



PRODUCTIVITY STRATEGIES FOR GETTING MORE DONE FASTER, BETTER & EASIER

FROM **ALEX MANDOSSIAN**

CLEANING UP MESSSES

Making your house or office less cluttered allows you to get more done faster, better and easier

How do you boost your productivity with cleaning up messes?

It doesn't matter what you do or who you are, chances are you have messes in your life right now. Look in your garage, under your sink or in your children's room, if you have kids. There's usually a mess in at least one of those places.

I have three tips on how to eliminate messes because by eliminating messes that becomes your default to becoming more productive. Making your house or office less cluttered allows you to get more done faster, better and easier.

- **Tip #1: Chunk down your messes into smaller, more manageable groups**

For example, let's say I have 50 objects on my garage floor, and I want to chunk those down into manageable groups. I don't try to get rid of all 50 at the same time. What I do is find five boxes and put 10 items in each of the five boxes. Now, I have five boxes that are neatly on the garage floor.



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Next, I try to get rid of one box per day by filing them, by throwing stuff away or by putting them away in a place that is more manageable and less cluttered.

Then, after a week, those 50 items become no problem. They're gone. They're filed, or they're thrown away.

You decide how you like to chunk them down.

By chunking them down, the messes not only become more manageable, but it's also neater. Therefore, by putting them in those chunks, you find it's easier to file or put them away or even throw them away so it becomes less cluttered.

- **Tip #2: Have a countdown timer**

I set my timer to 50 minutes. Of course, it counts down from 50 minutes to one minute. Then it goes off. This creates tension for me to get stuff done.

So, going back to the garage example, if I have those five boxes, I would set my timer to 50 minutes, and I would do whatever I could to get as much done in that 50 minute period.

I may get two boxes done leaving me with only three boxes to go. Whatever the case may be, whenever the timer goes off, I'm done for now, and I move on to the next thing.



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Using this method makes the task fun and manageable, and it makes me want to do it again and again.

When you have a win, then you build more momentum to get more done faster, better and easier

- **Tip #3: Celebrate**

Celebrate the little wins.

When you have a win — like when you're cleaning up messes and becoming less cluttered by default, thereby becoming more productive — then you build more momentum to get more done faster, better and easier.

So, if you decide to use the countdown concept, when the timer goes off, celebrate. Have a win.

Have something to eat, go for a walk, workout, walk the dog or spend time with your spouse or kids, but celebrate in a way so you'll want to do it again. It will motivate you to go back and unclutter your home or workplace, so you eliminate the mess and become more productive.

"Pain is inevitable, suffering is optional."

- Unknown

So it goes with mess cleanup. Messes are a default in life, and when you unclutter your life and clean up messes, you will get more done



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FROM ALEX MANDOSSIAN

faster, better and easier. And you will do it as a result of chunking things down, having a timer and celebrating your wins.

My name is Alex Mandossian, and I hope you live a mess-free and more productive life, as a result, of this tip. All good wishes.

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EXPERTS ARE RAVING ABOUT ALEX



“Alex is a natural born teacher, and he really puts himself into the experience of his students. There aren’t many teachers that do that, and they certainly don’t do it as well as Alex does.”

Lorrie Morgan-Ferrero

“Alex, I’ve always respected your integrity, and I cherish our relationship. You have a significant impact on how I do business and view life.”

Tony Martinez



“Alex, thank you so much for the teleseminar. The content and context were excellent. It was not only fun, but re-affirming and inspiring for ME! Working with you is everything that we discussed and much more.”

Blair Singer
