

248: The Practical Kind of Productive

10 Point Checklist

Darius Foroux

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

Get **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



**“Stick to what suits your preferences best.
If a productivity system or hack doesn’t work for you,
you’ll probably try it a week and then stop.”**

DARIUS FOROUX

10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?
Here are 10 steps that can move you closer to your goals – today.**

- Find out which productivity hacks work best with my preferences. There are many systems out there, but if it's not enjoyable, there's a low chance I'll really stick with it.
- Make it a habit to get three or four important tasks done every single day. Plan out huge projects by dividing tasks into smaller blocks done for a few hours every day until the deadline or the task is finished.
- Focus more on my strengths and find ways to merge those characteristics with my work.
- Review my progress daily, weekly, and monthly to determine which systems and processes work best for me. It's more than okay to switch things up if something doesn't feel right.
- Don't rely too much on apps or devices that can wear out after a while. The foundation of the systems I build for myself should be able to run smoothly even without the assistance of tech and gadgets.
- Create a top priorities list that remains the same for a very long time. These will be my core life principles and everything I do in life must reflect what's on that list.
- Implement a time blocking technique such as the Pomodoro method. Dedicate specific time blocks for specific tasks during the day. Make sure not to entertain distractions within those timeframes.
- Write notes to remember information better. It's advisable to use the classic pen and paper rather than a tablet because it's proven that manually taking notes is better for memory retention.
- Create healthy boundaries so people can respect my time the same way I respect theirs. Establish a balance between work and rest to avoid burnout.
- Check out [Darius Foroux's website](#) for more information on how to be more productive, fulfilled, and happy.

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/the-practical-kind-of-productive-with-darius-foroux>