JUAN MANUEL FERRERA DIAZ

PRODUCTIVITY
for lazies

How to do more, with less effort

Productivity for lazies

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Leanpub

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Introduction

This book is aimed to those who always look for a shortcut when have something to do. And not because their intelligence forces them to do it, but because of laziness. And are not ashamed to admit it.

To those who are overwhelmed by things in their head and harassed by the amount of information and the speed that it moves. And cannot get slack at will.

Here you will find the essence of the best management methods, summarized and ready to apply in your life, including the famous Getting Things Done (c) by David Allen so you don't have to look for everywhere. My experience as idler "epic level", will save you years of search and investigation.

You will accompany me in a journey to create an external system that will allow you to pour all that is now stored in your head and is not allowing you to think in what you really want, that is, nothing most of the time.

So you only have surprises like birthday one's or an unusually low electric bill. Not the ones that make you to loose your cool or miss your sleep.

You will eliminate stress at work and in life and will have

at your disposal enormous amounts of time to squander, resulting in a deep satisfaction and well being sensation.

And the greatest joy will be to see the people that tries other methods are learning to be productive, to be busier and therefore unhappier.

We will pursue together two goals: that you can establish yourself and be accepted socially as a professional lazy that somehow fulfill your duties and that you recommend this book to all your friends of similar characteristics, so I can live without working. If for some reason you cannot reach the first goal, at least try to help me with the second.

Thank you.

Preface

If you implement the tricks, systems and advice of this book, you will achieve:

- To define your purpose and complete success in life: where you want to be, what you want to do and with whom.
- Know your areas of interest and responsibility.
- Keep your list of projects with actions.
- Align your purpose and goals with everyday tasks.
- Learn how to process your information documents and e-mail in an agile way.
- Establish a reliable file system.
- Perform Brainstorms correctly.
- Implement a simple and flexible management system to be productive and feel relaxed at the same time.

They appear to be a lot of things, very complicated and requiring a lot of effort. Do not worry. Simply follow the 12 items in the Control List you will find later in the book and you will be fine.

If you adopt these simple tricks, you will be ahead of 98% of the mass. And that in itself, is a very nice feeling worth an effort… a little effort.

I am not lying if I say that if you read this book a couple times and use the Control List to check how you are doing, you will achieve in a short time what I did only after an arduous process of assimilation, many tests with its respective failures and all these, spending enormous amounts of time. This is what the books are for. Don't mention.
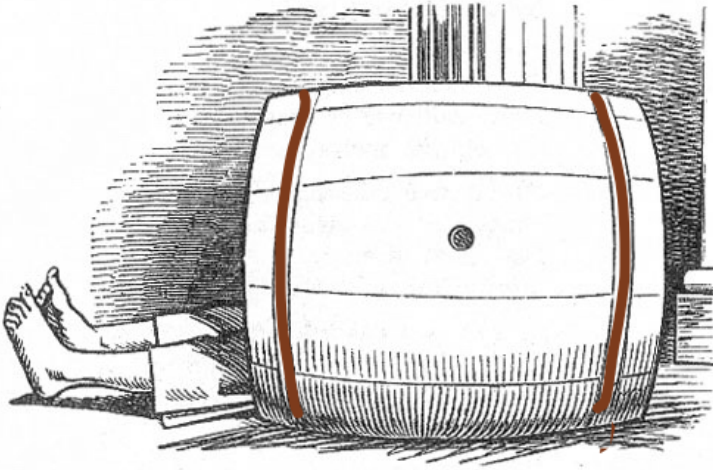
For some reason, the hobby of laziness has not been apreciated by fellow citizens since ancient times.

Control List

Summary, step by step

It is hard to believe, but you've already arrived at point 3, (included) of the next list. I have not put together this to annoy you or to make things more difficult. Use it to see how many things you have learned from the book. And how many you already have put in practice.

1. Install your Inbox - (link)
2. Learn how to process - (link)
3. Process your drawers, closets, files
4. Set up your Archive - (link)
5. Prepare your Calendar or Agenda - (link)
6. Setup your workplace - (link)
7. Make the Roadmap - (link)
8. Do Brainstorm - (link)
9. Identify and make a list of your projects.
10. Assign next actions to the projects.
11. Classify actions by contexts.
12. Carry out the daily and weekly review - (link)

Calculate the time you're reading until now, multiply it by 4 and you'd finish. Is it attainable? It is.

Like all simple things, it is more difficult to explain it than to do it.

But that is why I am here for, and why you have purchased the book.

Do you have two minutes? Now we will set up your Archive.

Well, how do you like it so far? If you don't you are lucky, cause the free part is over. If you liked it, you can have the entire book for a couple of euros at the following link:

http://www.leanpub.com/lazyproductive

Enjoy it!