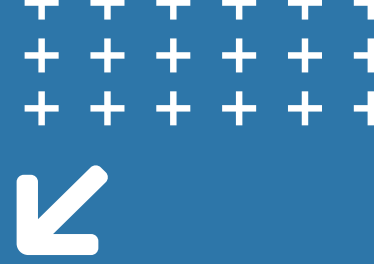


# LEADERSHIP LIFTER

EPISODE NOTES



## Episode #10: 8 Habits for Productive Year (Not a Busy One)

### Busy leaders are bad leaders.

Productivity is more about priorities, planning, and fiercely protecting your time. Busy isn't a badge of honor.

### The truth is, there's a BIG difference between busyness and productivity.

#### Busyness

Activity-Focused: Engaging in numerous activities without clear goals.  
Reactive: Reacting to immediate demands without a strategic plan.  
Stressful: Constantly feeling overwhelmed and stressed.  
Fragmented: Work is scattered, lacking a cohesive structure.  
Quantity-Oriented: Valuing the quantity of tasks over their quality.

#### Productivity

Goal-Oriented: Aligning activities with clear and meaningful goals.  
Proactive: Planning ahead and prioritizing tasks strategically.  
Purposeful: Working with intentionality and a sense of purpose.  
Structured: Implementing organized systems for effective workflow.  
Quality-Focused: Prioritizing high-impact tasks for optimal results.

### Leaders who react to what's happening rarely make things happen.

### 8 Habits for a Productive Year – not a busy year.

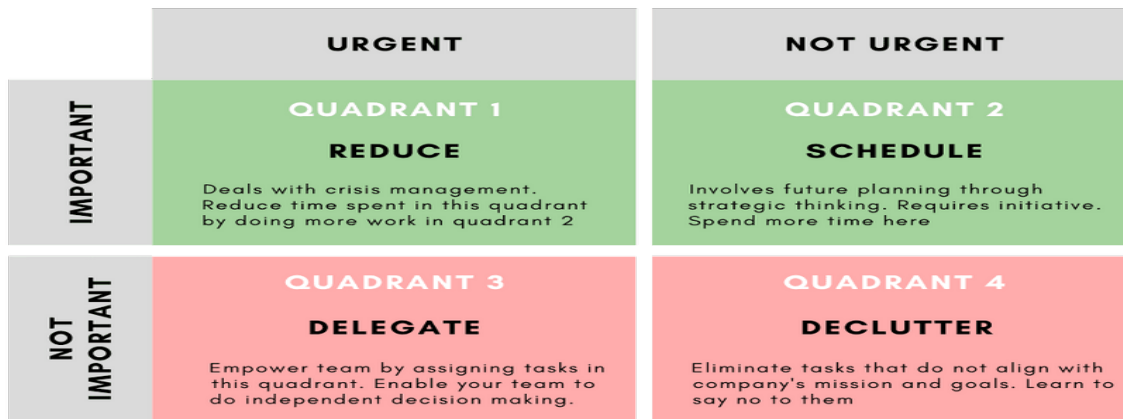
#### 1. Identify what's important and necessary.

If you don't delegate, you won't develop leaders.

Procrastination is the number one enemy of progress.

# LEADERSHIP LIFTER

EPISODE NOTES



## 2. Discover your energy zone.

To increase your productivity and decrease your busyness, you want to make the most of your energy by performing your best work while you're at your most productive.

The most important thing is to understand your energy cycle and how to use it to your advantage.

**The crazy thing is, despite having a finite number of high-energy hours, many people use their valuable energy zone in unplanned ways, and on unimportant tasks.**

## 3. Optimize your organization.

Slow down and sharpen your saw.

It's time to develop some new skills and learn the right tools and software to optimize your organizational process.

**Stop using Post-it notes legal pads for your reminders!  
It's time to get a system.**

There are many great tools out there to help you optimize your organization.

Todist, Wunderlist, or other task management will work for simple tasks.

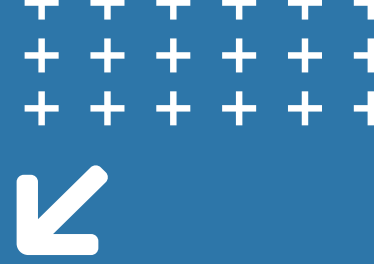
But I recommend an organizational overhaul. Get your entire team on Monday, Asana, or Basecamp

## 4. Create a system to minimize distractions.

Distraction is a common occurrence with busy people. They allow themselves to get distracted.

# LEADERSHIP LIFTER

EPISODE NOTES



## **5. Say “yes” strategically**

Productive people are more strategic with their time.

Say YES strategically. The next time you get another TO DO from your manager, don't just blindly accept it without giving them clear communication about your current projects and tasks. Busy leaders let other people control their time.

### **Busy leaders let other people control their time**

**If you're a manager and you have the habit of bumping team projects for your last-minute projects, you can't hide behind acting like you're managing a bad performer, when the reality is, you're a bad leader.**

## **6. Be willing to make sacrifices.**

There's a bad belief that as leaders you have to sacrifice things like spending time with family or doing the hobbies that we're passionate about doing. That's an effect of being busy, and it's not true for productive leaders.

Productive leaders are willing to make sacrifices if that gives them more time to rest, or go on a vacation, or spend with the people who matter most.

You can sacrifice gaming, or TV, and some entertainment.  
You can sacrifice time waisters like social media.

**The reality is, your family isn't getting sacrificed on the altar of your ministry, it's getting sacrificed on the altar of your lack of productivity. You're not organized, and you're making the wrong sacrifices.**

## **7. Surround yourself with productive people.**

Get around people who are getting things done! You make things happen. You are highly productive, and watch it rub off on you.

**Analyze your circle, and make some decisions on how you can get around the right people so your life can start going in the right direction**

## **8. Be honest about your progress**

# DISCUSSION QUESTIONS

What are some things in your role that are important? What are some things that can be delegated? Are there any quadrants you find yourself in more than that others?

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What are some sacrifices that you need you make to be productive this year?

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Who are the five closest people in your circle? Are they hurting or benefiting you?

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