

The

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I Am Unstoppable!

Newsletter

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**Greetings loyal readers, and Welcome!
new readers!**

There's never enough time to do everything we want to do.

With that in mind, this week we have some information and tips on productivity.

Please go to the website and leave any comments or suggestions that might be useful to other readers...Enjoy!

DonMelvin.com

10 Ways to Work Smarter and Increase Productivity



Becoming more productive at home and work requires planning, scheduling, and paying close attention to the impact of the actions you take. After all,

productivity is not about being busy, it's about getting stuff done.

1. **Track Your Time** – Before you set up a new schedule for increased productivity, it's essential that you figure out where you're wasting your time first. Start keeping track of the activities you do, including the time it takes, and the effect of the action.
2. **Systemize & Automate** – Note the tasks that you do that can be automated using technology or other resources to get them done. The rest of the tasks you do yourself create a system to get them done faster and more effectively.
3. **Create Routines and Develop Habits** – For many things you do, you'll do more of it if you make it a part of your everyday routine so that it becomes a habit. Whether it's unloading the dishwasher

every morning first thing, or taking an after-dinner walk, these are the things you'll stick to long term.

4. **Batch Actions** – Take a look at your list of tasks and put like things with like things or location-dependent things together. For example, if you know you must deliver your dry cleaning every two weeks (and pick it up) what else can you get done in that area of town?
5. **Say "No" More** – You don't have to do everything for everyone. You can say no. Before saying yes, always look at your schedule and your goals. Does the task reflect your values or get you closer to your goals?
6. **Set Deadlines** – Even if they are self-imposed, setting deadlines for the things you want to accomplish helps ensure that they get done promptly. For example, if you've set a goal that you want to walk 10,000 steps a day, you may set a deadline that by a date in the future you'll have worked your way up to walking 10,000 steps every day by increasing your steps each day.
7. **Stop Multitasking** – No one can do two things at once that require conscious thought. Not convinced? Set up a no multitasking rule for the next thirty days, and you'll be shocked at how much faster you are.
8. **Prioritize Based on Impact** – As you set your to-do list, look at the impact the action provides toward your goals. Focus on the effects so that what you do the most accomplishes the most.

9. **Include Rest & Breaks in Schedules** – Don't over-schedule yourself. You might think that means you're getting more done, but everyone needs to have a balanced life as they can.
10. **Celebrate Success** – When you achieve a goal that you've set, always celebrate your achievements. The more you experience the feeling of success the more you'll want to repeat it.

If you want to get more done by working smarter, not harder, while increasing your productivity, it all starts with setting clear goals tied to actions that create the most impact toward reaching that goal. That way you can avoid doing things just for the feeling of being productive and really get to the point that you get things done.



TIME FOR CHANGE

The Key to Manifesting A Good Life

If you've ever heard of the law of attraction, you know that it's about manifesting your desires. To manifest is an action that you take to make something come into your life so that you remember it's there. For example, when you bake a cake, a cake will manifest or appear, once you have made it.

Get Clear on Your Definition of a Good Life

Have you ever started a project without knowing what the result is supposed to look like? If so, you realize that this makes success rather impossible. You can't go on a trip, build a house, or even write a school paper without knowing what the deliverable should look like. The same can be said for your entire life. To have a good life, you need to define a good life for yourself.

State Your Intentions to The Universe and Your Subconscious

Once you know what a good life looks like, you want to state it out loud to the universe, which is really another way of getting clear on your goals in your mind. Write down your specific and measurable goal in detail so that you create a sort of map that helps you make the goal.

Know What You Can Control (and Can't)

As you create the path toward manifesting your good life, don't forget to note what you can and cannot control on the journey. As you identify what you can control, double down, and do more of that. As you realize what you cannot control, learn to go with the flow adjusting as needed to stay on course.

Create a Process to Success

Once you've identified the steps you need to take, potential barriers to success, and other information, you can now develop and create a process that will lead you to the successful good life you desire.

Implement the Process

Don't just write it down as if it's not ever going to happen. Schedule your actions, mark off tasks, and note what is working and what is not working. Asking for a million dollars and then doing nothing toward creating it isn't really going to work. You can be assured that you can succeed if you create then implement the steps.

Clear Any Resistance to Success

Sometimes, while creating your plans, little doubts creep in. Double-check what you have control over and what you don't. Let go of what you can't control and do what you can to mitigate issues and break through barriers. Remember most resistance is only in your mind.

Show Gratitude for Wins and Loses

Every single day, what went well and what didn't. Note what you've learned from either. Take time through journaling, your thoughts and words, to show your gratitude to the universe, God, and yourself or others who've helped you along the way.

Keep Going: Persevere

Roadblocks will happen. Things will set you back on your plan.

However, the key is to stick with it, go through your process, and plan for the long term.

It's clear that if you want to manifest a good life, you need to know what that means so that you can define a path toward reaching that goal, then follow it to success. That knowledge makes it apparent that you must perform some form of action to ensure that your ideas really do come true.

Steps to Unleashing Your Creativity

Being creative is about being innovative in a way that is original and effective for generating the result you desire. Most people think of creativity in terms of art, but you can be creative in every part of your life because all it requires is that you work toward solving problems in a unique way.

1. **Set Up Your Environment for Creativity** – You need to know how you work best but also inform yourself about the science of

creativity. Most people can be more creative if they are in a comfortable, safe environment that is void of distractions. Try



what works for most people before you try something different.

2. **Get Out into Nature and Unplug** – If you're having trouble focusing, take 15 or 20 minutes away from technology and get out into nature. You can walk, or just sit in the park, or gaze at the sky. It's up to you, but studies prove that humans need more nature in their lives to boost creativity.

3. **Get Moving to Create Energy** – If your energy levels are down, go for a fast walk or a jog. If you don't like doing that type of exercise, find something that you do like that's simple to do on a break so that you can boost your energy and think better.
4. **Schedule It to Develop a Habit of Creativity** – Believe it or not, you can schedule creativity. Many famous designers, writers, artists, and so forth all claim that they set certain hours and work those hours and no more on their creative part of their job. Therefore, they're creative on command due to creating a habit of creativity during those times.
5. **Challenge Yourself** – Sometimes, if you get stuck in a rut and cannot find a way to be more creative, it helps to challenge yourself. You can do that by taking a course, joining a contest, or even by joining a mastermind or hiring a coach with accountability. For example, if you're a writer, you might try to write an article arguing the opposing point you want to argue to warm up.
6. **Collaborate with Others** – If you've been doing things alone a lot, sometimes bringing on someone to work with can energize your mind enough that it sparks the creativity that you weren't exhibiting before you started working with the person.
7. **Be More Curious** – Keep learning, keep exploring, and continue being curious about the world and the things that are important to you about the world. Whatever brings you joy is something that you should be curious about enough to keep learning.

8. **Change Your Perspective** – When you are used to looking at a situation through your own lens, changing that perspective by looking at the problem from a new angle can unleash your creativity like nothing else.
9. **Get Feedback** – Asking other people for feedback can also help you notice things that you didn't realize before. When you do get input, ask people who are also interested in that activity for the feedback so that it's useful.

Don't wait for it to manifest on its own. It's not magic. Everyone has creativity inside them. Training yourself to be more creative in every part of your life is entirely possible. Even if you want to learn to paint amazing realistic paintings, you can learn. It might take you longer than someone else, but eventually, given enough time, you can be amazingly creative in both conforming and nonconforming ways.

Have a great, productive week!

Don