-offensive-comment-at-work>.

<https://lifehacker.com/four-questions-to-help-you-figure-out-if-youre-making-t-1792366235>.

Huye como de la peste de los deprimidos, los hundidos y los perdedores que van proclamando su desastre personal a los cuatro vientos: acabarán por contagiarte su pesimismo vital y científico. Su negrura sólo se alivia levemente cuando ven que alguien más se une a ellos en el pozo tenebroso del fracaso.

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I budgeted up to three nights a week for work-time. The other nights were family time. Once I made that decision, everything got easy.

I budgeted up to three nights a week for work-time. The other nights were family time. Once I made that decision, everything got easy.

I have no idea what this means - The downside of the Hipster PDA is that you end up scribbling lots of nonsense in dark bars. If you have mystery meat items floating around your list, move them to a parking lot until your memory gets jogged or give yourself a next action to call someone who might help you decipher what it means. Change: move to "Someday/Maybe/On-Hold" until you can remember what it means, or generate a followup next action.

I think it is that in business, things are never as good as they seem, but they are never as bad as they seem.

I think the best productivity tip is doing the RIGHT things.

I try to remember that nobody has ever died of a marketing emergency (a good piece of advice I got from one of my former bosses). I do my best work when I pay attention to my life needs and prioritize them hand-in-hand with my workload."

I use the 80/20 Rule to identify the tasks that deliver the big results, and deliberately ignore the rest.

Identifica tus picos de tiempo: hay momentos del día donde tu productividad es mayor, identificalos e intenta que las tareas más complejas se concentren ahí, deja las tareas más sencillas para los periodos valle, donde estás menos productivo o cansado.

Identify your time-wasters. What are the things that you do most often? For some, it's email, for others, it's the phone, for others, it's a certain website or three. If you aren't sure, track it for a couple days. Know your time-wasters and you can beat them.

If you are distressed by anything external, the pain is not due to the thing itself, but to your estimate of it; and this you have the power to revoke at any moment.

If you can find passion in what you're really good at, you'll always be happy.

If you don't ask, you don't get.

If you get asked to do something that would take place down the road (say you get asked to speak at a conference that's a year away) and you wouldn't want to do it if it were taking place next week, then don't do it. This advice has helped me evaluate the opportunities that I truly want to dedicate my time to and those that I don't.

If you notice yourself avoiding a to-do item or simply making no progress, let it go. I've had books sit on my shelves for years, and it was unlikely that I would ever read them. Eventually, I donated them—without any guilt.

If you want someone to buy something you're selling, ask them to buy it.

If you want someone's help in spreading the word, ask them to spread the word.

If you want something, ask for it.

If you want to do something, do it. If you've spent six months wanting something to happen, but you haven't taken practical steps to work towards it, either start doing it or stop wanting it.

If you're basing your decision whether to say yes or to say no on the fact that you care about what other people will say, stop. It's not worth all the trouble.

If you're gonna be dumb, you better be tough.

Imagina el día que tienes muchas cosas por delante. Cuando vayas de camino al trabajo mentalízate de que ese día sólo tienes tres horas de trabajo. Sí, sólo tres. Tienes tres horas para hacer todo lo que te habías propuesto.

Imagine it's the last day on Earth.

Improve Your Day's Focus by Answering What Would Make Today Great?

In every situation, ask yourself "What do I want to get out of this?". You need to know what your aim is. Ever get into an argument where you forgot what you were arguing about, but you knew you had to be right? Know what you're going to try and end up with in any given situation, and you'll be able to achieve it far more easily, with far less stress and friction.

In other words, the phrase "I don't" is a psychologically empowering way to say no, while the phrase "I can't" is a psychologically draining way to say no.

Inbox vacío.

Inbox Zero: Decide what to do with every email you get, the moment you read it. If there's something you need to do, either do it or add it to your todo list and delete or file the email. If it's something you need for reference, file it. Empty your email inbox every day.

Inconformista: sal a correr cuando nadie lo haga, sal a comprar por la noche a tiendas 24h. Haz cosas distintas del resto, alguna te aportará nuevas perspectivas e ideas.

Inspiración: lee libros y artículos, escucha podcasts, seminarios para encontrar ideas o inspiración

Instead of continually trying to force yourself to do things you don't want to do, let them go. Without the emotional weight and mental clutter of keeping things on your agenda that don't absolutely need to be there, you're much freer to rapidly move forward on what you really do want and need to get done.

Intercala tareas a mitad de otras. Lee mientras cenas, devuelve llamadas mientras vas al trabajo. Escucha podcast mientras conduces.

Intuición: fíate de un instinto, probablemente acierte.

Investment #10: Taking a Day off but Using It Meaningfully

Investment #2: Spending Some Time Outside Doing Something Where You Move Around

Investment #3: Eating Simple but Varied Meals That Are Mostly Fruits and Vegetables

Investment #4: Apologizing When You Mess up Rather Than Passing Blame

Investment #5: Genuinely Listening to People and Responding to Them

Investment #6: Living in a Place With Easy Access to Work and Food and Social Connection

It is not a physical action - “Think about proposal for Bob” seems like a next action because it’s tied to a commitment I’ve made, but imagine how much easier this would go as “Draft five or six ideas for Bob’s proposal.” Now I’m writing instead of just staring at a wall thinking about the notion of proposals. Change: Reword it as a physical activity, preferably yielding a physical artifact or new next action.

It is not a single, atomic activity - This is the biggest one for me, by far. Maybe 80% of the time, a small project is masquerading as a single TODO. Acknowledging the multiple steps and identifying the logical next action usually does the trick for me. Change: move to “Projects” and generate true next action.

It is not really the very next action I need to take - I can frequently find at least one action that needs to take place before the one I have on the list. Bear with me here, but even “Return library books” can linger for weeks and months if you first need to find the one missing book that mentally keeps you from proceeding. This is a thorny one, since a legitimate future action can seem like the next action, even when it really is not. Change: walk backwards through your steps until you can derive the true next physical action.

It is not something I’ve actually committed to - “Learn Regular Expressions” is something I’m really interested in, but, in addition to actually being a potential Project (not a next action), it’s not something about which I have a stake in the ground. Until I’m ready to make it part of my immediate actions, it’s just guilt-inducing cruft. Change: move to “Someday/Maybe/On-Hold” or “@Tech”.

It is nothing I can act on now - This is usually the result of lazy or infrequent reviews. If an item on your list is something that has a dependency with another person or just takes time until follow-up, get it out of there. Alternatively, rephrase it as your physical followup that you want to perform as soon as possible (“Call Jean to check progress on perl script”). Change: move to “Waiting On” or reshape it as a true next action for yourself.

It is poorly defined or just badly worded - This is a catch-all for stragglers that may be addressed by many of the fixes above, but I draw it out separately here for a good reason: changing the way you define or word something also changes the way you think about it. Try always beginning your next actions with a physical verb. “Email,” “Call,” “Google,” “Recode,” “Visit,” and “Buy” all encompass physical actions, and often context. Change: try re-phrasing your next action as a specific contextual activity.

It’s always better to just get started because it’s easier to change directions once you’re already moving.

It’s better to be open and honest than to simply drag out the time of feeling badly about not doing something that you really, really don’t want to do.

It’s important to associate with positive, upbeat people.

It’s not supposed to be easy.

It’s a Steve Jobs quote, actually, from his famous Stanford commencement address. He said, everything around you was created by someone at some point. If others can create and change things, so can you.

Join a community involved in similar goals - if you’re surrounded by people starting up businesses, taking photos, speaking Spanish, or whatever your goal is...that’ll help motivate you to do the same.

Just do it.

Just do it.

Just start. Often times, starting is the hardest part. Once you get going, you will quickly get into a rhythm that could last for hours.

Keep a journal. This is not one of the more important tips, but I can attest that it’s rewarding. I, for one, have a bad long-term memory, and by writing things down, I can look back and remember what happened a month ago. I just started this a couple months ago, actually, but it’s been awesome. I started an online journal, something I call the one-sentence journal, and my goal is to just write one sentence a day. Sometimes I write two or three, but the idea is the same — just get one or two things down that happened that day, so I can always look back on it later.

Keep it brief.

Keep it simple stupid.

Keep your email replies short and sweet

Know what’s important. If your task list is just a list of everything you need to do, you haven’t distinguished between the high-impact tasks and the busy-work. Mark down your top three priorities for the day. Everything else should be secondary.

Know your key times. When do you have the most energy and get the most work done? Identify those times of the day and make them your “distraction-free” times. Only allow yourself to do the important tasks in those times.

La adversidad es un hecho de la vida. No se puede controlar. Lo que sí podemos controlar es cómo reaccionar ante ella

La Brutal Importancia de Fijar Objetivos ANTES de Hacer

La dicha humana reside en dos cosas: estar libre de enfermedades del cuerpo y libre de preocupaciones del espíritu

La duda es uno de los nombres de la inteligencia (Jorge Luis Borges)

La forma de empezar es dejar de hablar y empezar a hacerlo – Walt Disney

La mayoría somos víctimas y esclavos de la urgencia (muchas veces ficticia) de nuestra lista de tareas, queremos hacer todo, pensamos que debemos hacer todo y eso se traduce en “ir con la lengua afuera” a todas partes, trabajar con estrés y terminar las cosas con precipitación y de forma chapucera.

La única forma de dedicar algo de tiempo a una tarea es programar algo de tiempo para esa tarea (y respetar la programación)

La única tarea que vale es la que se termina. Pongo más energía e intensidad en terminar que en empezar.

La vida es demasiado corta como para estresarte con quien no se merece estar en ella

Las cadenas de la esclavitud solamente atan las manos: es la mente lo que hace al hombre libre o esclavo (Franz Grillparzer)

Las dos primeras horas del día valen el doble y siempre pongo ahí las tareas más difíciles.

Las tareas manuales y de baja concentración las hago en momentos bajos y siempre agrupo aquéllas relacionadas entre sí.

Learn to deal with detractors. We all face detractors in our lives. They are the naysayers who, even if they are well-intentioned, will make us feel unworthy, or that you cannot achieve a goal. They will tease or be negative. In order to achieve your goals, you need to learn how to deal with these detractors and overcome this common obstacle. Read these tips for some ideas.

Leave Yourself a Place to Start (or: Leave work with something small broken).

Leer el Email a primerísima hora sólo contribuye a descomponer tu planificación.

Liberation: Once you have successfully automated your lifestyle, liberate yourself from your geographical location and your job. It's a lot easier than you think, once you've gotten through the previous three steps. With mobility comes the ability to leverage economic advantages across the world.

Life is too short to waste being miserable. Decide what's important, and let go of the rest.

Life mission. Related to envisioning your ultimate life, but different — it's important that you think about how you would like to be remembered when you die — so you can start living the life that leads to that now. Live with purpose in life, and wake up every day with that purpose in mind. Read the Key to Dying Happy for more concrete steps.

Limit your information intake. In our lives today, we get a tremendous amount of information through email, blog feeds, reading websites, paperwork, memos, newspapers, magazines, television, DVDs, radio, mobile phones and Blackberries. Not only can this be overwhelming, but it can be distracting and can fill up your life until you have no time for more important things. Go on a media fast to get control over your information intake, and to simplify your life

Live simply. The corollary of Rule 11 is that if something isn't necessary, you can probably live without it. And so to live simply is to rid your life of as many of the unnecessary and unessential things as you can, to make room for the essential. Now, what is essential will be different to each person. For me, my family, my writing, my running and my reading are essential.

Lo fundamental era escribir todos los días una página de su libro. Esa fue su forma de poner en marcha ese proyecto... y de terminarlo. Porque "Tiempo de Matar", su primera novela, se publicó en 1988.

Lo importante no es lo que me ocurra sino, lo que yo haga respecto a lo que me ocurra

Lo más grande la la Monotarea es que ya está ahí, contigo. No es una habilidad compleja, no es una virtud reservada para unos pocos. No tienes que comprar ningún gadget, cambiar de sistema operativo, instalar ninguna extensión, comprarte ningún libro, aprender ningún método o comprar un crecepelo.

Lo pequeño no atrae pero es brutalmente eficaz para romper resistencias y conquistar montañas. ¡Hazte fan de lo pequeño!

Lo que estás haciendo hoy ¿te acerca al lugar en el que quieres estar mañana?

Log them. Sometimes just the act of keeping track of something for a week or two will make you more conscious of things. You could use a service such as pageaddict, or just use paper and pen.

Lose arguments. I know someone who just celebrated his 50th anniversary, and I asked him for his secret to a long and happy marriage. He told me, that if I ever get into an argument with my wife, to just shut up. What he meant, I think, is that I shouldn't try to be right in every argument. I think this is a reminder many of us need, not just the

married ones. But instead of just giving up the argument, instead of trying to be right, instead seek to understand. Really try to understand the other person's position, to see it from their point of view. This little tip can lead to much happiness.

Lose weight. This only applies, of course, if you are overweight. But losing your extra fat (and when I say lose weight, I mean lose fat), decreases your health risks (obviously), makes you look better, and in general is very likely to increase your happiness about yourself. I actually recommend that you learn to be comfortable and happy with how you look now, and not feel negative about yourself even if you are overweight. However, I've found that losing weight (at least for me) is a great way to feel better about your body.

Madrugá: levántate a las cinco de la mañana: es probable que a las ocho hayas terminado todo lo que tenías en el día

Maintain focus. One important key to achieving your goals is to maintain focus on them. To do this, again, it's important that you select one goal at a time. This will prevent your focus from spreading too thin. It's also important that you give yourself constant reminders of your goal, so you don't lose that focus. Put up a poster of your current goal, or print it out and put it out somewhere visible, and send yourself emailed reminders. However you do it, find a way to maintain a laser-sharp focus, and the goal will come true.

Make a new friend. True, it's tougher for adults to make friends than it is for kids. When you were a kid you could easily walk up to whomever had a new toy at the playground and he was instantly your new best friend. However, for adults, friendship too often comes with more strings attached than a marionette show. We tend to see friends as people who can help us achieve something rather than another soul to be enjoyed.

Make an Appointment with Yourself: Schedule time every week or so just for you. Consider the state of your life: what's working? What isn't working? what mistakes are you making? what could you change? Give yourself a chance to get to know you.

Make cleaning and cooking become meditation. Aside from the zazen mentioned above, cooking and cleaning are two of the most exalted parts of a Zen monk's day. They are both great ways to practice mindfulness, and can be great rituals performed each day. If cooking and cleaning seem like boring chores to you, try doing them as a form of meditation. Put your entire mind into those tasks, concentrate, and do them slowly and completely. It could change your entire day (as well as leave you with a cleaner house).

Make it prominent. Either on your computer or on your wall or right smack in the middle of your desk, have some kind of prominent reminder of what you're supposed to be doing today

Make no mistake about it, no is a powerful word that you should not be afraid to wield. When it's time to say no, you need to avoid phrases like "I don't think I can" or "I'm not certain." Using limp phrases instead of saying no will often be considered a yes. When it's time to say no, just say no!

Make three lists each day as you sit down to work. The first list is for 3 things that you are going to get done today. The second list is for 3 things that you will get done today if you have time. The third list is for 3 things that will get done eventually.

Make Use of Down Time: Using walking, driving, showering, or otherwise “dead” times to plan.

Maniático del orden: reduce estrés manteniendo un relajante ambiente libre de estorbos y ordenado.

Mantén despejada la mesa de trabajo. Ten sobre ella sólo lo que necesites en ese momento.

Mantén tu entorno de trabajo limpio y ordenado, con el número imprescindible de objetos y herramientas sobre la mesa. Evitarás distracciones y enfocarás en tus tareas más fácilmente.

Marca unos horarios estrictos de entrada y salida. Pueden variar 5 o 10 minutos, pero no más. Focaliza en el trabajo, eliminando las distracciones y actividades que no tienen nada que ver.

Measure twice, cut once.

Meditate. OK, you might be like me — not into New-Age stuff. But meditation can actually be a very simple method for relaxing, for bringing calm, for returning yourself to sanity, for contemplation. My friend Scott Young wrote a good post about doing that [here](#).

Mess creates stress (I learned this from tennis icon Andre Agassi who said he wouldn't let anyone touch his tennis bag because if it got disorganized, he'd get distracted). So clean out the clutter in your office to get more done.

Método F-E-A-R evitar temores: F = Focus instead of freaking out, E = Expose instead of escape, A = Approach instead of avoid, R = Rehearse a lot.

Mi principal motivación para decir “no” es ganar tiempo. O no perder el que tengo. Y con “Tiempo” me refiero a vivir centrado en mis Prioridades.

Mini-hitos: cuando empieces una tarea compleja, divídela o pon pequeños objetivos. Si estás escribiendo un artículo, establece que hasta que no escribas 1000 palabras no puedes abandonarlo.

Mira y contesta el correo electrónico únicamente dos veces al día.

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Mirada malvada: practica tu mirada malvada delante de un espejo para usarla cuando alguien te interrumpa mientras realizas tus tareas.

MITs: I choose three Most Important Tasks for each day, and focus completely on these. Any more than that and I might not get them all done.

Modelando: encuentra gente que haya conseguido los resultados que buscas, entrevístalos, copialos, adopta sus actitudes creencias, comportamientos. Comprueba los resultados luego.

Monotarea: Más Calidad: cometes menos errores porque tu concentración, talento y capacidad están volcadas sólo en un sitio a la vez. Prestas más atención a los detalles, se te escapan menos cosas, mejoras el acabado final.

Monotarea: Más Claridad: sólo tienes una tarea por delante y tienes claro qué es y qué buscas con ella. Los objetivos no se mezclan, sabes bien lo que buscas y los resultados que quieres.

Monotarea: Más Concentración: como estás sólo con una tarea reduces el número de herramientas e inputs externos, con lo que tu mente sufre menos distracciones.

Monotarea: Más Consciencia: no actúas como una cadena de montaje que hace cosas sin pensar. Sabes lo que haces, le das un porqué, lo saboreas y eres consciente de lo que haces y qué buscas con ello. Estás aquí y ahora.

Monotarea: Más Creatividad: las ideas pasan por tu cabeza a la velocidad del rayo. Cuando estás pendiente sólo de una cosa estás más centrado y preparado para atraparlas, procesarlas y darles forma.

Monotarea: Más Lucidez: tu mente no está embotada ni agobiada ni distraída por varias cosas a la vez. Cuando se presenta un problema hallas soluciones y alternativas con más rapidez. Tu mente está más afilada.

Monotarea: Más Rapidez: más consciencia, más concentración, más detalle y más creatividad equivale a terminar antes tu trabajo. Al final eres más rápido y te vas antes a casa.

Monotarea: Más Relajación: trabajas con menos estrés. Haces una cosa, luego otra, luego otra. No te vuelves loco con mil cosas a la vez. Todo es más relajado sin perder intensidad ni ritmo ni velocidad.

Monotarea: Más Sencillez: como tus sentidos sólo están en una cosa, sortear cualquier obstáculo es menos complicado que si estuvieras pendiente de varias cosas a la vez. Trabajas con menos dificultades.

Monotasking: We like to think of ourselves as great multitaskers, but we aren't. What we do when we multitask is devote tiny slices of time to several tasks in rapid succession. Since it takes more than a few minutes (research suggests as long as 20) to really get into a task, we end up working worse and more slowly than if we devoted longer blocks of time to each task, worked until it was done, and moved on to the next one.

Most Important Tasks (MITs): At the start of each day (or the night before) highlight the three or four most important things you have to do in the coming day. Do them first. If you get nothing else accomplished aside from your MITs, you've still had a pretty productive day.

Música: experimenta qué tipo de música aumenta tu productividad o aumenta tu concentración.

My productivity tip is to focus on nothing each week but one goal, one aim, one objective, one mission.

Nada cansa más que el recordatorio constante de la tarea sin acabar

Nadie puede menospreciarte si tú no quieres que lo haga.

Necesitas un sistema de listas para administrar todos los asuntos con los que estás trabajando. No me refiero a la aplicación de tickets o tareas que utiliza para administrar los proyectos, pienso en algo más personal. Si te mueves entre un torrente de actividad te recomiendo un sistema de múltiples listas (GTD). Para funciones más estáticas puedes pasar con una sola lista.

Never be so sure you have all the answers. I'm opinionated, but I'm always open to the idea that I could be wrong about everything.

Never bring management a problem, bring them a solution.

Never complain, explain or apologize. If you do any of these things then you didn't do your job correctly.

Never complain, explain or apologize. If you do any of these things then you didn't do your job correctly.

Never leave a room without putting things away.

Never leave dirty dishes in the sink overnight.

Never take from a partner what you can borrow from a bank.

Never tweet.

Next time you're stressed, repeatedly ask yourself, "What's the worst that can happen?" until you understand the root of your anxiety. Much of it is misplaced or exaggerated, she says.

Ninguna decisión basada en el miedo.

No abuses del café. Como consumidor compulsivo, intento revertir el hábito con un sustitutivo. Me estoy volviendo un fan del té verde.

No des un portazo al salir. Podrías querer volver

No emails until afternoon or night time unless your life depended on it (in most cases, it doesn't.)

No hay fracasos, solo experiencias y tus reacciones a ellas (Talmud)

No importa cómo utilizaste el ayer porque recibiste 24 horas para hoy

No la toques más, que así es la rosa.

No multitasking – EVER! I learned this lesson the hard way after accidentally deleting my entire website with one click of a button, when working on several tasks and not concentrating. Never again. (Thank goodness for backups).

No pases el tiempo buscando a alguien con quien dormir. Encuentra a alguien con quien valga la pena despertar

No puedes influir en la productividad personal de los demás. Envía cualquier petición a su 'bandeja de entrada', no puedes imponer una 'siguiente acción' a otra persona (si no es un subordinado). Confía en su criterio de organización.

No puedo cambiar la dirección del viento, pero puedo ajustar mis velas para siempre alcanzar mi destino (J. Dean)

No te dejes arrastrar por las emociones. Enfría la cabeza y plantea los problemas con un lenguaje correcto. Quizá tú no eres quien genera el problema, pero puedes ser parte de la solución.

No te sientas culpable por lo que no funciona, o por lo que no acaba de arrancar. Pensar no te ayudará a corregirlo. Reflexiona, revísalo y ponte una acción a realizar para empezar a corregirlo.

No vayas abriendo uno por uno todos los mensajes. Para nada son iguales y para nada tienen la misma importancia. Lee MUY ágilmente los Asuntos como si fueras un "escáner humano" en busca de los correos que debes atender primero (clientes, equipo, tu jefe...).

No: Learning to say "no" — to new commitments, to interruptions, to anything — is one of the most valuable skills you can develop to keep you focused on your own commitments and give you time to work on them.

Nos encanta lloriquear lamentando el tiempo que nos falta pero luego no hacemos nada. Cuando empiezas a tomarte en serio esto empiezas a proteger tu propio tiempo y consigues tiempo de calidad.

Obligations – It can be tempting to say "Yes" when people ask for favors. However, you can't take on other people's work if you aren't getting your own done.

One Bucket: Minimize the places you collect new inputs in your life, your "buckets". Ideally have one "bucket" where everything goes. Lots of people experience an

incredible sense of relief when everything they need to think about is collected in one place in front of them, no matter how big the pile.

One In, One Out: Avoid clutter by adopting a replacement-only standard. Every time you buy something new, you throw out or donate something old. For example, you buy a new shirt, you get rid of an old one. (Variation: One in, Two Out — useful when you begin to feel overwhelmed by your possessions.)

Only Respond to Emergency Emails during productive hours.

Open yourself to new experiences

Opportunity cost.

Optimización: identifica los procesos que usas más a menudo y escríbelos paso a paso. Revísalos para mejorar su eficiencia, entonces impleméntalos y testea el proceso mejorado. A veces no podemos ver lo que es correcto, aunque esté enfrente de nosotros, hasta que no lo analicemos bajo un microscopio.

Organize your thoughts in a single email

Outsource everything you can't be BIW (Best in the World) at. Focus only on activities within what I call "Your Picasso Zone".

Own your actions. If you screw up, admit it to yourself. Taking your eye off the ball is OK, as long as you re-focus, and get back on track. A boat is off course most of the time its en route to its destination. But it still gets there. How? Because the navigator makes tiny adjustments contently, to get it where it's meant to go. Do the same with your life. It's not about making one big leap to perfection, but tiny little changes every day, until you get there.

Para conseguir grandes cosas, no hay que dar grandes pasos. "Divide y vencerás"

Para mí la reunión es el último recurso. El hecho de juntar a x personas en un lugar durante x tiempo es un gesto de responsabilidad. Literalmente es sacarnos de nuestro trabajo para llevarnos a hablar a un rincón. Así que antes de reunirnos busco otras formas de comunicar, tratar o solucionar.

Park on a downhill slope: When wrapping up work on a task, make a note of what needs to be done next. This makes it easier to get started when you resume work on the task.

Pasa la bola: cuando alguien te delegue una tarea desagradecida, delégala a otra persona.

Pensar en los resultados es uno de los métodos más efectivos para convertir deseos en realidad [Allen, p. 38].

Perder tiempo: Dejar que la frase «¡Diez minutos más!» venza cada día en la cama.

Perder tiempo: Abrir el Correo veinte veces solo para mirar y curiosar.

Perder tiempo: Aceptar una interrupción que en el fondo podría esperar.

Perder tiempo: Aceptar una reunión que sistemáticamente se repetirá cada semana.

Perder tiempo: Asistir a reunión a la que de verdad no tienes que ir.

Perder tiempo: Darte de alta en una nueva red social solo por la novedad o porque están los demás.

Perder tiempo: Decidir hacer mañana una tarea de la que no tienes información ni materiales. Está sin preparar.

Perder tiempo: Dedicar demasiado a la TV (o Netflix, o similares).

Perder tiempo: Dedicar demasiado cada día a leer Blogs y páginas web.

Perder tiempo: Empeñarte en hacerlo todo tú, y no pedir la ayuda de otros que saben más.

Perder tiempo: Empezar un proyecto sin verlo claro ni haberlo estructurado o preparado.

Perder tiempo: Instalar esa aplicación que en el fondo no necesitas, pero que te llama tanto.

Perder tiempo: Ir a hacer la compra sin antes haber hecho la lista.

Perder tiempo: Ir a un evento que suena muy bien pero que en el fondo no te va a aportar nada.

Perder tiempo: Juguetear con tu teléfono cuando no sabes qué hacer (un pasatiempo que ya es universal).

Perder tiempo: Probar (por probar) un nuevo Hábito productivo. (La Productividad, sin dirección ni objetivo, es malísima.)

Perder tiempo: Repetir cada día una tarea/actividad que ha dejado de tener sentido (¡revisa tus rutinas!).

Perder tiempo: Revisar veinte veces tus redes sociales en busca de menciones y comentarios. (El “hambre de novedades” ya es un problema.)

Perder tiempo: Ver videos en YouTube de forma encadenada, “picando” en las sugerencias que te van apareciendo.

Perfectionism: Do you spend extra time getting things 100% right when 95% would do? Does your attention to detail mean something else more important doesn't get done?

Pero el tiempo es más volátil que el dinero. Todos sabemos que no es posible ahorrar el tiempo que recibes hoy para gastarlo en el futuro. El tiempo simplemente pasa.

Pero igual a la deuda financiera, la deuda de tiempo tiene un precio. El interés que pagas es el tiempo que debes dedicar a revisar tu lista. Cuando más acciones en tu lista—y más grande es tu deuda de tiempo—más tiempo pierdes en revisar la lista

Personal Mission Statement: Write a personal mission statement, and use it as a guide to set goals. Ask if each goal or activity moves you closer to achieving your mission. If it doesn't, eliminate it. Periodically review and revise your mission statement.

Pick yourself up when you're down. There will always be times in our lives when we get a little down, even depressed. Take action to get yourself out of your slump. Here are some great ways to do that.

Plan your big tasks for week and day. Give purpose to your day by determining the three most important things you can do with your day, and making those a priority. Do the same thing with your week to increase your productivity: pick out the big tasks you'd like to accomplish this week, and schedule those first. See *Purpose Your Day* and *Plan Your Big Rocks First*.

Planifica más allá de un mes vista. A un año o dos, o crea una visión de futuro y anótalo. Tenerlo por escrito y revisarlo a menudo te servirá para ver cómo evoluciona.

Podemos recuperar el terrero perdido. El tiempo perdido, no (Napoleón Bonaparte)

Política: echa dinero a tus problemas hasta que finalmente sucumban. ¿Cuántos de tus problemas pueden solucionarse más fácilmente si se ven desde un punto de vista financiero? ¿Puedes contratar un asistente, una canguro o servicio de limpieza?

Poner fecha a todo lo que inicie para saber cuándo queda obsoleto.

Porque al decir “no” disfrutarás de tiempo extra para empezar cosas que siempre quisiste hacer y que una y otra vez te viste obligado a posponer.

Porque al decir “no” podrás experimentar una sensación de libertad y liberación sin igual. Te demostrarás a ti mismo que tienes los mandos y el control de lo que haces. Que todavía puedes elegir, hacer y vivir sin tener que actuar como un coche teledirigido.

Porque al decir “no” podrás hacer las tareas importantes mejor, a conciencia... poniendo calidad, creatividad y talento en los detalles que marcan la diferencia y dejan huella.

Porque al decir “no” podrás vivir y hacer las otras cosas más conscientemente; y las podrás saborear a fondo, sin la sensación de ser un títere manipulado por una agenda siempre saturada.

Porque al decir “no” tendrás tiempo y atención para volcarte en tus prioridades. Personales y profesionales. Las cosas que son importantes y que cuentan para ti. Las cosas, las personas, por las que merece la pena estar aquí.

Practice compassion. The first part of compassion is empathy — and this ability to understand how others feel can be developed through practice.

Practice patience. I've talked about how I'm trying to develop patience in my parenting article, *How to Become a Patient Parent*, but these tips really apply to everyone. If you easily lose your temper, you can become more patient with these tips. Once you've developed this skill (and it's a skill, like everything else, not an unchangeable inborn trait), your life will become much saner and you will be much happier.

Prepara el domingo por la tarde la vuelta. Refresca tus obligaciones para los próximos días, que tienes abierto y que tienes que cerrar. Refuézalo con un vistazo a tu agenda. Sólo para refrescar, no se trata de tu revisión semanal.

Principio de Pareto 80-20: dice que el 80% de el valor de una tarea viene del 20% del esfuerzo. Enfoca tu energía en ese 20% crítico.

Prioriza las tareas: separa las urgentes de las más importantes. Localiza bloques de tiempo donde situar ese tipo de tareas críticas importantes pero no urgentes, por ejemplo, hacer ejercicio físico, escribir un libro, encontrar pareja.

Prioriza según el Asunto-Remitente. Ignora los mensajes poco importantes.- Notificaciones de redes sociales, Newsletters o boletines, correos de amigos, curiosidades o enlaces que te envían... TODO eso tiene que esperar, ése no es el momento para atenderlos. Si todavía los tienes en el Inbox muévelos a otra carpeta (archívalos temporalmente) para revisarlos en otro momento de calma o inactividad.

Proactividad: incluso si otros van a estar en desacuerdo contigo, toma la iniciativa y lánzate a la acción, luego ya manejarás las consecuencias después. Es más fácil pedir perdón que permiso.

Procesar mail de uno en uno y por orden.

Process email top down, and completely deal with each email. One email at a time. Deal with it completely (see next two items) before you allow yourself to move on to the next. Don't put it off, don't say, "I'll deal with that later."

Procrastinación consciente: retrasa tareas no críticas tanto como puedas. Muchas de ellas morirán y no necesitarás haberlas hecho. Por ejemplo, determinadas tareas no son críticas para ti, pero sí para otra persona, por tanto ésta terminará haciéndolas. O esa tarea como depende de otras, al final no será necesario realizarla porque se ha pospuesto el proyecto, etc.

Procrastination is running from the uncertainty, discomfort and fear of a difficult task to the comfort of distractions.

Procúrate una hora o dos horas de trabajo ininterrumpido al día y tu rendimiento como profesional se multiplicará exponencialmente.

Promesas: comprométete con más gente en cumplir objetivos, ellos serán tus notarios o contables. Provocarán que te esfuerces más.

Puntualidad: siempre llega temprano a las citas, la puntualidad marca autoridad.

Purge: Regularly go through your existing commitments and get rid of anything that is either not helping you advance your own goals or is a regular “sink” of time or energy.

Pursue Self-Development over Productivity. Productivity often poses as self-development, but self-development and productivity can be two very different things. What is best for us as individuals can be bad for our on-the-job productivity.

Put space between things. Related to the “Do less” rule, but it’s a way of managing your schedule so that you always have time to complete each task. Don’t schedule things close together — instead, leave room between things on your schedule. That gives you a more relaxed schedule, and leaves space in case one task takes longer than you planned.

Putting a deadline on everything I do. Then doing everything I can to meet the deadline.

Que los pinceles no le hagan olvidar al pintor por qué está ahí. El Email no es tu trabajo.

Quien te lastima te hace fuerte, quien te critica te hace importante, quien te envidia te hace grande

Quítate de clubs u organizaciones que no te aporten valor: consumen tiempo tuyo que no se lo merecen.

Rather than try to cram as much work as possible into my to-do list, I think about my working hours and wonder: (A) What would I like to do with these hours? And (B) What would benefit my business most?

Read, and read to your kids. I read all the time — it’s one of my favorite things to do in the world. I love to curl up with a good novel (or even a trashy one) and I can waste away an afternoon with a book. And I’m passing on my love of reading to my kids, by reading to them every day. I love spending time with them this way, and we all enjoy the stories we share together through books. See Best All-time Children’s Books.

Realiza primero la tarea que menos ganas tengas: este es un método para protegerse de la procrastinación y evitar que busques excusas para retrasar la acometida de ésta.

Realize that everyone is afraid of something.

Realize that Perspective is often the Best Solution to your Problems.

Realize that Perspective is often the Best Solution to your Problems.

Rebota determinadas tareas: si te asignan una tarea que no tiene sentido que tú la hagas, devuélvela al que te la asignó, si es que puedes permitirte, o pídeles que te justifiquen ese trabajo.

Recognize that all distinctive work brings criticism. Many of us hold the notion that if our work was as good as it could be, everyone—or almost everyone—would love it.

Recompénsate con premios al terminar un objetivo o tarea. Ponte premios acorde a lo conseguido: ver una película, dar un paseo, pasar un día libre.

Recordar cuando denegaron beca.

Recordar: e-mails 5 sentencias.

Recordatorios: añade cumpleaños y citas a tu calendario por adelantado.

Recuerda el día del examen de Matemáticas de septiembre de 1º de Química.

Reduce noise

Reducir tiempo y energía en el Email implica invertirlo en tareas que sí cuentan.

Regla de tres cosas: Tres es asequible, no intimida, no asusta, no desanima. Cuando tienes que hacer algo complicado o voluminoso, y lo divides en tres partes, todo es mucho más fácil. Empiezas antes y con menos dificultad.

Regla de tres cosas: Tres es fácil de recordar y fácil de repetir. Esto es fenomenal cuando tropiezas en la misma piedra y quieres corregirlo, o cuando te falta disciplina. Todo ello se puede corregir o mejorar mediante 3 pasos.

Regla de tres cosas: Tres es fenomenal cuando quieres capturar la atención de alguien, incluyéndote a ti mismo. Por ejemplo cuando estás en una reunión o expones algo frente a un grupo de personas. Concentrando tu mensaje en sólo tres puntos atrapas el interés antes y mejor.

Regla de tres cosas: Tres es perfecto cuando tienes que centrarte Es una cantidad limitada que te ayuda a enfocarte y no perderte con más opciones. Centra tu atención, limita tus opciones, hace que elijas antes porque no hay mil cosas reclamando tu atención.

Regla de tres cosas: Tres es suficiente pequeño pero lo suficientemente grande para ser un grupo. Esto es importante cuando buscas equilibrio y armonía entre sencillez y compromiso, entre algo asequible pero con intención, entre algo realizable pero con significado.

Regla de tres cosas: Tres es un buen número para dividir tu mañana o tu día de trabajo en bloques. O incluso tu semana. De este modo puedes distribuir mejor todo tu trabajo y dosificar tu esfuerzo a lo largo del día.

Regla de tres cosas: Tres es un número pequeño, manejable, comprensible. Un número proporcionado a la hora de organizar, visualizar, entender, planificar o hacer.

Regla de tres cosas: Tres un número perfecto a la hora de fijar las tareas clave para hoy. Esas tareas tan especiales que conviene agruparlas y tratarlas de forma privilegiada cada día.

Rellena los huecos leyendo: si tienes huecos de tiempo entre tus tareas, por ejemplo esperando al metro, autobús, rellénalos leyendo artículos, post, periódicos, etc.

Reserva tiempo de calidad para tu familia y para ti. Esta muy bien que trabajes al 100% y te formes, pero no todo es el trabajo. Haz actividades con la gente cercana, no dejes que los problemas laborales te consuman y te sirvan como excusa para perderte esos ratos que te llenan.

Respect everyone. Not just the people you like, or the people you get along with, but everyone. Forgive the people who do you wrong. Take time to help those who wouldn't help you. Reach out to people who would harm you. If you see someone sitting alone, take a walk across the room and say hi. Make time for people in your life. You'd be amazed at the difference it makes in your attitude to life.

Retire early. This isn't a sure way to become happy — you can retire and be bored out of your mind and unhappy — but it's surely a cool goal. And if you do something meaningful with your life, such as volunteer and help others, it can be a way to be really happy. It's not an easy goal, either, but you can retire early by cutting back on your living expenses, increasing your income, and investing the difference. The more you can do of all three, the fast you'll retire. And that's a truly liberating idea.

Review goals. Setting goals is important, but the key to making them a reality is actually reviewing them (at least monthly, but weekly is better) and taking action steps to make them come true. Again, focus on one at a time, and really focus on them. Read Review Your Goals Weekly.

Review: Schedule a time with yourself every week to look over what you've done that week and what you want to do the next week. Ask yourself if there are any new projects you should be starting, and if what you're working on is moving you closer to your goals for your life.

Reward yourself. Each time you resist the urge, give yourself a reward. It could be a treat, or points that earn bigger rewards, or something relaxing.

Reward Yourself: Whenever you accomplish something, especially the important things, make sure to take the time to reward yourself.

Reward Yourself: Whenever you accomplish something, especially the important things, make sure to take the time to reward yourself. A Clockwork Orange author Anthony Burgess' uses the "Martini Method" to get things done. Burgess set a goal of 1,000 words per day. When he finished his word count, he'd relax with a martini and take the day off. Maybe a martini isn't the ideal reward for some of us, but the method stands useful.

Roles: Everyone fills several different roles in their life. For instance, I'm a teacher, a student, a writer, a step-father, a partner, a brother, a son, an uncle, an anthropologist, and so on. Understanding your different roles and learning to keep them distinct when necessary can help you keep some sense of balance between them. Make goals around the various roles you fill, and make sure that your goals fit with your goals in other roles.

Rompe la monotonía: completa tareas tediosas de una forma loca o inusual para hacerlas más interesantes o divertidas. Haz llamadas de teléfono cambiando tonos de voz o poniendo acentos. Toma notas con rotuladores, etc.

RSS feeds: I only allow myself to subscribe to 10 feeds. That means I have to choose the 10 that give me the absolute best info for the time I spend reading them.

Salir al paso de gente que interrumpe para comentar o preguntar en reuniones: ataque preventivo. Se trata de anunciar que la exposición es compleja y que algunas cuestiones puede que se contesten más adelante, en la propia exposición. Que esperen y no interrumpan.

Salir de la zona de confort.

Salvo que no haya otro remedio, procuro despejar siempre que puedo el arranque de la semana. Lunes y martes es cuando productivamente mejor y más puedo hacer. Así que como en las reuniones no se trabaja, sino que se habla de trabajo, intento moverlas más adelante.

Savor the little things. Sure, the big things can bring big pleasure, but there are so many more little things in our lives. Savor them when they come up. It's a way of practicing being present — stop and notice what you're doing right now, what's around you. And take time to enjoy it. Read this article for more.

Say "No" to the Productivity Industrial Complex and Make Your OWN Way

Say goodbye to the energy vampires in your life (the negative souls who steal your enthusiasm).

Saying "No" in your business isn't about being rude. It's about being productive and getting work done.

Schedule a time with someone else to work together - like my "Project Weekend," a scheduled time with someone else can accomplish wonders and be a lot of fun. It's always great if you can return the favor, too.

Schedule fun time: People who are highly motivated to succeed sometimes forget to leave a little time for pure relaxation.

Schedule them. Designate certain times of day to do your batch processing of email, phone calls, meetings, whatever. Then, when you're not at the scheduled time for those things, you know you're not supposed to be doing them.

Sé breve y conciso.- A la hora de contestar corta el parloteo, los saludos y cualquier ornamento. Vete directo al grano y expón en 2-3 frases lo que quieres decir. No es un guión de cine, es un telegrama. Imagina que en vez de una página en blanco donde relatar el Génesis sólo tienes 140 caracteres, como en Twitter.

Sé generoso con palabras buenas, en especial para aquellos que están ausentes (Goethe)

Send yourself a reminder. Email yourself a daily reminder (use Google Calendar or memotome.com, for example)

Sentence emails: no email can be longer than 5 sentences.

Set a reasonable deadline, and continually tell others about it - the more often you discuss your deadline the more you'll start believing you can meet it. This will also help to create pressure, which will be furthered if you...

Set a timer for 30 minutes and work uninterrupted during that time frame. You'll be surprised just how much you can get done in such a short amount of time.

Set long-term goals. Your vision of your ultimate life will help you come up with long-term goals.

Set Personal Deadlines.

Set time limits: If you have to work late, or during the weekend, set time limits for yourself.

Setting a self-imposed deadline is really important to productivity. The deadline becomes a goal to achieve. This helps me avoid distractions.

Si es necesario haz sitio... suelta lastre. Si tu agenda está tan abarrotada que no encuentras esos 30 ó 60 minutos, haz sitio. Evidentemente para meter una pieza hay que quitar otra menos importante o insignificante. Si hiciste bien el "paso 1" verás cómo no te duele quitar del medio muchas de las estupideces a las que nos dedicamos al cabo del día.

Si haces jornada partida desconecta a medio día. Nada de hablar de trabajo. Ve a comer a casa y habla con tu mujer, o queda con un compañero. Si comes tú solo reservado un tiempo para dar un paseo en un parque cercano, recargarás pilas.

Si hay alguna interrupción, anota lo que estás haciendo en este momento, te será útil para reengancharte. Consejo a aplicar al final del día, la tarde antes del fin de semana o antes de ir de vacaciones (en este caso deberá ser algo más intensivo).

Si hay una interrupción al menos procuro terminar una parte que me permita retomarla luego con facilidad. Dejarla a medias es nefasto.

Si la tarea es grande entonces la trato como un mini-proyecto. La divido en varias partes y las distribuyo a lo largo del día o en varios días.

Si los que hablan mal de mí supieran exactamente lo que yo pienso de ellos, hablarían peor (Sacha Guitry)

Si no cometes errores es que no estás haciendo nada

Si no vale la pena hacer algo, tampoco vale la pena hacerlo bien.

Si no vale la pena hacer algo, tampoco vale la pena hacerlo bien.

Si tienes miedo a fallar, sigue a Jerry. Si de veras es importante para ti; si te has dado a ti mismo las razones para hacerlo; si tienes nítidos los motivos que te empujan... es mucho más difícil que falles. Pero si tienes tus dudas, hay un método tan estúpidamente sencillo como eficaz. Es posible que lo conozcas ya, porque fue el cómico Jerry Seinfeld quien lo popularizó.

Si tu felicidad depende de lo que alguien haga, supongo que tienes un problema

Si yo o los asistentes no hemos preparado bien la reunión (agenda bien definida, objetivos claros, estudio previo...), prefiero cancelarla y moverla a otro día. ¡Eso es procrastinar un evento! Sí, pero por una razón de mucho peso: es mejor retrasar esa cita que tener una reunión que termine en nada y luego vernos obligados a tener otra.

Siempre me siento feliz. ¿Sabes por qué? Porque no espero nada de nadie (William Shakespeare)

Siempre que la gente está de acuerdo conmigo siento que debo estar equivocado (Oscar Wilde)

Simplify your finances. Cut down on the number of accounts you have, cut down on your credit cards, spend less, reduce your bills. Make your finances automagical. Simplifying your finances greatly reduces your stress. Also see 10 Habits to Develop For Financial Stability and Success.

Simplify your life. Another of my top tips. I've greatly simplified my life, in many ways, and I can say that having less stuff in my life, and less to do, has greatly increased my enjoyment of life. De-clutter, simplify your commitments, simplify your work space, simplify your wardrobe, simplify your rooms.

Sin embargo una cosa es contar con su opinión y otra es quedarte sentado esperando a que todos ellos se pongan de acuerdo.

Single-task. I don't believe in multi-tasking, at least not on a day-to-day basis. Instead, focus on one task at a time. This leads to greater productivity and less stress. You can't go wrong with that kind of combination. See these tips for more.

Single-task. I wrote recently about the power of single-tasking, and that's important here, because if you multi-task, you tend to switch between what you should be doing and what you shouldn't — the important vs. the useless tasks.

Slow down. Actually, I feel that life is much more enjoyable if you slow down. By doing less, you can actually get more done, even if you work more slowly. And when you're not working, you should definitely try switching to slow mode. Drive slower (it is so much more relaxing), walk slower, eat slower. See Slow Down to Enjoy Life for more.

Slow down. We live in a world where we're used to instant gratification of every desire. However, there's something to be said for perseverance. Like Guinness say, it takes 119.5 seconds to pour the perfect pint. Some things take time, but that's OK. Let it come when it's ready. And while you're waiting, you can look at whether what you're waiting for is really what you want.

Slow Down: Make time for yourself. Eat slowly. Enjoy a lazy weekend day. Take the time to do things right

SMART goals: A rubric for creating and pursuing your goals, helping to avoid setting goals that are simply unattainable. Stands for: Specific, Measurable, Attainable, Realistic and Timely.

Smile and serve others. Smiling and being kind to others can be a great way to improve the lives of those around you. Also consider volunteering for charity work.

Spend time with family and loved ones. One of the things that can lead to the greatest happiness, make this a priority every week, every day. Clear off as much time as possible to spend with those you love, and truly enjoy those times. Be present as you do it — don't think about work or your blog or what you need to do. Read this for more.

Stand by your principles and be comfortable with confrontation. So few people are, so when the people with the red tape come, it becomes a negotiation.

Start small and slow. Why small? Because it's something you are sure to achieve — and once you do achieve it, you can use that success to push you to further success. It's a simple technique, but it really works. Start slow when you start exercise, or other similar activities — there's no need to rush it in the beginning, to overdo it. You have the rest of your life!

Start your day two hours earlier

Stay humble and hungry.

Stay hungry, stay foolish.

Stay on target, stay on target!

Stop Giving Your Food Away When Your Business Is Starving – Start Saying No

Stop Hiding Behind the Comfort of Stepping Stones. So many of us live “stepping stone lives.” We spend the majority of our waking hours working for goals that are merely stepping stones to other goals.

Stop reading and start doing

Structured Procrastination: Items at the top of top of the list are avoided by doing seemingly less difficult and less important tasks further down the list — making the procrastinator highly productive. The trick is to make sure the items at the top are apparently urgent — with pressing deadlines and apparently large consequences.

SUCCES: From Chip and Dan Heath's book, Made to Stick, SUCCES is a set of characteristics that make ideas memorable ("sticky"): sticky ideas are Simple, Unexpected, Concrete, Credible, Emotional Stories.

Super lento: intenta trabajar en un proyecto sólo durante 15 minutos cada semana.

Take a Breath Before Replying When You're Angry

Take any advice you receive with a grain of salt. Every situation is different. So any advice you receive is only partly applicable.

Take Breaks. This is a terribly underappreciated tool, especially in the work place.

Take evenings off most days.

Take time to decompress after stress. There will inevitably be times in your life when you go through high stress. Perhaps several times a week. To maintain your sanity, you need to find ways to decompress. Here are some great ways to do that.

Talk to at least three different people today besides my husband.

También existen deudas de tiempo. Es posible comprometerte a usar horas del futuro. En la productividad personal, tu deuda está en la lista de acciones.

Tarea diaria: planifícate una hora al día trabajar en un específico hábito. Una hora al día durante un año puede transformar tu cuerpo, llevarte a una vida más sana, aprender un idioma, escribir un libro, etc.

Tell others what you're aiming for. If other people know what you're trying to do, what you're focusing on, then firstly they might be able to help, and second they'll be able to hold you accountable. Making excuses to yourself is pretty easy.

Templates: Create templates for repetitive tasks, like letters, customer reply emails, blog posts, etc. 40.

Tempo: intenta cada día aumentar tu tempo, tu ritmo de trabajo y ver si eres capaz de superarte. Camina más rápido. Lee más rápido. Teclea más rápido.

Ten en cuenta que intentar alcanzar el consenso absoluto suele ser síntoma de pobre liderazgo, ya que además de suponer una demora para el proceso de toma de decisiones, indica una incapacidad para asumir riesgos.

The best advice I have ever received is to always act on your curiosity.

The best receipt to save time remains the simplest one: decide what you are not going to do.

The best tip I can give is to know what your strengths are and what your weaknesses are.

The best way that I have found to stay productive is to focus on one thing at a time and quit multi-tasking. Focusing on “one thing” enables me to get bigger projects done without getting distracted.

The key to productivity is setting the right priorities – working on tasks that you enjoy and that benefit your business.

The most powerful tip I know for productivity is this: Stop doing stuff that isn’t valuable.

The opposite of play isn’t work. It’s depression.

The purpose of the Weekly Review is to get a current inventory of everything you have attention on. It is not a time to do your work.

The rule of Haiku Productivity is: put limits on everything you do.

The Secret: There is no secret.

The vast sky is not hindered by the floating clouds.

The Way of Openness: Moving Away from Comfort & Security.

The worst thing isn’t that they say no—the worst thing is that they would have done something for you if you’d only asked.

Think about what is necessary. But it does serve as a reminder that there is much in our lives that aren’t necessary, and it can be useful to give some thought about what we really need, and whether it is important to have all the stuff we have that’s not necessary.

Think positive. Another one of the most important tips on this list, thinking positive — as cliché as it might sound — is one of the single best changes you can make in your life that will lead to so many more positive tips.

This spring, stop doing what you don’t want to do so you can start doing what’s right for you.

Tickler File: A set of 43 folders, labeled 1 - 31 and January - December, used to remind us of tasks we need to do on a specific day. For instance, if you have a trip on March 23rd, you’d put your itinerary, tickets, and other material in the “March” folder. At the start of each month, you move the previous month’s folder to the back. On March 1st, you’d transfer your travel information into the “23?” folder. Each day, you move the previous day’s folder to the back. On the 23rd, the “23?” folder will be at the front, and everything you need that day will be there for you.

Time Boxing: Assign a set amount of time per day to work on a task or project. Focus entirely on that one thing during that time. Don’t worry about finishing it, just worry about giving that amount of undivided attention to the project. (Variation: fixed goals.

For example, you don't get up until you've written 1,000 words, or processed 10 orders, or whatever.)

Time is the scarcest resource and unless it is managed nothing else can be managed

Time Log: Lawyers have to track everything they do in the day and how long they do it so they can bill their clients and remain accountable. You need to be accountable to yourself, so keep track of how much time you really spend on the things that are important to you by tracking your time

Timer: Tell yourself you will work on a project or task, and only that project or task, for a set amount of time. Set a timer (use a kitchen timer, or use a countdown timer on your computer), and plug away at your work. When the timer goes off, you're done move on to the next project or task.

Times to process email: If I only allow myself to check email twice a day, I cannot let email control my life.

To consistently stay on course, you'll have to do some things that may not be habits yet: 1. keep everything out of your head; 2. decide actions and outcomes when things first emerge on your radar, instead of later; and 3. regularly review and update the complete inventory of open loops of your life and work.

To save time, don't open up your emails unless you have time to respond. Otherwise you will end up reading the email, coming back to it later, reading it again, and then replying. By only reading emails when you have time to respond to them, you'll save time because you won't have to re-read the same email.

To stay productive, and minimize stress, you have to learn the Gentle Art of Saying No — an art that many people have problems with.

ToDon't List: A list of things not to do — useful for keeping track of habits that lead you to be unproductive, like playing online flash games.

Trabaja con un sistema de lista cerrada. Trabaja con una lista de próximas acciones y no la abras a nuevas entradas hasta que no acabes. Si es una lista muy poblada, trabaja con una lista más pequeña con las tareas imprescindibles (por ejemplo para aquellas que tienes que hacer hoy, o durante la mañana).

Trabaja con una bandeja de entrada, electrónica y para papel. Es importante saber dónde enviar todo lo que genera nuestra actividad, para después recuperarlo sin pensar dónde lo hemos dejado. La bandeja con papel recopilará correo y otros documentos que todavía no recibes en forma digital.

Trabajo de mentira: A veces nos permiten conectar o interactuar con otros (leyendo, debatiendo, respondiendo, comentando) lo que acrecienta la satisfacción.

Trabajo de mentira: Las hacemos por rutina, tradición o porque nos lo han dicho otros. No nos planteamos no hacerlo.

Trabajo de mentira: Ni son el corazón de tu trabajo ni las necesitas para tu trabajo.

Trabajo de mentira: No tienen nada que ver con tus objetivos y metas.

Trabajo de mentira: Son actividades entretenidas o agradables, pero no tienen utilidad real.

Trabajo de mentira: Son actividades indoloras, que individualmente no exigen ni mucho tiempo ni esfuerzo (el problema sobreviene cuando se suman).

Trabajo de mentira: Son cosas que al hacerlas (actividad y movimiento) transmiten una falsa sensación de progreso.

Transforma tareas en hábitos: realiza siempre una tarea determinada justo después de uno de tus hábitos. Por ejemplo, regar las plantas después de cenar, responder a los correos al desayunar.

Trata siempre de que tus palabras sean tan dulces como la miel. Por si un día tienes que comértelas

Trata tu tiempo como tratas el dinero

Triggers: Place meaningful reminders around you to help you remember, as well as to help create better habits. For example, put the books you need to take back to the library in front of the door, so you can't leave the house without seeing them and remembering they need to go back.

Try living life instead of surviving it. How many of you feel like you just went 12 rounds with the champ at the end of each week? How many of you really need a weekend on the couch just to store up enough energy for Monday? If this sounds familiar then you're not living life, you're surviving it - and that's no way to live.

Try rising early. It's not for everyone, I'll admit. It may not be for you. But I've found it to be an amazing change in my life. It has made the start of my days much more positive, and I now have time for writing, exercise, and silent contemplation. I talked about this recently in my post 10 Benefits of Rising Early, and How to Do It.

Tu trabajo va a llenar buena parte de tu vida, y la única manera de estar realmente satisfecho contigo mismo es hacer lo que creas que es un trabajo fantástico. Y la única manera de hacer un trabajo fantástico es amar lo que haces. Y si todavía no lo has encontrado, sigue buscando. No te rindas. Cuando lo encuentres, te darás cuenta, desde lo más profundo de tu corazón, que lo has encontrado – Steve Jobs

Tune Out: Create a personal privacy zone by wearing headphones. People are much more hesitant to interrupt someone wearing headphones. Note: actually listening to music through your headphones is optional — nobody knows but you.

Ubiquitous Capture: Always carry something to take notes with — a pen and paper, a PDA, a stack of index cards. Capture every thought that comes into your mind, whether it's an idea for a project you'd like to do, an appointment you need to make, something

you need to pick up next time you're at the store, whatever. Review it regularly and transfer everything to where it belongs: a todo list, a filing system, a journal, etc.

Un Miniobjetivo. Luego otro. Luego otro más. Y sumando peldaños es cómo se sube una escalera.

Una deuda de tiempo puede ser útil, porque es la única manera de conseguir resultados grandes.

Una persona que sabe reírse de sí misma nunca dejará de ser divertida (Shirley McLaine)

Unclutter: Clutter is anything that's out of place and in the way. IT's not necessarily neatness — someone can have a rigorously neat workspace and not be able to get anything done. It's being able to access what you need, when you need it, without breaking the flow of your work to find it. Figure out what is "clutter" in your working and living spaces, and fix that.

Unplug. If your biggest time-wasters are online (or email), consider disconnecting for certain key periods of the day. I get my best writing done when I disconnect from the Internet, for example.

Unschedule: Schedule all your fun activities and personal life stuff (the stuff you want to do) first. Fill in whatever time's left over with uninterrupted blocks of work. Write those into your schedule after you've completed them. Reward yourself after every block of quality, focused work.

Use a "dash" to beat procrastination: Putting something off? Devote five minutes, measured with a kitchen timer, to working on it. It will make the task seem more approachable.

Use affirmations to train your mind

Use the power of others. Achieving your goals can be difficult, but using the power of others makes it much more likely to happen. For example, put positive public pressure on yourself by announcing your goal on your blog.

Valor: identifica la tarea en tu lista que más te asusta y hazla de inmediato.

Veinte ideas: escribe en un papel veinte ideas creativas que te ayuden a mejorar tu efectividad.

Vida real: da a tus actividades online como juegos, leer blogs, o email, un descanso y reinvierte este tiempo en tu vida real.

Visualización: imagínate que ya has conseguido tu objetivo, sitúate en ese estado. Hazlo realidad en tu mente y pronto lo verás.

Visualize: Imagine yourself having accomplished your goals. What is your life like? Are you who you want to be? If not, rethink your goals. If so, then visualize yourself

taking the steps you need to take to get there. You've got yourself a plan; write it down and do it.

Wake up earlier: Add a productive hour to your day by getting up an hour earlier — before everyone else starts imposing on your time.

Walk away when you're angry. If you've got a hot head, you're not going to be thinking straight. Take some time to cool off, then come back and look at why you got upset, remember that the other person is probably upset too, and then try and see it from their point of view.

We all get stuck at some point in our lives, careers, health, etc. But sitting on the couch and thinking really hard about the solution won't cut it. Get out there and try new things, talk to new people, or just experience something new.

We all get stuck at some point in our lives, careers, health, etc. But sitting on the couch and thinking really hard about the solution won't cut it. Get out there and try new things, talk to new people, or just experience something new.

We lash out at people when we're angry because of fear (of being criticized, of losing our good self-image, etc.). Or we withdraw from them. This hurts our happiness and our relationships.

We put off adventures, doing the work we love, learning new things, because they are full of uncertainty and fear, and instead we stay in our comfort zones.

We put off connecting with other people because we're afraid of opening our hearts to strangers, and instead stay in our comfort zones. This leads to loneliness and a craving for connection.

We put off exercise, eating healthy, meditation, decluttering and other habits because they push into discomfort, and we go to comfortable things instead.

Weekly review es el núcleo de todo el GTD. Do it it lives and grow. Don't do it it dies.

Well, life is nothing if it isn't about relationships, and friendships are the easiest to come by if you're willing to put forth the effort.

Well, stop. Lay in bed for a few seconds and just be thankful that you've got another day because they're so few in number.

What's the Next Action?: Don't plan out everything you need to do to finish a project, just focus on the very next thing you need to do to move it forward. Usually doing the next, little thing will lead to another, and another, until we're either done or we run into a block: we need more information, we need someone else to catch up, etc.

What's the Next Action?: Don't plan out everything you need to do to finish a project, just focus on the very next thing you need to do to move it forward. Usually doing the next, little thing will lead to another, and another, until we're either done or we run into a block: we need more information, we need someone else to catch up, etc. Be as

concrete and discrete as possible: you can't "install cable", all you can do is "call the cable company to request cable installation".

Whatever you do, whatever you say, people will judge you either fairly or harshly. Don't sweat this small thing. Don't let it ruin your day.

Whenever thinking about doing something, ask yourself a question: "Will doing this help me find, know, feel or achieve something that's important to me?"

Work hard and be brave.

Work in 90 minute blocks with 10 minute intervals to recover and refuel (another game-changing move I personally use to do my best work).

Worry is like a parrot sitting on your shoulder - jabbering on about all the awful things that could happen to you, how dreadful they will be and how little you can do to prevent them. So next time the Parrot starts jabbering away in your ear, stop and listen to it for a moment - don't try to block it out, just listen to the anxious Parrot-like voice, and recognize that it's not you and it's not telling you the truth about you or your situation.

Worry less, achieve more, love what you do

Would you rather be at the back of the fast train or the front of the slow train?

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Write a weekly or daily to-do list but be sure to be realistic. Don't overwhelm yourself. Just put down what you can do for a week or for a day, and be specific.

Write It Down: Don't rely on your memory as your system. Write down the things you need to do, your schedule, anything you might need to refer to, and every passing thought so you can relax, knowing you won't forget. Use your brain for thinking, use paper or your computer for keeping track of stuff.

Write things down.

Write your to do list the night before.

You don't have to overcome your fear all at once.

You get energy from other people, so hang out with energetic people.

You have power over your mind - not outside events. Realize this, and you will find strength.

You have to work very hard to make it seem like you aren't working hard at all.

You might look dumb asking questions, he said. "But you look dumber when you don't get it because you failed to ask."

Your time on this planet is your ultimate non-renewable resource.

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I call it the 1-hour workday, referring to the short, sacrosanct period when I do what I see as the “real” work of academia: writing papers.

Never touch something more than once. For example, my email inbox is cleared every day, despite receiving several hundred emails that require action.

No puedes mantener el control de tu tiempo sin decir que no. No debes dejar que la gente anteponga su orden del día a tu vida-Warren Buffett.

La diferencia entre las personas de éxito y los demás es que la gente realmente exitosa dice que no a casi todo.

A simple trick to defeat procrastination: find a way to boost the subjective value of working now, relative to the value of other things. You could increase the value of the project, decrease the value of the distraction, or some combination of the two.

Don't Be a Know-It-All, Be a Learn-It-All.

Más Concentración al hacer las tareas de Valor.

Cierro más temas y dejo menos cabos sueltos.

Ya no caigo (tanto) en la maldita Multitarea.

Ahora hago descansos activos entre tareas.

Ya no vivo con un desorden físico y digital.

Ahora voy mejor preparado a mis reuniones.

Los viernes preparo el trabajo de los lunes.

Ahora aprovecho los “ratos muertos”.

Cada vez soy más sensible a las fechas.

Especially in times of struggle or angst, remember to enjoy the journey.

Do what you love. I know it's corny, but it's true.

We are sharper after plenty of sleep, thought comes faster and we become more in tune with our surroundings.

Sleep is a weapon.

Don't Speak Unless It's Something Worth Saying.

Razón para ser efectivo: Solo hago cosas importantes.

Razón para ser efectivo: Vivo más feliz.

Razón para ser efectivo: Hacer las cosas bien no es un esfuerzo.

Razón para ser efectivo: Mi entorno funciona mejor.

Razón para ser efectivo: Mi trabajo es de más calidad.

Razón para ser efectivo: Trabajo menos, disfruto más.

Razón para ser efectivo: Tengo menos estrés.

Razón para ser efectivo: No se me olvida nada.

Razón para ser efectivo: Puedo olvidarme de todo.

Razón para ser efectivo: Tengo más tiempo para mí.

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it. And, like any great relationship, it just gets better and better as the years roll on. So keep looking until you find it. Don't settle." — Steve Jobs, Stanford

Madrugar no aumenta necesariamente tu productividad.

Estress es la diferencia entre lo que quieres y lo que puedes.

Planifica con antelación.

Cada minuto invertido en planificación ahorra 10 minutos de ejecución.

Cambia el café por un paseo matutino.

No consultes el email cada dos por tres.

Reserva un par de ratos al día para atender los emails y no los abras hasta (por lo menos) la 1 de la tarde.

Establece prioridades en tus tareas.

Haz las tareas más difíciles a primera hora.

Si durante las primeras horas de tu jornada te quitas de encima lo más difícil, ¡el día solo puede ir a mejor!

Identifica y elimina las distracciones.

Aprovecha los momentos improductivos.

Aprovecha los momentos muertos del día para hacer minitareas.

Evita la procrastinación.

No persigas el perfeccionismo.

Ya nos has oído decir muchas veces que “hecho es mejor que perfecto”.

Huye del perfeccionismo: es el enemigo nº1 del emprendedor.

Agrupar las tareas en temáticas.

En lugar de dar saltos entre tareas que nada tienen que ver unas con otras, agrupa acciones similares y aborda una detrás de otra.

Haz un presupuesto de tiempo.

Sé realista con tus plazos.

Cuando planifiques un nuevo objetivo, sé realista con el plazo de finalización y contempla posibles imprevistos.

No hay razón para no delegar tareas en un tercero.

Delegar te ayuda a gestionar mejor el tiempo.

Automatiza procesos.

Si de verdad quieres optimizar tu gestión del tiempo, vas a tener que empezar a rechazar propuestas.

Identifica tus ladrones de tiempo para mejorar la gestión del tiempo.

Antes de empezar una nueva tarea, pregúntate por qué vas a hacerla.

No hay nada más inútil que hacer algo que no debería haberse hecho en absoluto.

Concédete premios.

Celebra tus pequeños logros y prémiate por conseguir tus objetivos.

Descansa.

No reduzcas tus horas de sueño para trabajar más. Solo conseguirás ser menos productivo, menos creativo y cometerás más errores.

Conviene que identifiques cuándo tienes tus mejores picos de productividad y rendimiento.

Trabaja por bloques de tiempo.

Marca límites de tiempo.

El 20% del esfuerzo debe acarrear el 80% de los resultados.

Divide las tareas en acciones pequeñas.

Evita el hábito de “estar ocupado”.

La falta de tiempo, la sensación de estar muy ocupado y tener muchas cosas que hacer son una forma de procrastinar, así que hay que andarse con ojo.

Abandona la multitarea.

Usa los atajos del teclado.

Reflexiona.

Aplica lo que ya sabes.

Es algo obvio, pero se olvida: si no aplicas lo que aprendes, es como si no lo supieras. Y, claro, tampoco obtendrás ningún beneficio.

Con saber no basta; tenemos que aplicar. Con querer no es suficiente; se debe también hacer.

Take real vacations. My out of office messages tell people that their emails will be automatically deleted while I'm gone. If it's important, they can tell me when I'm back or handle it themselves. Life is too precious and short to always be “on.”

Wisdom is just thinking before you act.

Clasificar y planificar, simples excusas para procrastinar.

Si no te gusta algo, cámbialo; si no puedes cambiarlo, cambia la forma en que piensas sobre eso.

Se consciente de que siempre tienes otra opción.

De la única cosa que tienes control a veces es tu perspectiva. Si no tienes control sobre tu situación, sí tienes control sobre la forma en que la ves.

The More You Want, The Poorer You'll Feel.

The opposite of play isn't work. It's depression.

Be the best version of yourself.

En dos minutos: finalizar una tarea mínima en línea.

¿Qué te atreverías a hacer hoy si supieses que no fracasarías?... ¡Pues hazlo!

Live the way that makes you happy!

“Don’t eat the second donut” is a line that I keep coming back to. It’s either an insightful statement about willpower and exercising self-control, or it’s something my mom said to me once when my brain was developing memory function, I guess.

Realize that life is about experiences, not things.

Forgive yourself and try again.

The way we spend our days is how we spend our lives.

Once you accept that you have more to do than time to do it all, that is actually a liberating concept.

You can always do something to improve your circumstances.

When solving problems, think about what you could do, not what you should do.

Failure is not the opposite of success. It’s part of success!

Es beneficioso tener momentos al día en los que no haces nada.

Debes tener bien claros tus compromisos, conocerte a ti mismo y actuar con integridad. Antepón tus prioridades, proyectos e intereses personales. Si lo que te proponen no tiene nada que ver con ello, simplemente recházalo.

Valora tu tiempo. Decir que no a algo te permite decir que sí a otras cosas que de verdad te interesan. Si demuestras a los demás que valoras tu trabajo, tu tiempo y tus prioridades, al contrario de lo que piensas, te respetarán por ello.

Si aceptas todo lo que te piden, no eres tú mismo, no evolucionas como persona, no mejoras.

Si después de una negativa, tu relación con una persona se deteriora, no era una relación sincera, sino interesada. No dejes que te chantajeen. Además, piensa que alguien que te aprecie nunca te pediría hacer algo que te perjudique.

Puedes ser generoso, pero evita los abusos. Si lo que te piden es abusivo, trata de negociar unas condiciones equilibradas para aceptar, o recházalo.

Si no lo tienes claro, retrasa la decisión, y dile que lo tienes que pensar. Entonces busca argumentos sólidos para poder aceptar la petición. Si no los encuentras, recházalo.

Cuando digas no, hazlo de forma educada pero firme. Demuestra que respetas sus sentimientos y opiniones. Estableciendo los límites desde el principio y expresando lo que no te gusta, te ganarás su respeto.

No inventes excusas, sino la situación se repetirá constantemente. Ni siquiera tienes por qué dar explicaciones. Tú eres el dueño de tu tiempo.

Antes de aceptar algo, piensa en sus implicaciones. ¿Cuánto tiempo necesitarás? ¿Cómo afectará a tu vida profesional, personal o familiar? ¿Qué coste acarreará? ¿Qué otros proyectos vas a tener que sacrificar?

Desiring less is even more valuable than owning less.

Ask "why?" five times to get to the root of any problem.

Be on a journey for lifelong improvement.

Handle the small stuff immediately before you have to bother writing it down.

When starting a new project, take your idea, cut it in half, and then cut it in half again.

Take your pleasures seriously.

Doing my tried & true 1-2-3 survival strategy for tough days. 1. Do something you have to do. 2. Do something you want to do. 3. Do something for somebody else.

Don't use your energy to worrying. Use it to try new things.

Swim in your lane. Let your competitors take care of themselves.

Automate as much as you can so you can spend time on and enjoy the things that you really care about.

Your poor planning is not my emergency.

Never stop striving to become a better version of you.

The idea is that when you're embarking on a big project or initiative, sometimes you just have to throw your hat over the wall. Then you're committed to overcoming any challenges, climbing the wall, and getting to your hat.

Don't compare yourself to other people. It's not a race—trust your own process.

If you do whatever you said you are going to do every day, you will get whatever you said you are going to get.

When you have a negative thought about yourself, cancel it.

Tener perspectiva es preguntarte siempre para qué.

Descansa sin culpas.

Stay away from people who suck the passion out of you. Stay away from people who are naysayers. You want people to challenge you, but you should stay away from people who say, “You can’t do this. This can’t be done.”

We need to work smarter, not harder.

Pick an occupation in which you don’t mind the least interesting part.

Focus only on the goal. Everything else is just noise.

You can’t change anyone’s behavior but your own.

Always snooze emails. Never snooze alarms.

Work smart, not hard.

Be authentic. There is no substitute for it.

Don’t be afraid, it won’t do much good anyway.

Vence al síndrome del impostor.

¿Si solo pudieras hacer una cosa hoy, sabrías cuál sería la que más y mejores resultados te aportaría?

Una lista más ligera no quiere decir laxa o carente de tensión productiva, sino realista y menos intimidatoria, más manejable, más realizable y que me cuesta menos.

If you don’t already understand the lore of the catch-up day, let me regale you: It is a day you set aside for catching up on mundane life tasks.

Decide to do it, and then don’t waver. Don’t let yourself argue about it. When you decide to do it, just commit and do it.

Do it at a certain time: tell your accountability buddy you’re going to do it at 10am, or whatever works best. Set a reminder. Do it when the reminder goes off.

Psyche yourself up, if it helps. Play some pump-up music, get some tea, clear distractions, and then pour yourself into it. Do a countdown: 5-4-3-2-1 and then do it!

Get small victories. Small victories are incredibly powerful. Avoiding doing a big task? Do 5 minutes of it. Do 10 minutes. Eventually, doing an hour of it will be much easier, but do the smallest possible chunk, and get a victory. Celebrate it! Do a dance, acknowledge yourself. Then get another victory.

Don’t Underestimate the Power of a Walk.

I like Gretchen Rubin's idea of the "power hour." All those little tasks you don't want to do? Commit to spending one hour getting them done.

Break down tasks with small steps.

At the end of the day, write down the six most important things you need to accomplish tomorrow. Do not write down more than six tasks.

When you arrive tomorrow, concentrate only on the first task. Work until the first task is finished before moving on to the second task.

Have an honest reason for waking up early.

Take a deep breath, and remember that things don't last.

Everything is a phase.

This too shall pass.

If you have cash, always stop at the child's lemonade stand.