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## Matrix matrix product

Productivity is a hot topic for Fast Company, and one that our investors and CEO types we'll spend time thinking about (effectively, before crossing it off the list, of course). In 2012, I got addicted to swiping to-dos at the super-minimalist Clear app, and when I got lazy about doing stuff about it, imposed a 50/10 rule on myself. Tell us about the productivity hacks that you try out in the New Year, and check out these (completely manageable!) tips from other successful, super productive members of the Fast Company community here: Keep An Email from Crushing You With Ohio, which means just handle it in a once-technique that is espoused by productivity expert Bob Pozen and practiced by Huge CEO and Fast Company contributor Aaron Shapiro. No I will answer later is allowed, Shapiro says. Reacting later means that you take three times longer to get through your email than take care of it for the first time, because responding later means you have to spend time finding and reading through this email... or even worse, time wasted reminding yourself more and more to get this post. (Note: Shapiro responded quickly to our request for productivity tips. He's not lying.) Chuck Your To-Do Lists I'm following the advice I give my client. I'm no longer creating to-do-lists that seem to go on forever, says Roberta Matuson, president of Matuson Consulting. Something is worth doing, it goes to my calendar. Curb Your Social Media Diet Ekaterina Walter is a global social innovation strategist intel, so if anyone has an excuse to glut on social media, it's hers. But even social media pros have to set parameters to avoid being sucked in. I am very active socially, which means daily interactions on Twitter, Facebook, LinkedIn, Pinterest, and other social networks, Walter says. Couple that with keeping up with all the news around social business and activities can start a chunk of your daily routine. So I set a timer for these steps to ensure that I'm on the right track with everything else and don't spend too much time on a particular task. Never Enter the Kitchen Empty-handed Kaihan Krippendorff, author of Outthink Competition, uses the lesson of his daytime catering service to keep his day flowing smoothly. I waited tables for four years in college and may have captured more useful lessons there than I did in my thermo-dynamics or opportunity pricing classes, Krippendorff says. For example, my manager drilled into my head to never enter the kitchen empty-handed. If you see that your hands are empty, ask: Is there food I can clear or food that I can highlight? That way, he says, every movement counts... Twice. This year, he put this habit into working in his daily routine. When I look at my priorities, decide what I should prioritize and which I simply should not do, I look specifically at the possibilities of killing two (or even better herds) with one stone. Get Tough With Self-Imposed David Brier, izpildidirektors DBD International, International, for the weak spot in your work-incessantly bother tasks like e-mail (there it is again!). Determine the traffic you need (could be emails, or whatever) in the area of vulnerabilities, then decide on the cut-off period of that traffic, he suggests. For example, if you have urgent emails that you left later, determine the time period after which toss them, be it days or weeks. If it doesn't warrant an immediate response, and now has zero impact, recognize that it doesn't matter for your existence or contribution, we'll take it and move on, he says. Or as Shark Kevin O'Leary says: You're dead to me. Make Sharing Easier Dayna Steele is one name for a more productive year: Dropbox. No matter where I am, I can send a client, a potential customer, a speaker agent, a meeting planner-anyone-file that they need to keep my business moving forward, says Steele.Tilt At Windmills There is no app, productivity technique, or idea that can be more effective than crazy overwhelming challenge and a short time to deliver against, says John Boiler, CEO of 72andSunny. High pressure. High stakes. High expectations. This is what motivates and focuses on productivity. Get a Dog Adopting a Dog from buffalo city animal shelter was actually the most productive thing I did in 2012, says Kevin Purdy, Fast Company contributor and former contributing editor of Lifehacker. He takes time, of course, but forcing me to take short of insemitic training walks, the kind that doesn't lend itself to the phone watching, also makes me think about what I'm doing that day, what I did yesterday, and imagining how things will work when I act on them. Here's a more productive 2013. Tell us what you are trying to comment on, or hit up Co.Lead the daily newsletter for more suggestions. [Image: Flickr by Patrick Brosset] The text selection cursor is a simple line with a glowing green outline. Installing this kit can be a bit confusing, so read the Readme file before the start.-- Kim Saccio-Kent Note: When you purchase something after clicking links in our articles, we can earn a small commission. Read our affiliate link policy for more details. Matrix budgeting is a model designed to assess where your extra money goes or should go, and it helps manage personal finances. It is also called a budget matrix, but also a plan or chart or table form project that is designed to assign financial resources to the order of objective and priority rankings. After you allocate money to essential items, such as monthly invoices, using the budget matrix can help reduce overall expenses and incorrectly on non-essential items and ultimately save money. Stockbyte/Stockbyte/Getty Images The complexity of the matrix budget model information table depends on the diversity of the expense list. Children who manage monthly benefits can create a table on a piece of paper, and companies usually use advanced their own matrices. Spreadsheet software is useful for developing a family or household matrix budget budget The spreadsheet chart looks neat and makes calculation and upgrade easy. The idea is to develop a visual and simple to refer to the picture of where the money goes or should go. The Jason Reed/Photodisc/Getty Images design model table or chart begins with row and column positions. Family or individual expense categories - All items that are considered necessary but insignificant expenses are arranged in rows in order of priority, and item descriptions and expense costs are sorted as column headings. One method is to list family members as titles, and expenses that may not fall into a separate category may take up other different titles. For example, under the row heading John can list new shoes or a tour of the field, and items such as a blender and rice cooker can be located under the heading of the kitchen. The goal is to assemble a standard template for row and column headings that correspond to all typical non-essential family expenses. The household matrix budget table is often prepared from month to month. Although the template remains more or less the same, expense details and subcategories may vary from one month to another month; category John may include a message in shoes for one month and a tennis racket next month. Matrix's budget includes a decision-making process that sets limits on the monthly expenses you are willing to take and manipulate the money allocated to each expense category. For example, the money allocated can allow you to buy a blender or rice cooker, but not both items. If both of these items are higher in the list, you must deduct the expense distribution from other chart categories. Thinkstock/Comstock/Getty Images After the expense is maneuvered and budget allocations for each category and subcategory, the items are compiled and taken together, the matrix budgeting process is complete, and the table or chart is ready to be used as a road map to navigate monthly non-essential expenses. The model often requires several corrections and iterations before and after the chart is completed. The budgetary model should therefore be flexible to meet unforeseen expenditure. Fans of Steven Colbert are familiar with his Threatdown segment, a furious countdown of the five biggest threats in the United States at any given time. As I watched this segment one night - instead of you know, working on a project I was desperately trying to do - it occurred to me that the threatdown was one of the five biggest threats facing my productivity, at least right at that point. So I think I count down the biggest threat to productivity as I see them. I didn't have to be watching the Colbert Report, not finishing my project. I'd turned the TV to have some noise in the house - it gets too quiet when I'm working late at night - and before I knew it I was watching TV instead of working. I'd be confused. Although there is a when distractions can be helpful - we often make a bigger turnaround to sticky problems when we think of something other than obsessing over them - for the most part, outside distractions pull our attention away from what we are working on and slow us down. Only you can determine the degree of attention-free-edness you work well. For me, too much quiet in itself attention, hedth on TV. But the risk of getting sucked into the program or overhearing something that pulls my mind off my work is too big, I've decided - because of my Threatdown star, I'm just myself playing instrumental music stereo instead.#4. The lack of restrictionsIt is true - one of the biggest dangers to getting things done is no limit. Unlimited time, budget, staff, resources - these are very common project elements that simply go on and without ever getting anywhere. We see this in big government projects all the time. While military contracts, major construction efforts, designing and implementing new computer systems, and other programs are usually budgeted when they start, contractors know that at a certain point, they can ask for any increase they want and they will get them. After all, it's no one any good to have a half tunnel under Boston Harbor or two-thirds of a secure border or almost a working bomber. On a smaller scale, most of us notice that we do almost everything with a deadline done on time, but projects with no deadlines languish for months, years, even life. Writers often have fun at a one-day novel - not a novel written in one day, but a novel writer plans to write one day. That one day almost never comes... #3. Set goals or no goals at allNe having a clear goal in mind the project is a safe way to kill a project. It's hard to get passionate about something if we're not really sure why we want to do it in the first place. The goals set by others are just as dangerous. If the reason why we are doing something is not of significant personal significance, we are probably unmotivated and sloppy. Companies know it all too well - there is a whole library of advice for corporations on building buy-in - that is, about getting employees to internalize project goals as their own. It turns out workers aren't very motivated to excel when they're just putting in hours of paycheck - and material incentives like bonuses, promotions, and awards rarely do much either. What the job is when people believe that the success of their projects is important to them personally, regardless of the benefits it might have for someone else.#2. PerfectionismTaking an all too clear idea of what you want to accomplish can be even more dangerous than having no idea at all! Not sure what we are doing at least has the potential to open up space for improvisation and innovation, which can lead to success in any number of ways. But perfectionism does not allow such sloppiness - it only accepts the fulfillment of strictly defined standards. Because perfectionists are often aware of the impossibility of perfection, they can even develop resistance to achieve the perfection they think they are working on. When we set out to do something that is good enough, we assume that it will be flaws so that we can divorce our identity and self-esteem from a flawed product knowing we do the best we can with what we had. Perfectionism brooks is not such an escape - a lack of perfection is perceived as the fault of self, and we often sabotage our good enough efforts to avoid facing our own faults. #1. PostponementWhing. There are thousands of reasons why we procrastinate, including all of the above, but the end result is always the same: we are not working on anything we need to do. And while the concept of production procrastination is a nice one - meaning we are working on other things that are also important to avoid working off the great we're procrastinating - having that great old project just hangs there inevitably leads to stress, guilt, self-incrimination, and other unpleasantness. If productivity was measured in the unit's work done during the unit, which is not important, but I see productivity as the best measure of satisfaction with ourselves, and we will never be satisfied with ourselves with a great unfinished project hanging over us.#0 BearsYou can't get anything done if you eat with a bear. So avoid it. That.