BE CLEAR PRODUCTIVITY

STEPS TO INCREASE CLARITY AND INCREASE PRODUCTIVITY

01

SUMMARY

You have downloaded or been sent this quick help guide because you are interested in improving your productivity. Read on for initial tips and guidance, plus recommendations for the **Be Clear Productivity** solutions on offer.

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PROBLEM STATEMENT

Does this sound like you? If so, read on.

- I'm currently struggling with workload. I need a practical method of getting on top of it, that is reusable long-term.
- I'm ambitious, my workload is likely to grow, and I need a practical method to tackle it effectively.
- I'm stepping through different levels of study. As my workload increases, I need a practical and reusable way to prioritise and tackle my tasks.
- I'm interested in self-help and/or productivity solutions.

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THE D-I-S-E METHOD

D-I-S-E stands for 'Deadlines', 'Information', 'Sizing', and 'The Eisenhower Matrix'.

The method is an adaptation of the Eisenhower Matrix which helps to focus on what is **Urgent** and **Important**, and **what truly matters**. D-I-S-E goes one step further, by assessing the Deadline, Information, and Sizing factors as steps to help position the urgency and importance of your workload, and then effectively tackle the task.

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DEADLINES

Deadlines are more than just dates, they are **commitments**. Whether imposed externally or set by us, they shape how we plan, execute, and prioritise work. Without clear deadlines, tasks can linger indefinitely, creating inefficiency and unnecessary stress.

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INFORMATION

Without the **right level of information**, it's impossible to know **what truly needs to be delivered**. Too often, tasks and projects stall or drift because **requirements aren't clearly defined upfront**, leading to wasted effort, scope creep, and misaligned priorities.

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SIZING

Some tasks feel simple, while others demand substantial time and effort. But without a **clear way to measure workload**, it's easy to misjudge complexity, leading to **overcommitment, procrastination, or inefficient scheduling**.

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THE EISENHOWER MATRIX

Not all tasks carry equal weight. Some demand immediate attention, while others contribute to long-term success. The **Eisenhower Matrix**, named after President Dwight D. Eisenhower due to his decision making and time management skills, provides a simple yet powerful framework for categorising tasks based on **urgency and importance**, ensuring that your time and energy go to the right priorities.

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D-I-S-E IN ACTION

By factoring in Deadlines, key Information, and considering effort (Sizing) in your working, you can build a robust system for managing tasks efficiently. The Eisenhower Matrix then helps you prioritise by urgency and importance, ensuring you focus on what truly matters - tackling urgent and important tasks first while delegating, deprioritising, or dropping those that are neither.

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NEXT STEPS

1. For greater insight, read my book 'Be Clear on Prioritisation' available on Amazon (author: Dean Constantine).
2. Use a journal for daily task management. Be Clear Productivity journals are available on Amazon.
3. Habits take 30+ days to form. Commit to at least 30 days of focused use of the D-I-S-E method. I believe you will see progress in 5-10 days but keep going and become a productivity pro.
4. Follow my social media handle across platforms - **@BeClearPro** for regular 'Productivity' focused content.
5. Read my Blog at my website: **BeClearPro.co.uk/productivity-blog-list**
6. Give me feedback on Amazon and Social Media. I want you to keep in touch, comment, share and interact so I can continue to help you and develop the products!

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RESOURCES

Website: BeClearPro.co.uk

Book: https://www.amazon.co.uk/dp/B0FHPWLCJF

Daily Journal (Eisenhower Matrix): https://www.amazon.co.uk/Clear-Daily-Prioritisation-Journal-D-I-S/dp/B0FJ1TB3P5

Daily Journal (Task List): https://www.amazon.co.uk/Clear-D-I-S-Method-Task-Journal/dp/B0FHZVTGT5

TikTok: https://www.tiktok.com/@beclearpro

Instagram: https://www.instagram.com/beclearpro

Facebook: https://www.facebook.com/profile.php?id=61578733940159

X: https://x.com/BeClearPro

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KEEP IN TOUCH!

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Or via social media channels @BeClearPro