

## Double Your Productivity with Brian Tracy

In eleventh installment of Brian Tracy's Podcast series entitled, "21 Great Ways to Double Your Productivity," Brian talks about "Single-Handling Key Tasks."

Many of history's richest men, including Dale Carnegie, have attributed their success to this one success skill. Wouldn't you like to have some extra cash?

How about boosting your own productivity by 50% in just the first day? That's what Brian Tracy promises.

### How Do You Single-Handle Key Tasks?

Basically, it's choosing the most important task you have to complete and working on it (without distraction) until it's done. Brian Tracy breaks it into three steps:

1. Make a list of all of the items you need to get done.
2. Mark the absolute most important item on your list.
3. Begin to work on that task, and that task alone, until it is 100% complete.

### Two Keys of Success

According to Brian Tracy, by Single-Handling Key Tasks you'll be using the two keys of success:

1. Focus
2. Concentration

### The Benefits of Single-Handling Key Tasks

Brian Tracy daringly pronounces that you have more success employing this one habit than any of the other success skills you can develop. That's a promise worth testing.

He claims that when you have to lay a task aside and come back to it later, you increase the amount of time required to complete the task by 500% (or 5 times). But putting tasks aside is precisely what most of us do. Mostly we get too distracted.

Instead, use Single-Handling Key Tasks and watch your efficiency increase by up to 80%! No wonder Brian Tracy declares this as one of time management's greatest secrets.

And you can acquire this habit easily with a little bit of practice and persistence.

Soon you'll reap the following benefits:

1. You'll quickly become one of the most valuable and highly paid people in your field.
2. You'll get an endorphin rush by completing your major tasks. This rush will give you a feeling of well-being, happiness, and your self-esteem will increase.

Start putting Brian Tracy's success secret, Single-Handling Key Tasks, to work for you right away and watch your productivity explode!

### About the Author

49. To learn exactly how Brian Tracy became successful, visit [Brian Tracy Success Tips](#) where you'll discover best selling [Brian Tracy Audio Programs](#). This and other [unique content 'brian tracy success' articles](#) are available with free reprint rights.

