

16 TRAITS *of a* HIGHLY PRODUCTIVE PERSON

As the adage goes, “If you want something done, ask a busy person.”

Productive people are:

AMBITIOUS

Believe there’s no time like the present.

SELF-CONFIDENT

Are battle-tested. They believe that “If I did it once, I can do it again.”

SINGLE-MINDED

Know what matters most and are relentless in pursuit of those priorities.

GOAL-ORIENTED

Establish fixed deadlines instead of going with the flow. They know that Parkinson’s Law holds true — “Work expands so as to fill the time available for its completion.”

FORWARD THINKING

Prepare in the morning; reflect at night.

FOCUSED

Don’t allow themselves to be disrupted or sidetracked by others’ priorities.

TRUSTING

Do things that matter to them and find ways to get the rest of it done.

ACTION-ORIENTED

Rarely complain. They’re too busy getting things done.

POSITIVE

Don’t let obstacles get in their way. When they confront a barrier, they find a way around it.

ACCOUNTABLE

Don’t make excuses or cast blame. They know their mission, accept responsibility, and are determined to get it done.

MODEST

Don’t spend time promoting their accomplishments. They know that results speak for themselves.

RESOURCEFUL

Make use of dead time rather than letting valuable minutes fritter away.

ORGANIZED

Rarely waste time reinventing the wheel, repeating mistakes, or looking for misplaced items.

PROJECT-ORIENTED

Say “no” to one idea so they can say “yes” to another.

DECISIVE

Make bold decisions. When you do nothing, nothing happens.

REALISTIC

Strive for excellence rather than perfection.