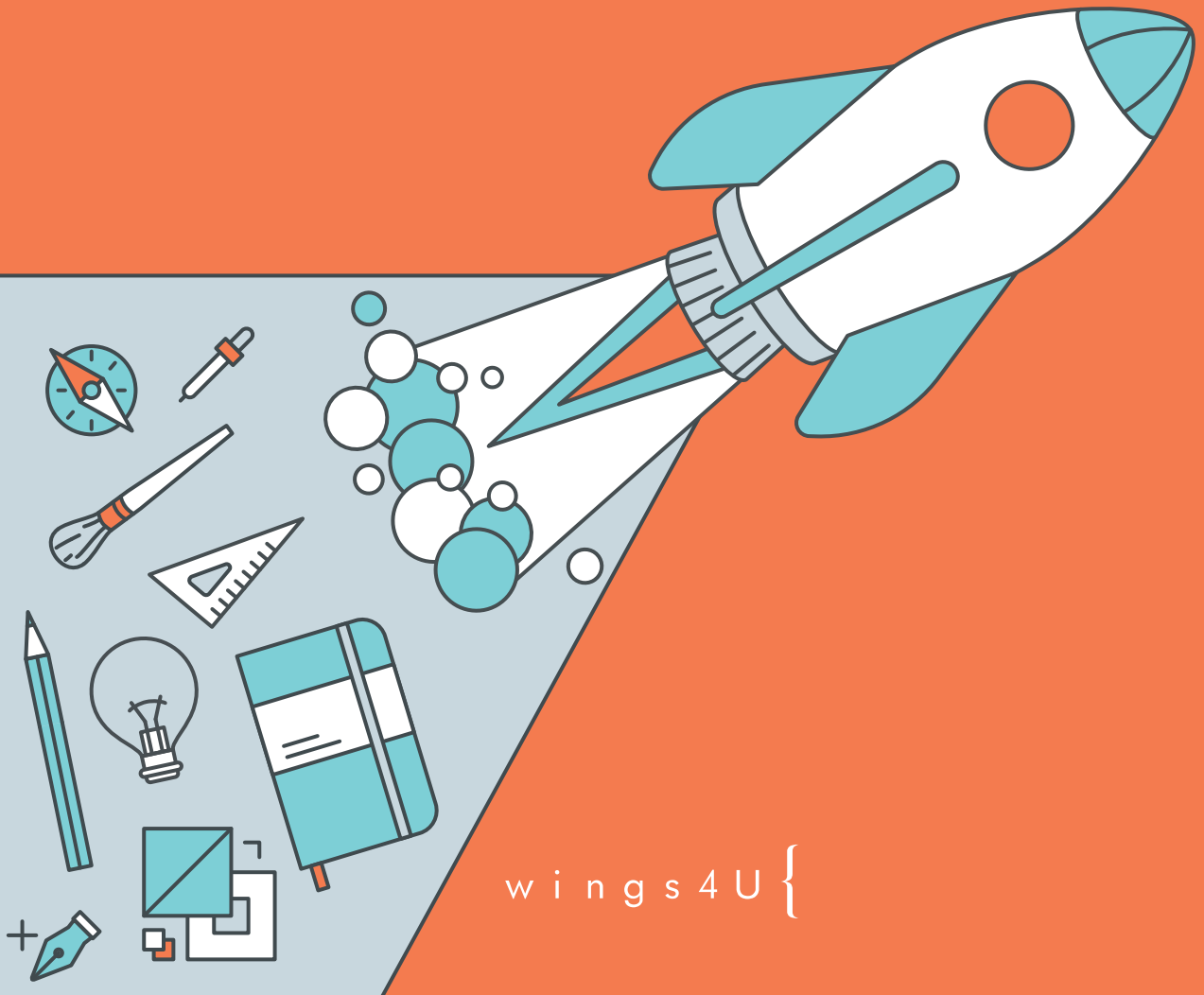


# Freelancer's Guide to Productivity



w i n g s 4 U {

Welcome

# HOW TO USE THIS EBOOK

Productivity is the number one challenge for the majority of our team members. And since all our team members are global freelancers (or Artists, as we prefer to say), this is clearly a worldwide problem. People have discussed productivity since man could talk. What's cool though, is that with technology, we can address the challenges of productivity more effectively – including with this ebook!

## IF YOU FIND YOURSELF TRYING TO WORK BUT REALIZE THAT YOU ARE:

- Easily distracted
- Procrastinating
- Unable to decide which job is more important
- Unsure of what actually needs to be done
- Working ineffectively
- Working when you should be out playing

then this ebook is for you.

The content you are about to read had been previously written by time management guru Andrej Mikula. We've edited his articles and added some new content to turn this into an ebook, bringing you an in-depth look at some of the issues, blockages and answers to productivity.

We suggest you take the time to read this from beginning to end, then get ready to ponder what changes you will implement. Even the small ones will make a difference. Here's to time wisely spent...

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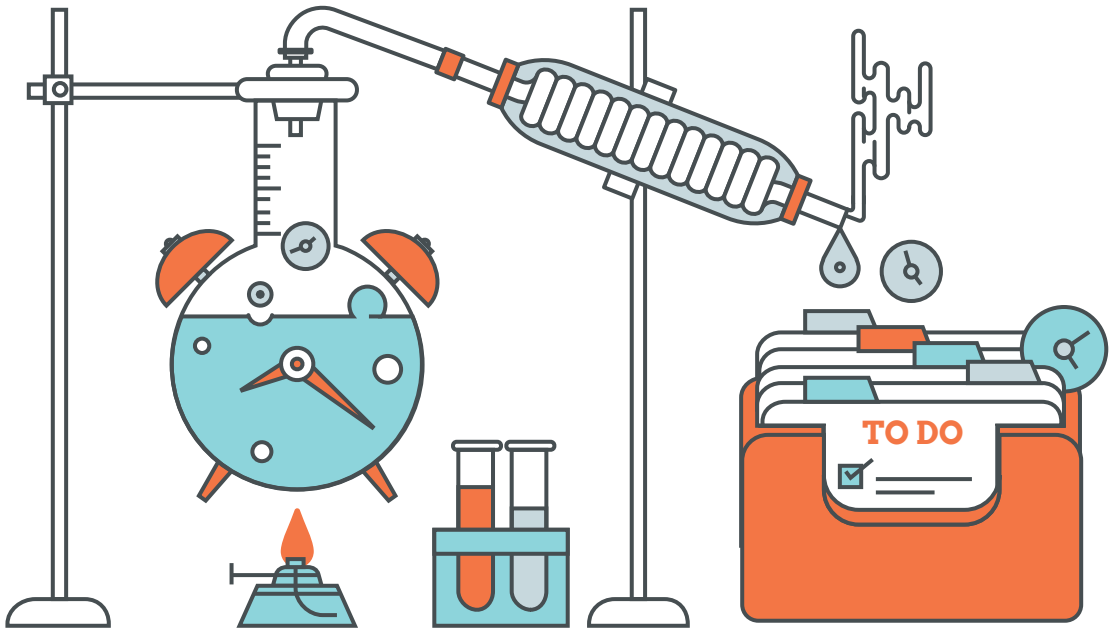
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## WHY TIME MANAGEMENT REALLY MATTERS

Some people claim to work 14 hours a day. But do they really? Let's consider how much work really gets done.

This statement expresses well how time management can make a difference. Thinking about how you do things is nice, but thinking about what you're doing can ultimately result in the difference between fulfilling your goals or not.

## A SPECIFIC EXAMPLE:

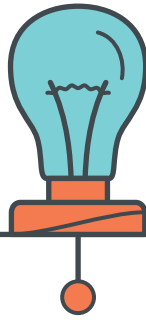
Suppose you work for a company and your job is to acquire new clients. Every day you write business letters, making sure each word sounds right. You design the letters and print the envelopes. Your goal is to cause maximum impact and get as many meetings as possible.

You spend at least three days with a few letters, because you keep editing them over and over, thinking how to make them better. How to achieve more results.

One day, before diving into your routine, you sit down for a coffee and think again about what you need. You need to set up meetings with new companies, not to design letters! What can you really do to set up meetings with new companies?

Instead of writing a new letter, you pick up the phone and, during one hour, call all the companies you're interested in working with. Now you have a calendar full of meetings for the entire week.

Sure, you had to step outside your comfort zone to call strangers, but it was worth the results. It got you closer to your goal faster than before. This is what you wanted.



*“A manager does things right.  
A leader does the right things.”*

WARREN BENNIS

## **BAD, GOOD AND GREAT WORK**

There are three types of work. Bad, good and great.

Bad work is just killing time. Chatting with friends on Facebook is fun, but it won't help you be productive. You know that.

Good work is something you know how to do well, something you are skilled at – work that happens by itself. Still, we don't call this work great because the actual advancement is elsewhere: outside your comfort zone.

Great work = hit the nail on the head. How can you distinguish between important tasks and unimportant ones? How can you determine what is essential?

Often, what you really don't want to do is important. The tasks that you have avoided for a long time are the ones you should pay more attention to: they hide the greatest potential.

## HOW LONG SHOULD YOU WORK?

A good time manager is not necessarily someone who works nonstop morning till night.

It's important to distinguish clearly between "work" and "sitting behind a computer." Work is when you achieve results. Sitting at a computer is when your back hurts.

It's really sad that people are paid at their jobs for time spent but not based on results. Unfortunately, in most regular jobs you have to sit at your desk from 8 a.m., look at a monitor, and appear busy. Whether you're logged in to Facebook or reading chain emails often doesn't matter. The main thing is that you showed up.

Brian Tracy, one of the best-known motivational gurus in the world, recommends regularly asking yourself this question: "What is the best use of my time at this moment? What would give me the most value? What activity? Am I doing it right now or am I doing something else?"

## AM I PRODUCTIVE OR JUST ACTIVE?

There is a huge difference between productivity and activity – between actual work and the feeling "I'm at work."



Think about that: how many hours of intensive work do you need to achieve your daily goals? And is it about the count of hours? Or is it about getting your work done?

A good first step is not to waste the whole day with so-called prepping for work like “I will organize my papers.” This can wait. What is it that you need to do right now and can’t wait? Get started!

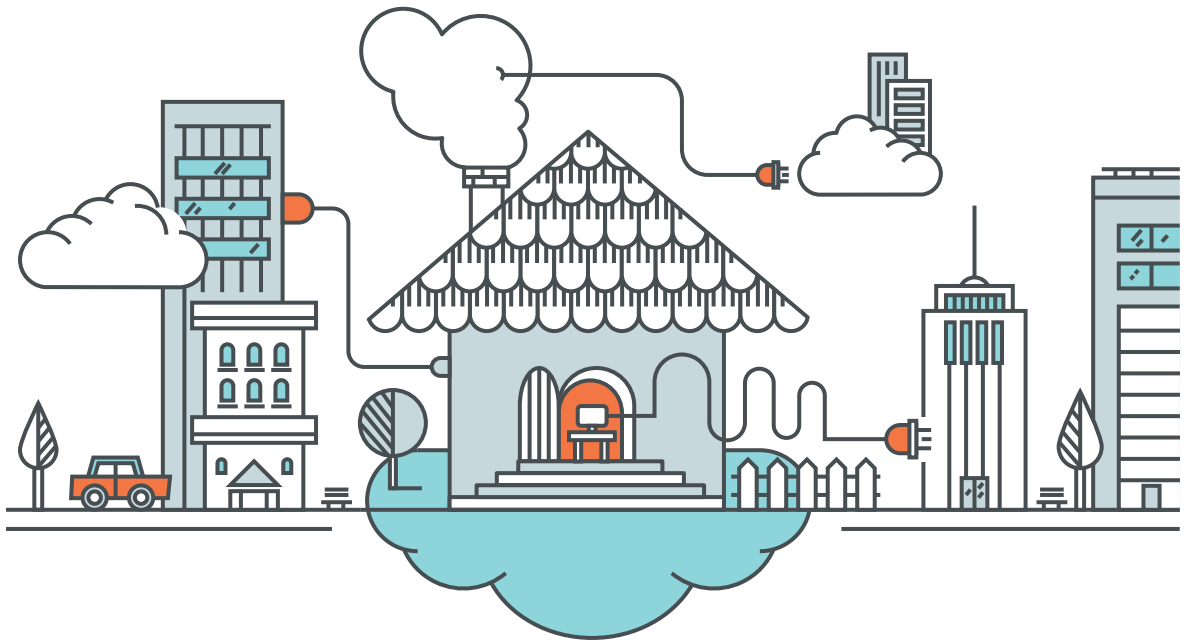
CHAPTER

1



# DIVE IN: CHALLENGES AND ANSWERS

Freelancer's Guide to Productivity



## 5 PRINCIPLES TO WORK EFFICIENTLY FROM HOME

*For most people, working from home is much less stressful than working in an office. But it requires a good dose of discipline.*

When you work at home, you save time and remain calmer than you would commuting to and from work or stuck in traffic. You will also likely feel less pressure from your boss, who can come check what you're doing at any time in the office, e.g. to see whether or not you're playing Farmville.

Working from home definitely has many advantages. But in order to truly get something done, you have to establish certain rules. The biggest challenge is to separate work from relaxation. Work duties from household ones. Excel spreadsheets from watching TV.

Pay attention to the following five tips. Maybe one of them – or all – is what you need to boost your productivity.

## 1. WHEREVER YOU ARE, BE FULLY PRESENT

Whether you work at home, in your own office or in a big open office at a multinational company, you should ask yourself every morning a few important questions: “What exactly do I wish to achieve today? What do I need to get done? What specifically will I have finished this evening and how will I feel when I leave?”

### THE ANSWER MUST BE SPECIFIC.

When you work in a corporate office, you have a fixed daily program. You arrive at work at 8 a.m. (you lucky ones can perhaps arrive at 9 a.m.). You may have office meetings in the morning and then you work for a while, go to lunch, another round of meetings and actual work. At some point, you quit work and go home.

When setting up your “home office,” you have to establish a similar work schedule. Set a time for when you get up, when you have breakfast, and when you will start working. That is, when you will sit at your computer 100% focused, or when you will create some value at a meeting with a client.

Define when you will have your lunch break, how long it will be, and stick to it. Last but not least, determine when you will finish work and devote your time to other, more pleasant, things.

If you have family and children, it might be difficult to explain to them that they shouldn't bother you. After all, you're home. You're just next door. You're available. One idea is to set up regular breaks. Every two hours you can leave your desk and check on your family. You have time to talk to your spouse or even play with the kids, let's say, for 15 minutes.

Maybe you think those breaks can make you lose focus, so what about hanging a "Do Not Disturb" sign on the door handle – a gentle reminder that you're busy? Or: have you considered locking the door? If you think the isolation is too radical, find whatever works for your reality. The important thing is to let your family know that when you're working, you're really working. When you're with them, you're really with them. Not with your cell phone or your emails.

## 2. "HOUSTON, WE HAVE A PROBLEM"

Good communication skills are the sign of a professional. Always maintain contact with your headquarters, with your boss, your colleagues, and your clients. When you are not in the office, but at home, you need to be able to sort out things via email or by phone.

Remember: when you're not face to face with people, chances of misunderstandings are higher. Luckily, there are many ways to make sure your message will get to the other side clear – and nice – enough.

## EMAIL:

- *Get to the Point Quickly.*

What is the first thing you want to know when you receive a new message? You probably want to know what this is about. Let the receiver know in the first few lines why you're writing. Avoid long introductions and go straight to the point. Then give more details, if necessary.

- *Be Precise.*

The second thing you want to know is: what do I need to do? Let your receiver know exactly what action you expect, if any. Try to be specific. If possible, finish your email with that information. And don't forget the word "please" when you're asking for something.

- *Things That Matter: Formatting.*

HOW DO YOU FEEL READING THIS? **What about this?** Avoid capitalizing whole passages if you don't have a reason to do that. You might think the sentence will get more attention, and it probably will, but in a bad way. Actually, it might look like you're shouting. If it's important, just say so.

As for the excessive use of bold, it's not nice to the receiver's eyes. Keep it simple and clean. This is the best way to get the attention you want.

- *A Little Review Is Never Bad.*

Before hitting "send," take a quick look at your message. Does it say everything you need? Are there any typos? Have you attached the file you mentioned? Is it clear? Good grammar is always a sign of professionalism. It shows you care.

## PHONE:

- *Why Are You Calling?*

Before calling, have the purpose of your contact in mind. This will help you avoid rambling and go straight to the point.

- *Start Off Right!*

The person you just called could be busy. Start by asking if this is a good time to talk. If it's not, try to set a time to call back later.

- *Have a Cheat Note.*

If you have several points to cover and you're afraid you might forget something, write down important points before the call. Keep the note in front of you as you speak.

- *Smile!*

It's funny, but this really helps. You'll be more relaxed as you speak and the person on the other side will find your voice friendly. Plus, you should smile anyway.

## 3. MAKE A TO-DO LIST. DAILY, WEEKLY, MONTHLY

Start with the monthly one. What exactly do you wish to achieve this month? What is the one thing that you wish to finish? Write it down on paper (and not on some scrap of used paper that you just happen to have in your hand). Open up a Word document or a special diary that will serve as your work diary and write down this super important information there.

From this big monthly goal, create four weekly ones and split each weekly goal into seven daily ones. One big goal per day is just right. Don't immediately cram 30 tasks into Monday. You won't get it done and you will only feel frustrated. The saying "Little by little does the trick" also applies to time management.

#### 4. WHERE DO YOU BELONG?

In a typical office, you have your standard workspace. A good chair, a big desk, a big monitor, and a desktop computer vs. a notebook, one that the IT department has forbidden you to install anything on.

A standard office will likely never receive an award for design, but they do work. You feel like you're at work there, because the space is designed for it.

You have to create a similar work atmosphere at home. You don't have to immediately set up an office, but buy at least a standard work desk and an office chair. The place where you work should be for work only.

If you have no other option, because you truly have no room and you can't fit an extra table anywhere, then buy at least one "special" chair. Place this chair next to your dining table in the kitchen and use it only for work – not to watch movies or check what's happening on Facebook. This way you can easily distinguish working hours from non-working ones.



## 5. REWARD YOURSELF

In a typical office, a good boss will praise you and say, “Good job.” If not him, at least your colleagues will do. But when you work at home and finish something successfully, it appears there is no one nearby with whom you can share the fruits of your labor. Wrong! You are nearby. You have to know that what you are doing is worthwhile.

You’ll probably not want to verbally compliment yourself, but find something you deserve. Treat yourself to your favorite meal. Buy the tickets for a cinema session with friends. Take an hour off to walk your dog. You earned it.

**Bonus tip:** It’s a cliché, but... don’t forget to maintain a hydration regime, take regular breaks from looking at your monitor (your head and neck appreciate it) and do a couple of squats from time to time to get your blood circulating.

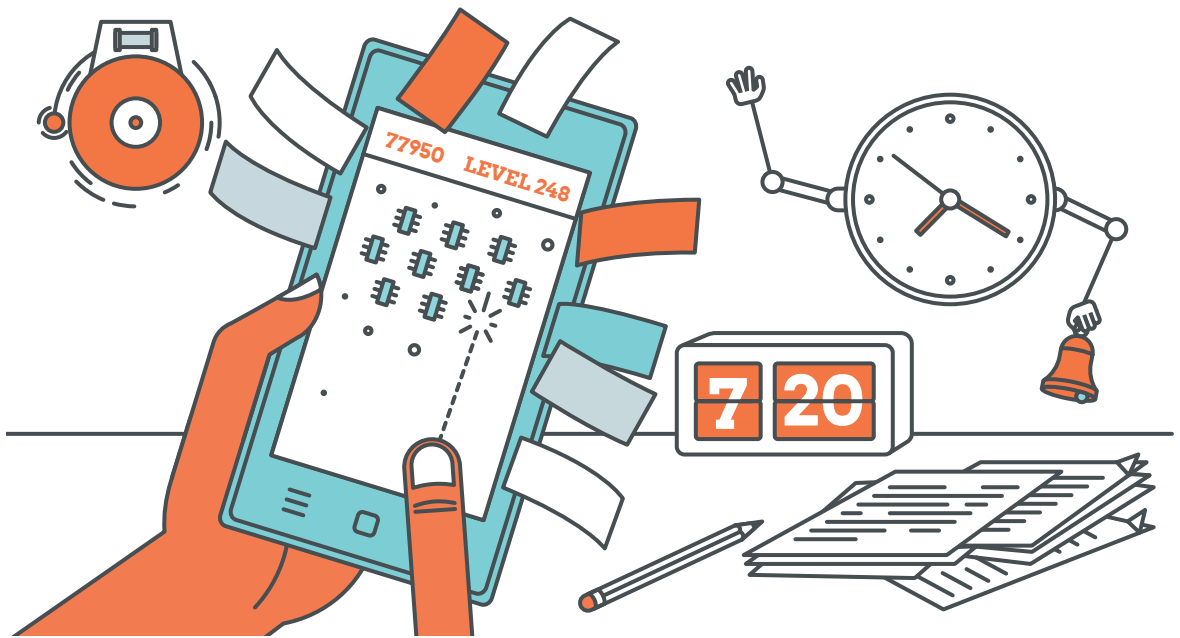
### RECAP:

- Explain to your family what “home office” means. Plan immediately a time and place for discussing this with your loved ones.
- Keep it simple. Be as precise and clear as you can when writing emails or making phone calls. Also, be nice!
- Organize your time. Make a to-do list for no more excuses.
- Design your ideal workspace. Perhaps now is the right time to take a trip to a furniture store.

- *You deserve it!* Buy some Champagne. After a successful week, what about a little party at home?

### **ONE MORE THING:**

Some people find it helpful to get dressed as if they were going out in public, to a real office. You don't have to put on a suit, but working in your pajamas could make you feel extra relaxed. The human brain is funny. Choose your outfit and give it a try.



## PROCRASTINATION – PRODUCTIVITY'S ARCH ENEMY

Procrastination is the art of doing everything possible except the most important work.

“I’ll just write one more status update on Facebook and then I’ll start working.”

“First, I’ll go to the kitchen and get a glass of water.”

“Never mind. I’ll watch the news and then I’ll start working. I have to know what’s going on in the world!”

The word “procrastination” is of Latin origin. *Pro crastinus* = for tomorrow. Procrastination is thus the act of delaying our duties until later. Until tomorrow, until Monday, until next year...

There is really no magic to fight the battle against procrastination. You have to find your own weapons and motivations. But maybe the following techniques will help you get back on track.

## THE POMODORO TECHNIQUE: 25 MINUTES AT A TIME

Kitchen timers in Italy are tomato (pomodoro) shaped, hence the name “Pomodoro Technique.” Francesco Cirillo, an Italian consultant, came up with it in the late 1980s.

The Pomodoro Technique stems from the theory that the maximum period during which a person can fully concentrate is roughly half an hour. If you want to start using it, you have to split your project into 25-minute segments of highly intensive work followed by short, five-minute breaks. After you complete four “tomatoes,” you have one longer break.

This simple method apparently helps many people around the world.

## LEARNING HOW TO CONCENTRATE

Did you ever catch yourself checking your email 10 times in a row? How many times you spent hours thinking about how to begin task X or Y, and later you found yourself doing something completely different?

Maybe what you really need is to learn how to focus!

Here's a routine that you can use whenever you want. It's a Buddhist technique. Did you ever see a Buddhist monk wasting time on Facebook?

- *Begin by sitting down at your desk, where there shouldn't be anything other than the tools you'll need: your laptop, maybe a clean sheet of paper and a pen. Spend some moments focusing on calming yourself down. Remind yourself that you're here in the present. You're sitting at the desk in your office. You're not in the overcrowded bus like you were 20 minutes ago, nor having a beer with friends. Try to calm your thoughts and your body, and to stop for a while. Prepare yourself for work – for this one thing.*

- *Close your eyes and breathe deeply: Devote 100% of your attention to your breathing and to nothing else. Don't think about anything. Try to notice and be aware of everything that's happening around you, BUT (!) don't assess or analyze it.*

- *Open your eyes and start working: This simple exercise lasts no more than two minutes and you're ready.*

Maybe it won't work every single time. But if you catch yourself again spending time on something other than work, just get back to the task you want to finish. It's not about rigid rules, but about focus and concentration. The more you practice, the better you get.



Four-quadrant time planning, or the so-called “Eisenhower Method,” teaches us one key thing: how to plan our time based on the importance and urgency of individual activities.

Why the name “Eisenhower Method”? Because this is the way Dwight D. Eisenhower, the thirty-fourth president of the United States, planned his time. He described the essence of the entire method in one sentence: “What is important is seldom urgent. What is urgent is seldom important.”

Eisenhower's statement has something to it. Have you ever thought that the main difference between successful and unsuccessful people might be the tasks they work on? After all, you can work up to 12 hours in a row and still not finish anything important. Why? Because this work was not important.

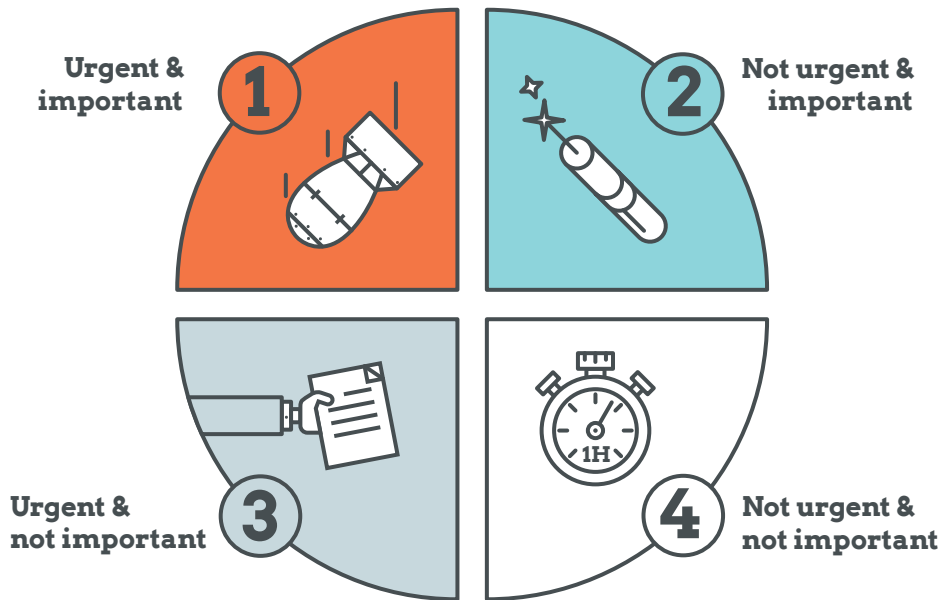
The Eisenhower Method shows you how to plan your time efficiently and how to organize individual tasks based on priorities. Instead of impractical letter (A, B, C) or numerical (1, 2, 3) prioritizing, it uses a much-better-thought-out system: it divides tasks based on importance and urgency.

## **TIME PLANNING BASED ON IMPORTANCE AND URGENCY**

- *Importance* simply means how important (significant) a given task is for us.
- *Urgency* means how necessary it is to complete a task right now.

If you look up the word "important" in an English dictionary, one of the given synonyms will be the word "urgent." But this is not the case for our purposes here. In the Eisenhower Method, importance expresses the degree of significance a specific activity has for you personally. On the other hand, urgency expresses only the number of hours until the deadline. The closer you are to the deadline, the more urgent the task is. However, a task's importance does not change with relation to time.

## TIME PLANNING ACCORDING TO EISENHOWER



Crying kid

Phone call with an important client

Project with tomorrow's deadline

Active business and marketing

Healthy lifestyle

Customer care

Disruption by a colleague

Email and text message notices

Buy paper for the printer

Endless discussion during meeting

Choose the right color for your business cards

Time thieves (Facebook and others)



## THE EISENHOWER METHOD DIVIDES ACTIVITIES INTO FOUR QUADRANTS:

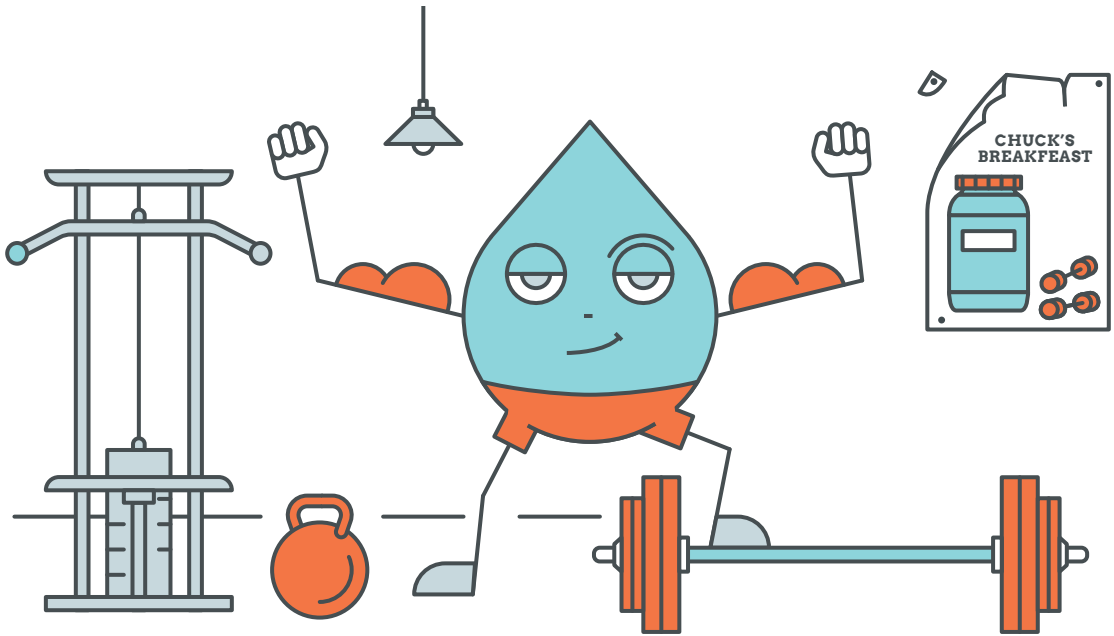
- First Quadrant: Do it yourself and as soon as possible.
- Second Quadrant: Do it yourself and devote as much time as possible to these activities.
- Third Quadrant: Try to delegate this work to others.
- Fourth Quadrant: Try to limit as much as possible.

What you have in individual quadrants will depend on the work that you do, and how you decide at the moment. It's up to you what you give priority to, but you have to be aware that importance is not the same thing as urgency. Most people, when planning their time, think only in terms of urgency, i.e. what do I have to do right now and what do I have to do tomorrow.

## WHAT ABOUT QUADRANT FOUR?

If it's not important nor urgent, why would you do it?

It's hard to plan our life down to the hour exactly. Quadrants three and four are unintended interruptions and unplanned changes in our program. They just happen. Also, if you want to be realistic in your planning, you should allow at least one free hour as extra time.



## THE RAINDROP FACTOR: A FAIRY TALE ABOUT DAILY RITUALS

Suppose that every day you walk home on the sidewalk. The same sidewalk you think you know so well. But today you notice a hole in the pavement. You look up and see a gutter torn from the roof. It must have broken off during a storm and afterwards, when it rained, the drops of water drilled a hole into the concrete pavement.

The strength of raindrops lies in the fact that they slowly – but surely – lead to big changes. This is also how little attitudes affect your work, your health, the way you think, and your relationships: they start as little raindrops, and soon you have a completely different scenario. It's just about getting started!

## A LITTLE MATH

Let's take different periods of 30 years.

### MORNINGS

During 30 years, you live through 10,957 mornings. If you put a cube of sugar in your coffee each morning, that means 10,957 sugar cubes just during your morning coffee. What would happen if over 30 years you changed the sugar for a glass of water with a drop of lemon juice?

### MONDAYS

During 30 years, you live through roughly 1,560 Mondays. And each Monday you tell your colleagues: "I wish it were Friday already" or "Back to work." What would happen if you greeted them every Monday saying: "This is going to be a great week. I feel it in my bones"? You'd be repeating this statement 1,560 times.

## EVENINGS

What difference do you think it will make if you spend every evening for 30 years:

1. Watching the news on TV for 30 minutes?
2. Reading for 30 minutes?
3. Checking Facebook for 30 minutes?
4. Getting 30 minutes of fresh air with your partner?

Don't be afraid of making little changes in your daily routine. Trust the power of raindrops!

(by Anna Niemašíková)

**Bonus tip:** Here's what marketing guru Seth Godin has to say about the fear of changing.

“To overcome an irrational fear... replace it with a habit.

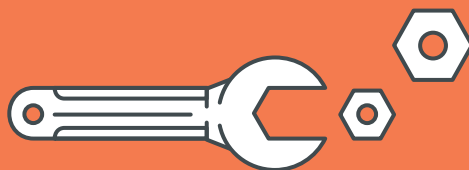
If you're afraid to write, write a little, every day. Start with an anonymous blog, start with a sentence. Every day, drip, drip, drip, a habit.

If you're afraid to speak up, speak up a little, every day. Not to the board of directors, but to someone. A little bit, every day.

Habits are more powerful than fears.”

CHAPTER

2



# FIXES AND HACKS

Freelancer's Guide to Productivity



## 5+ APPS TO HELP YOU CONCENTRATE. ON COMMAND.

*“I can’t work with music playing. I need complete silence.”*

Yes, you’re right. Bad music distracts your mind. However, research by top psychologists shows that if you have the right “music” coming from your headphones, you can concentrate four times longer and more intensely.

The word “music” here appears in quotation marks because we are talking about specific sounds that are able to tune your mind to the right wavelength and improve your concentration.

## 1. DO YOU LIKE STORMS?

The sound of rain or storms is very calming to many people. You can find hundreds of storm simulators online, like [RainyMood.com](https://RainyMood.com) or [SimplyRain.com](https://SimplyRain.com). You can even configure your preferred intensity of rain and how often you hear thunder. Another one is [Thunderspace.me](https://Thunderspace.me), which utilizes stereoscopic 3D audio and realistic lightning flashes to create a thunderstorm around you.

## 2. "ONE CARAMEL LATTE AND ONE STILL WATER"

The absolute silence can be distracting to some people. It might make you hear each car horn in the street, each discussion in the hallway. But in a café everything blends into a pleasant buzz that blocks out disturbing sounds. This is why some genius created [Coffitivity.com](https://Coffitivity.com), where you can play a one-hour loop of café sounds. It is very realistic. You hear people's muffled conversations, the sound of the coffee machine, the clinking of spoons... You should try it.

## 3. SINGING FORBIDDEN

Sometimes you want to listen to music while working, but the song lyrics automatically distract you. [Focus@will](https://Focus@will) is a website created specifically to avoid this. You can choose from many genres: electronic, classical, ambient, chill-out, acoustic, etc. All instrumental. The music here works scientifically to boost concentration and focus.

[Spotify.com](https://Spotify.com) is also well renowned to satisfy any music requirements, including playlists that feature classical music or tracks to help with focus.

## 4. IF YOU WANT IT ALL

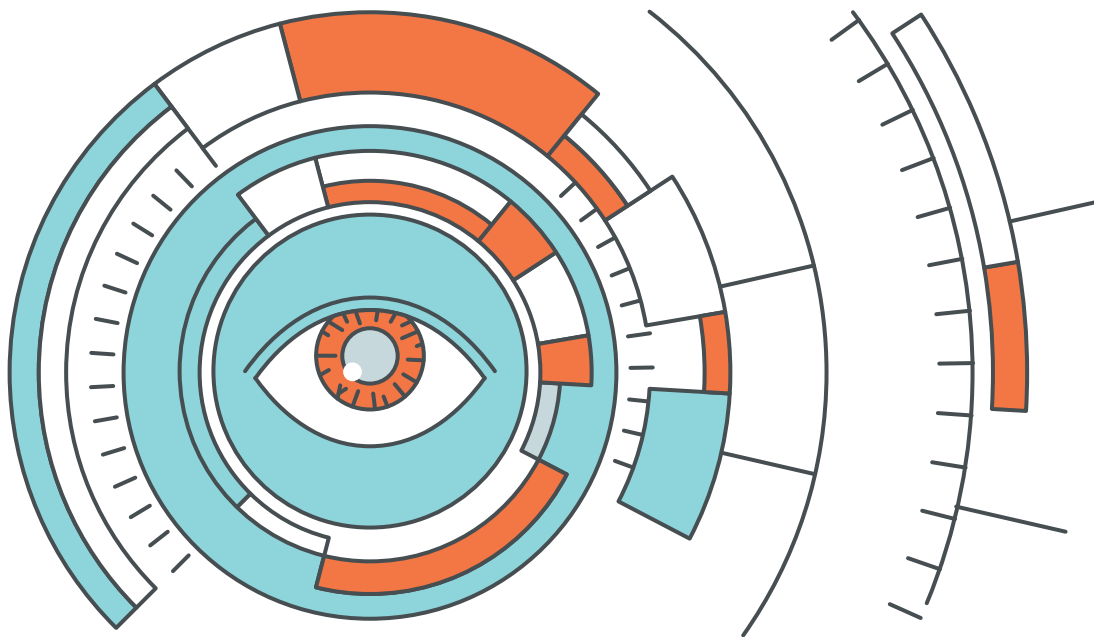
Soundrown.com takes all of these services the farthest. Not only does it contain café recordings, rain, waves, a fireplace, birds singing, night sounds, a monotonous and calming train ride, a fountain, and a children's playground, but you can also combine these sounds. Choose your favorite ones! Another option for a similar experience is Mynoise.net.

## 5. CAN YOU DO IT?

This application is a little different from the others. The previous four applications use music and interesting relaxing sounds to boost your productivity. This one uses freedom. As soon as you turn on Freedom, the program asks you a simple question: “How many hours of freedom would you like?” You say, e.g., two hours. And for two hours you are completely without an internet connection. No email, Google, Skype, nothing. Absolutely nothing. Freedom!

So: which apps will you use to improve your concentration?





## AND IF YOU STILL NEED HELP TO GET FOCUSED...

Several things can sabotage your concentration. If you want to change this, the first step is to figure what really steals your attention.

If you are not sure, try a time tracker like [RescueTime](#): it tells you how much time you spend in a given app or on each website you visit. You'll be surprised to discover how your day goes by.

If the distraction comes from your own computer (excessive emails, news websites, social network notifications), you can:

1. Go full screen: A simple way to avoid seeing unnecessary apps.

2. Block or hide websites and apps: Just go to your settings or parental control.
3. Silence excessive notifications: That works for emails too. You don't need to check every single time a new email comes in, right?

If the distraction comes from your cell phone, you can also adjust its settings. Or make it silent while you're working. Or even schedule specific times for when you're "allowed" to check what's going on.

If what gets your attention comes from somewhere else – construction work outside the window, or your dog barking in the kitchen – you can always use a pair of headphones and try one of the apps we already mentioned.

**Good news:** You don't have to be 100% focused 100% of the time. No one can do that. In fact, if you look it up, you'll find many studies defending that distraction and procrastination are vital to a healthy living. Even more, you'll learn that they encourage creative thinking.

Just don't use that information against your own productivity! Schedule your day, work on your to-do lists, allow yourself the breaks you need and feel great by the end of the day.



## A FASCINATING WAY TO STOP PROCRASTINATING

In 1970, two psychologists, Tversky and Kahneman, discovered that reading numbers aloud to test subjects influenced their further numerical guesses as well as their behavior. In the experiment, the psychologists read the test subjects the number 65 and then asked them: “What percent of African countries are members of the UN?” People had to guess. The average of all responses was 45.

Then Tversky and Kahneman addressed a second group of people and read them the number 10 at the start. They again asked the same question: “What percent of African countries are UN members?” This time the average answer was 25 – a full 20 less than in the first group. Why? What caused this difference?

We perceive certain things only in comparison with others. Our environment influences our reality. And more: we think in contrasts.

In the sentence “Peter is taller than Michael,” we say absolutely nothing about Peter’s height. But if we imagine Michael Jordan, this could mean that Peter is actually a 205 cm (6’7”) tall giant. Now let’s see how this theory applies to your daily routine.

Have you ever planned five tasks for one day and completed all of them except the most important one? It’s normal. A person always naturally chooses the easiest path. It doesn’t mean that the fifth task was difficult, it was just more difficult than the four others.

## LEARN HOW TO FOOL YOUR BRAIN

Look at these two to-do lists.

### TO-DO LIST - VERSION A

- Write a two-page report on the meeting
- Acquire new clients by phone
- Run 10 kilometers
- Regular management meeting

### TO-DO LIST - VERSION B

- Write a two-page report on the meeting
- Order a pizza
- Respond to a couple of emails
- Buy office supplies

## TO-DO LIST - VERSION A

- Clean out the garage

## TO-DO LIST - VERSION B

- Clean up your computer

Which would be your first task in Version A? What about Version B?

In Version A, writing the two-page report appears to be the easiest task. In Version B, you would probably procrastinate over this task, because all the other ones are significantly easier. Meanwhile, it is the same thing.

**Here's an idea:** Take that complicated project you've been avoiding for a while and write it down on your to-do list. Then add a couple of other tasks significantly more difficult next to it. See what happens!

**Quick tip:** Be sure to make the new tasks realistic and sensible, so that your brain believes them.

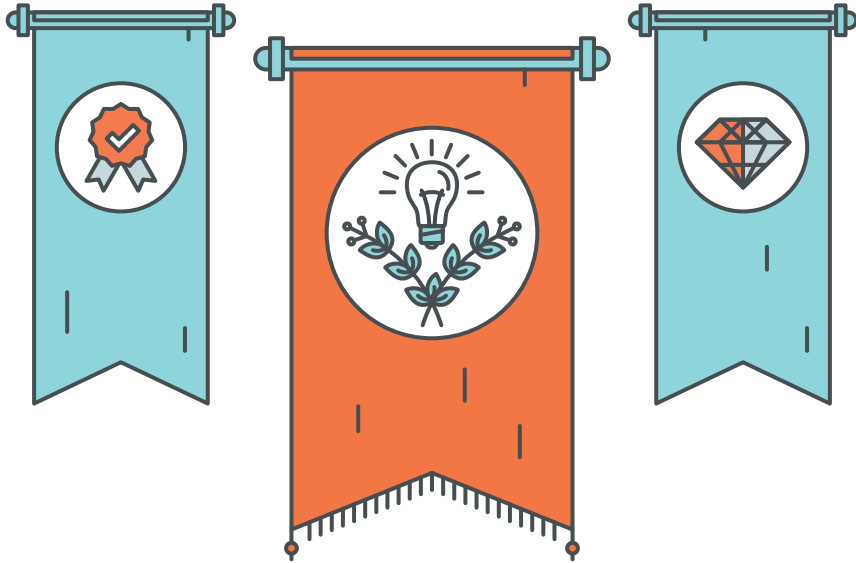
CHAPTER

3



TOOLS

Freelancer's Guide to Productivity



## CURATED LIST OF ONLINE PRODUCTIVITY TOOLS AND APPS

With so many lists on the internet already, why would we create another? We know what works for us, but that might not be what you need.

Instead, we've curated a "list of lists" for productivity and time management tools.

You're welcome.

## **APPS AND TOOLS FOR ROADWARRIORS**

via TMCnet.com, April 2015

## **12 PRODUCTIVITY TOOLS FOR WEB DESIGNERS**

via CustomFitOnline.com, April 2015

## **21 PRODUCTIVITY TOOLS**

via WordStream.com, March 2015

## **13 PRODUCTIVITY APPS, TOOLS AND METHODS**

via Infusionsoft.com, January 2015

## **15 TIME MANAGEMENT APPS AND TOOLS**

via Lifehack.org, no date

## **10 ORGANIZATION APPS**

via 99designs.com, January 2015

## **TIME MANAGEMENT: BEST APPS FOR ADHD ADULTS**

via ADDitudemag.com, no date



CHAPTER

4



WRAP UP

Freelancer's Guide to Productivity

## CONGRATULATIONS!

We trust this ebook provided a few insights, and inspired you to make little changes to your routine. Remember: you're always one step away from winning the battle in favour of productivity. No one needs to be the super hero of time management, but it feels great to take control of your time and get the work done.

You'll see that not all tips or techniques apply to everyone. Find out what works best for you. And if you are indeed the hero of time management (who knows!), or discover something else that works for you, please share your ideas [here](#).

## ABOUT ANDREJ MIKULA:

Andrej writes the most visited blog about personal productivity in Slovakia. He understands the value of long walks, fat books, hard work and good whiskey. He loves his family, Thai cuisine, his 11-inch MacBook Air and the smile emoticon. His vision is to light the spark of self-development in as many people as possible. Find him and his smiles online here: <http://www.timemanagement.sk/andrej-mikula-2/>

## ABOUT WINGS4U:

Wings4U is a content creation and marketing agency that understands three things: B2B marketing, the advantages of a real global culture and the possibilities of a digital life style. By bringing these things together, we partner with companies around the world and work to convert them to raving fans. So far, so good! Follow us on [LinkedIn](#) for news and opportunities you are sure to find interesting.