

LOAR Productivity Method

The LOAR Productivity Method is an acronym for:

- List
- Organize
- Action
- Review

The LOAR Productivity Method can be used by itself as a stand-alone method or it can be used as the baseline or framework for another productivity method.

List

This involves creating a comprehensive list of all the tasks and activities that need to be accomplished. This step helps in getting everything out of your head and onto paper or a digital tool.

Most likely, there will be multiple Lists once you are done. Though that is the second step of LOAR, which is Organize, if you already know several tasks and activities go together then you can begin to Organize while you List, but keep in mind the main focus of the first step, List, is to just get everything recorded on paper or your digital tool of choice.

Organize

Once you have your list, you prioritize and categorize tasks based on their importance and urgency. This step helps in identifying which tasks to tackle first and how to allocate your time efficiently.

This is also where various items in your List are bundled into multiple Lists. If you chose to begin with the Organize step while you were making your List(s), that is acceptable, but now is where you put tasks and activities into an organized order.

Action

With your tasks organized, you start working on them one by one, focusing on completing each task before moving on to the next. It is also acceptable to work on multiple tasks at once, so long as you are doing so in the most efficient manner possible and not losing focus on either of your open tasks or activities. This step involves putting in the actual effort to make progress on your goals.

How you choose to do any part of LOAR is up to you, and this is very evident in the third step of LOAR, which is Action. You determine how many items, activities, or even Lists you want to complete in a given time, or you handle them as they present themselves. The primary focus of the Action step is that you do just that, and you take action towards completing your Lists.

Review

After completing your tasks, at regular or irregular intervals, you review your progress and assess what went well and what could be improved. This step helps in learning from your experiences and refining your productivity process for future tasks.

Throughout the entire process of LOAR, you are doing the fourth step of LOAR, which is Review. There is a specific step for Review to force you to take a look at your progress and to add more to your LOAR. If, at any time, you find more tasks or activities to add to your List, either add them right away or add them later during your next Review time.