



# Steve Pavlina: Productivity (StevePavlina.com Book 6)

*Steve Pavlina*

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Productivity = Value / Time

(productivity equals value divided by time)

By this definition there are two primary ways of increasing productivity:

- 1) Increase the value created
- 2) Decrease the time required to create that value

Apparently you can make some significant gains on the time side. There are many personal productivity optimizations which, especially if you introduce them in your youth, will produce a massive net savings of time over the course of your life. Consider your typing speed, for instance. If you invest the time to get your speed up to 90 words per minute or faster, it will be well worth the initial time investment if you happen to do a lot of typing over your lifetime, compared to allowing your speed to linger at 50 wpm or slower year after year. The extra hours of practice will be nothing compared to the time you save typing emails, letters, or blog entries over the next few decades. Other time-based optimizations include improving your sleeping habits, minimizing commute time, or dropping time-wasting habits like smoking.

This book is composed of the articles from StevePavlina.com website. It contains 33 Rules to Boost Your Productivity series with additional related articles.

Steve Pavlina (born April 14, 1971) is an American self-help author, motivational speaker and entrepreneur. He is the author of the web site [stevepavlina.com](http://stevepavlina.com) and the book *Personal Development for Smart People*.

List of Articles:

What Is Productivity?

Productivity 101

33 Rules to Boost Your Productivity

33 Rules to Boost Your Productivity – Volume 2

33 Rules to Boost Your Productivity – Volume 3

Goal Planning for Optimal Enjoyment

How to Prioritize

How to Make Accurate Time Estimates

7 Rules for Maximizing Your Creative Output

Timeboxing

The 50-30-20 Rule

20 Ways to Improve

Triple Your Personal Productivity

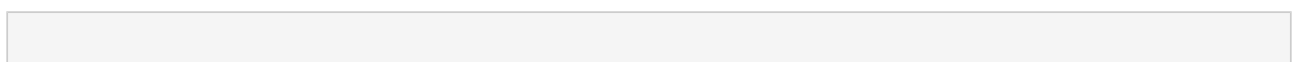
10 Ways to Relaxify Your Workspace

Disciplining Your Mind to Become Better at Manifesting

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