



The State of *PRODUCTIVITY*

2022

Discover how your productivity habits
compare to 200+ high-achievers across 10
productivity categories

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About Full Focus

In a digital age of overnight "gurus," it's hard to know who you can actually trust.

There are millions of pieces of content circulating your feeds telling you how to live. It may seem harmless, but when it comes to productivity, the stakes couldn't be higher. The decisions you make on your goals, how much you work, how much you rest, and how much time you spend with those you love are truly the decisions that define how your life will be lived and remembered.

We do not take that lightly.

Before you dive in, we wanted to let you know, we understand the toll the last two years has taken. For the last decade, we've been on the cutting edge of productivity, and we've seen it all. Despite all that's changed, we're here to continue providing the productivity insights you need to navigate the ups and the downs, so you can win at work and succeed at life—what we call "The Double Win."

Our Mission

We are a performance coaching company. We help high-achieving leaders and their teams get the vision, alignment, and execution they need to drive extraordinary results without compromising their most important values.

AS SEEN IN:

Forbes

THE WALL STREET JOURNAL

Entrepreneur

Inc.

FAST COMPANY

The New York Times

Introduction:

The last two years have changed the way we work forever. We've all had to pivot and adapt in ways we never imagined we would. Where we work has changed, when we work has changed, and even why we work has likely changed.

Like everything else, productivity has changed too.

That's why we created this report. At Full Focus (formerly Michael Hyatt & Company), we've helped thousands of high achievers experience what we call "The Double Win"—where they win at work and succeed at life. After all that's happened, we wanted to get an accurate pulse on The State of Productivity in 2022 to see how professionals and high achievers are organizing their time, work, and life, post-pandemic.

We surveyed high achievers on their current productivity habits and compiled their answers into this concise report, so you can read and leverage their results in your own life.

If you have a desire to win at work without compromising your most important values at home, flip through this report to find out how your productivity habits compare to 200+ responders across 10 key productivity categories.

Category 1: Goal Setting

When talking about productivity, one of the best places to start is goal setting.

After all, what's the point of getting more done, faster if there isn't any direction?

Whether it's a promotion, a raise, or more time with family, we all have something we're working toward. Let's take a look at how achievers are setting goals in 2022.

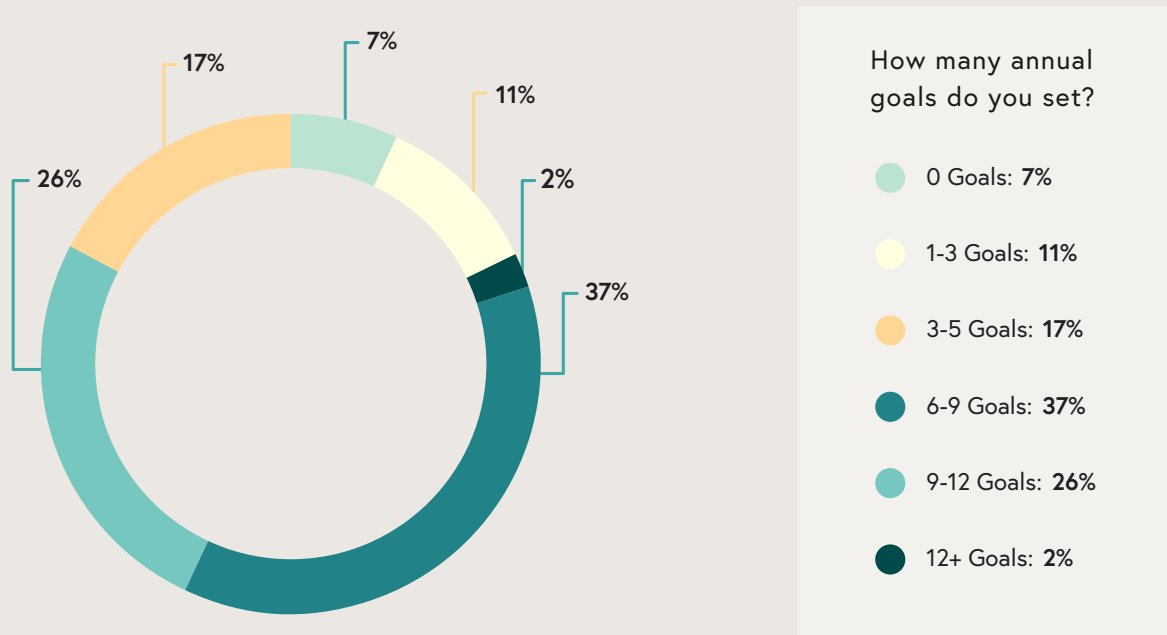
Annual Goals

Did you know studies have found that we are 42 percent more likely to achieve our goals when we write them down? That's good news for achievers. Our survey revealed that 91 percent of high-achievers keep written annual goals.



Why?

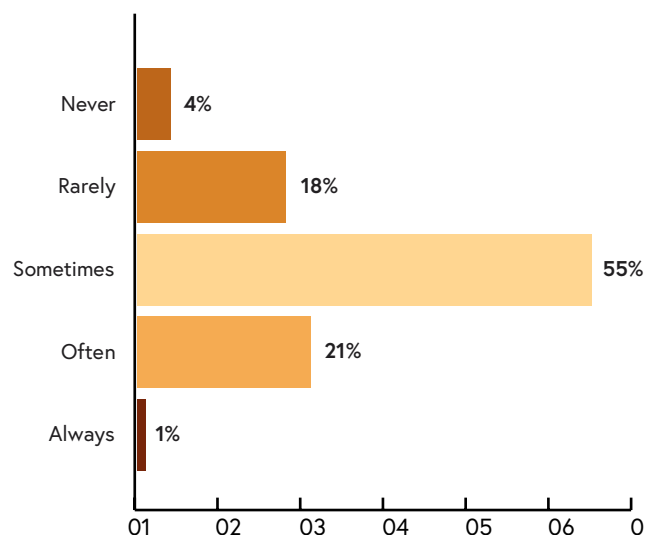
Of the achievers surveyed, 62 percent said they keep written annual goals primarily for personal growth. Only 24 percent said they keep written annual goals primarily for professional growth. It's clear that in 2022, many achievers care about growing in multiple life domains, not just professionally.



How many goals are achievers setting?

The majority of responders (37 percent) said they have between six and nine annual goals. However, only one percent of these high achievers reported that they always complete these goals on schedule.

- 21% said they complete their annual goals on schedule "often."
- 55% said "sometimes."
- 23% answered "rarely or never."



What's getting in the way of consistent goal achievement?

67 percent of high achievers said they do not feel like they have enough time to work on their goals, and 75 percent said that three or less of their daily tasks are related to their goals.

Setting goals isn't enough. To win at work and succeed at life, we have to take the necessary action to achieve them. Let's take a look at some other categories to see how achievers are designing their time, work, and life to reach their goals.

When talking about productivity, one of the best places to start is goal setting.

After all, what's the point of getting more done, faster if there isn't any direction? Whether it's a promotion, a raise, or more time with family, we all have something we're working toward. Let's take a look at how achievers are setting goals in 2022.

FULL FOCUS RECOMMENDATION

Time and time again, productivity studies reveal that we cannot successfully focus on more than a few goals at a time. We recommend setting only eight goals per year, with only two to three of those goals per quarter. This narrows your focus and increases your likelihood of actually achieving each goal.

To learn more about setting achievable goals, [check out our Full Focus Goal Setting Course.](#)

Category 2: Routines

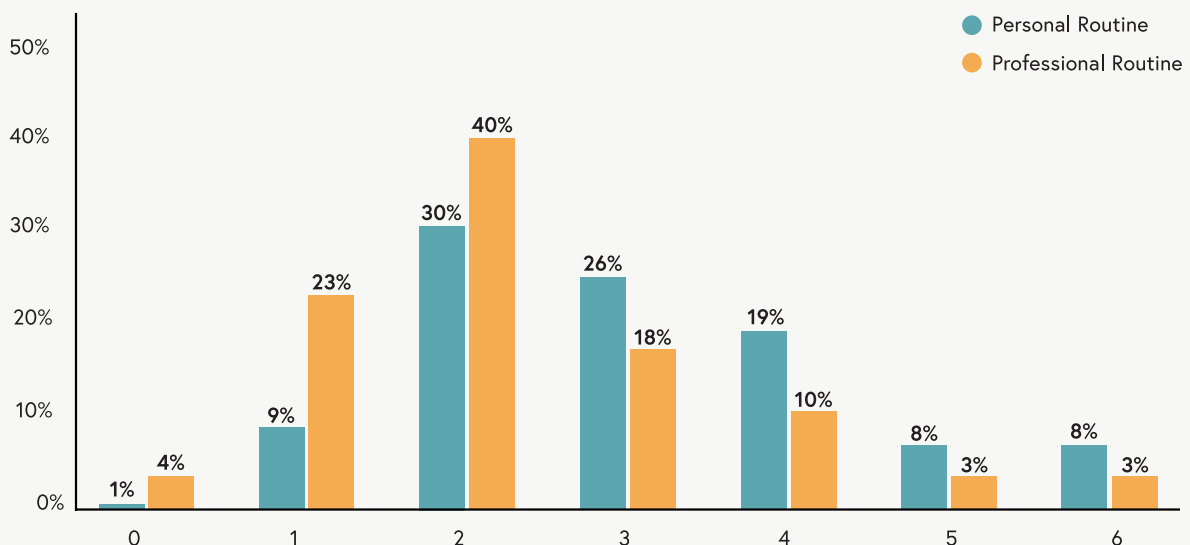
If we want a shot at achieving our most important goals, we can't rely on motivation.

Motivation is fickle. It's nice when it's there, but we all know how quickly things like the weather, social media, or even a poorly timed email can steal it away from us. We need more than motivation. We need routines.

Routines are the fail-safe systems we can set in place to make consistent progress toward our most important goals, regardless of how we feel in the moment. They also help us manage our energy.

How many routines do high achievers have?

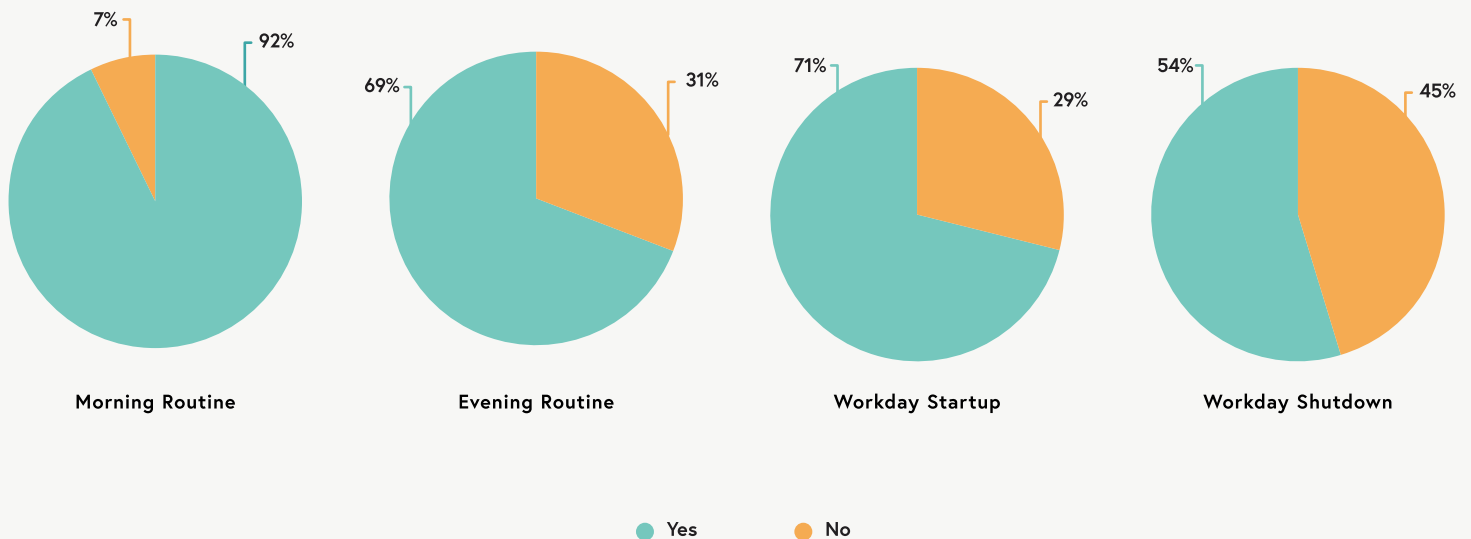
Here's a look at the number of personal and professional routines the average survey responder has:



What type of routines are most common?

Routines are most effective when used to gear up for or wind down from a particular activity, especially when shifting between two separate contexts like work and home.

- 93 percent of achievers said they have a morning routine, while only 69 percent have an evening routine.
- 71 percent of achievers said they have a workday startup routine, but only 54 percent have a workday shutdown routine.



Our survey results show that 74 percent of responders have a specific time set to plan the next day and 79 percent have a specific time set to plan the next week, but only 31 percent have a specific time set to plan the next month. Quarterly planning is split about 50/50.

FULL FOCUS RECOMMENDATION

You can create as many routines or rituals, as we call them, as you want.

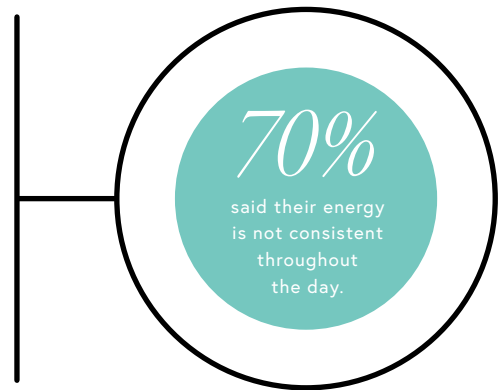
At Full Focus, we recommend having four: Morning Ritual, Workday Startup Ritual, Workday Shutdown Ritual, and Evening Ritual. Adding these four rituals throughout your day will help you stay fully engaged where you are, so you can win at work and succeed at life.

For more information, [download our free Build Your Own Rituals Kit.](#)

Category 3: Energy Management

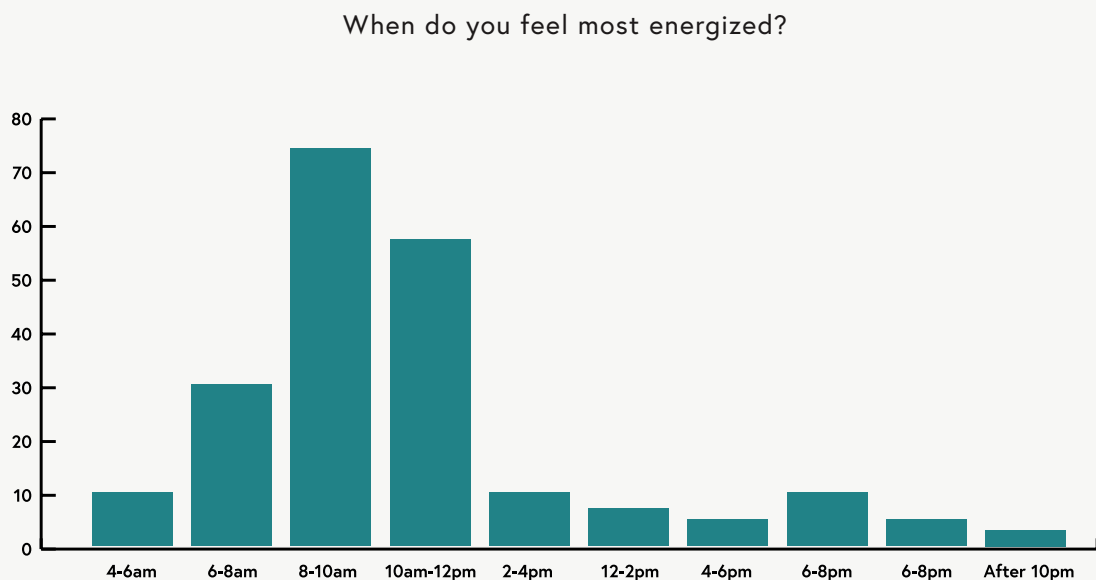
There's a lot of talk about time management, but what about energy management?

Even if your time is scheduled perfectly, if you have zero energy left in the tank to complete your tasks, you won't be making much progress. One of the best ways to accelerate your progress toward your goals is to identify when you feel most energized and schedule your most important tasks for that time.

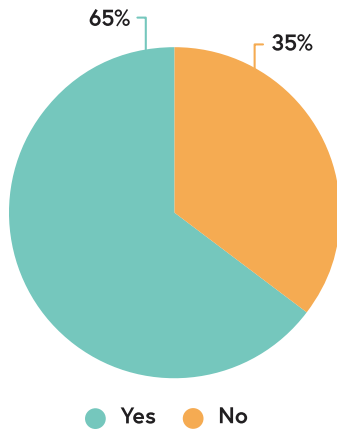


When is the average high achiever most energized?

Over 80 percent of achievers reported feeling most energized somewhere between the hours of 4:00 a.m. and 12:00 p.m. Most responders said they feel energized between 8:00 a.m. and 10:00 a.m.



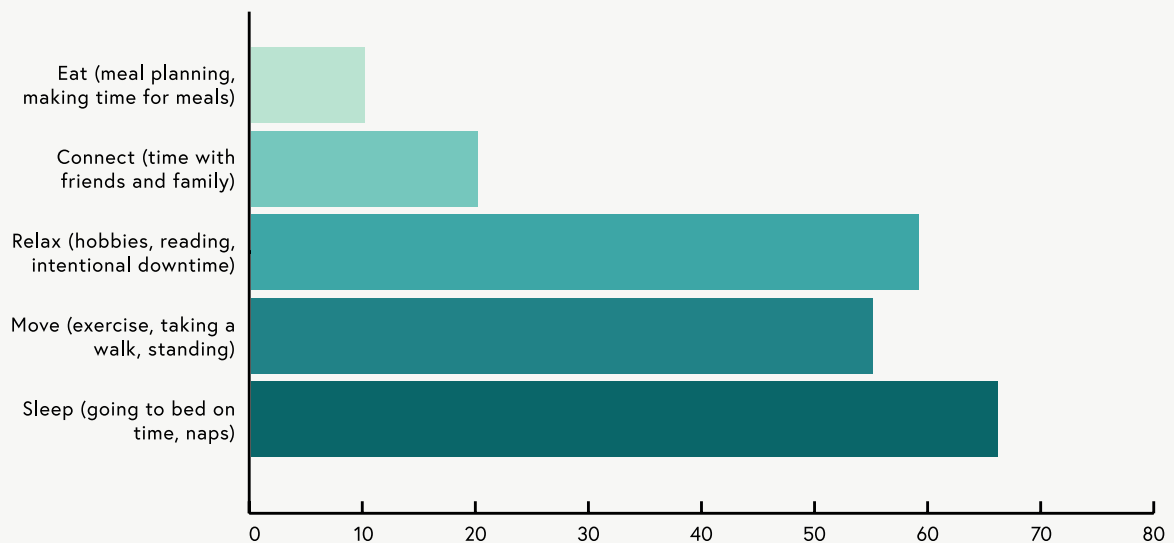
Are high achievers taking time to recharge?



Next time you need to move the needle on a big project, consider scheduling your most important tasks when you feel the most energetic. If you're not sure when that is, begin tracking when you feel most energized and are the most productive. For some it may be early or late morning. For others it could be early afternoon or even in the evening depending on habits, sleep cycles, and schedules.

Unfortunately, scientists have yet to crack the code on how to unlock limitless energy. Whether we like it or not, our tanks will run empty eventually. That means we have to take the necessary steps to fill them back up, so we can stay on track.

Most important self-care activities chart:



FULL FOCUS RECOMMENDATION

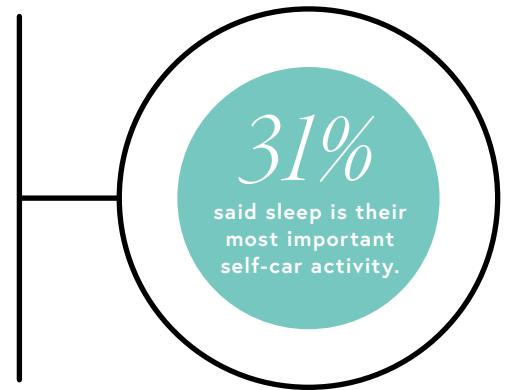
For high achievers, it's tempting to keep our eyes on the prize and off of ourselves, but like a car running low on gas, if we fail to take the time to fill up, we'll inevitably break down and end up further behind than ever before. In our Full Focus Planner, we recommend doing Self-Care Planning in advance. As you plan the week ahead, ask yourself, "When do I feel the most drained in the week?" and, "What's something I can do to recharge, so I can get back to peak performance?"

Category 4: Sleep

When we're caught between the demands of work and life, oftentimes sleep is one of the first things to go.

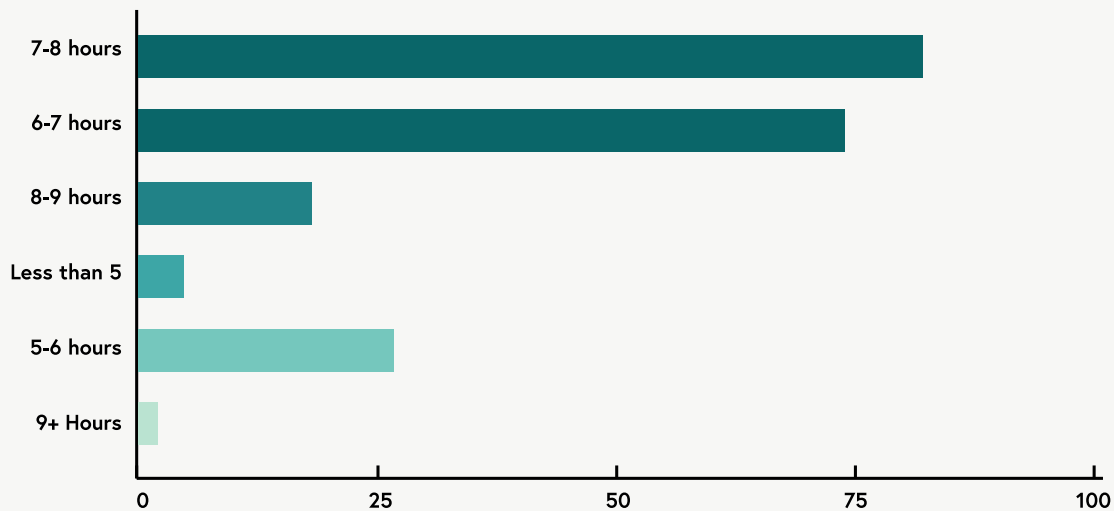
After all, how big of a difference could one or two hours of sleep really make? It turns out, a lot. Without enough sleep, we aren't able to perform at our best. According to the National Sleep Foundation, insufficient sleep has an estimated economic impact of over \$411 billion each year in the United States alone.

The National Sleep Foundation recommends that healthy adults get between seven to nine hours of sleep per night. But according to the CDC, one-third of American adults get fewer than six hours of sleep per night.

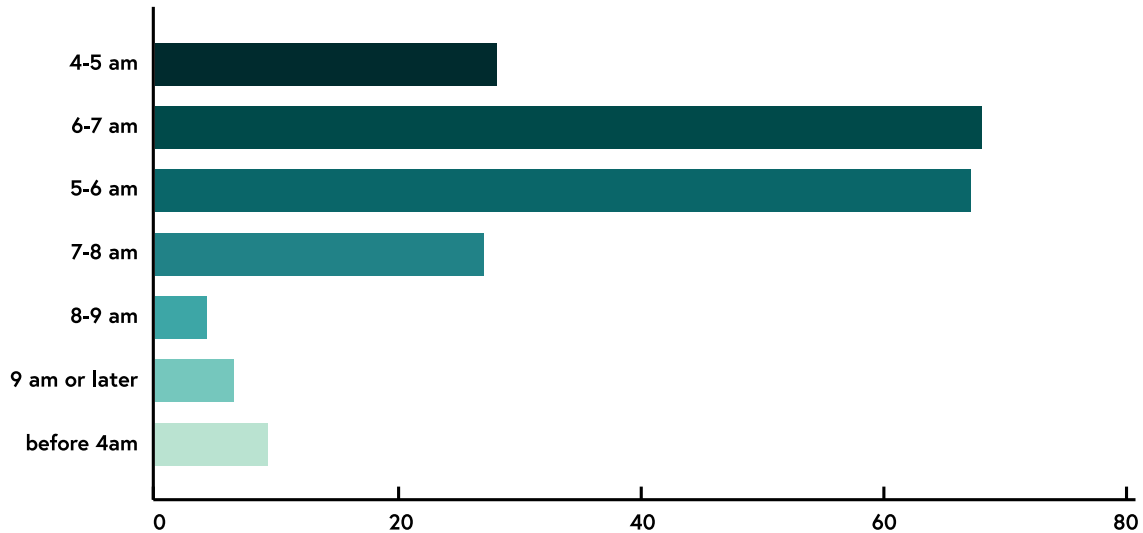


31 percent of achievers said their most important self-care activity is sleep, so let's take a look at their sleep habits.

How many hours do high achievers sleep per night?



What time does the average achiever wake up in the morning?



FULL FOCUS RECOMMENDATION

On top of the typical eight-hour sleep recommendation, we recommend taking an afternoon nap. Yes, a nap! This might seem counterintuitive or even perceived as "lazy," but a study out of Harvard revealed a 30-minute nap can boost performance and return productivity to beginning-of-day levels.

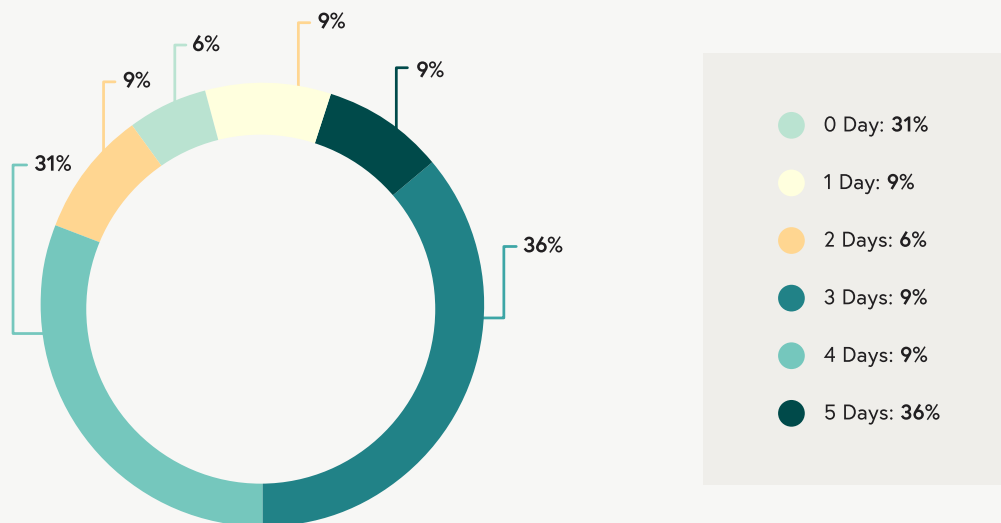
Want to learn more? [Check out this article](#) on the 5 Reasons Why You Should Take a Nap Every Day, written by our founder, Michael Hyatt.

Category 5: Work Location

Where we work has a tremendous impact on our productivity, focus, and ultimately, how much we can expect to accomplish in a given day, month, and year. The pandemic has changed a lot of things, but in regard to work, arguably the biggest shift in the past two years is from working in the office to working from home.

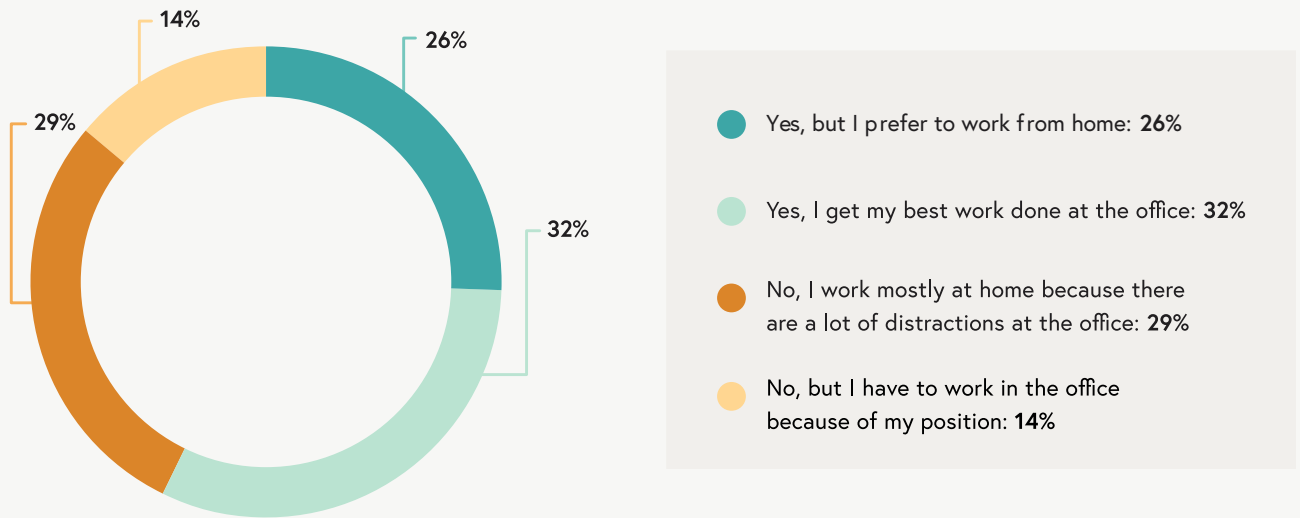
Let's take a look at where high achievers are working now and how it's affecting their overall productivity.

How many days do you typically work in the office?



Of all the survey responders, 69 percent said they're working in the office at least one day per week, but only 32 percent said they get their best work done in the office.

Do you find your office a productive atmosphere?



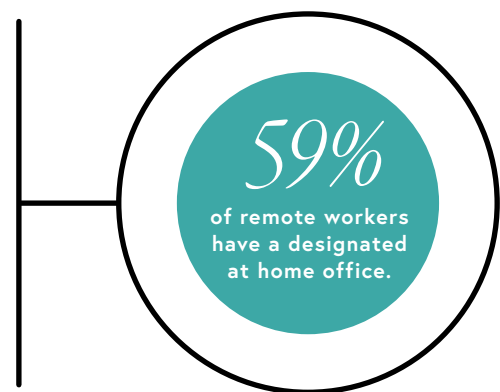
Of all the survey responders, 78 percent said they work remotely. When ranking their work-from-home productivity, 43 percent of people at an 8 out of 10 or above and 7 percent ranked it at a 10.

In contrast, only 31 percent ranked their in-office productivity at an 8 or above and only 3 percent ranked it at a 10/10.

While more and more people are transitioning back to working in the office, it appears that most achievers feel more productive when working from home.

Of remote workers, 59% have a designated at-home office.

If you run a company, we recommend allowing your employees to work from home as possible.



FULL FOCUS RECOMMENDATION

At Full Focus, we operate on a hybrid model, where employees can work from home or come into the office depending on where they get their best work done. However, all of our employees live locally, so we can still gather for in person meetings when necessary. If you run a company, we recommend giving your employees the freedom to work from where they feel most productive.

Navigating these changes isn't always easy, but you don't have to make these decisions on your own. To get one-on-one coaching from another successful business owner, [consider joining BusinessAccelerator.](#)

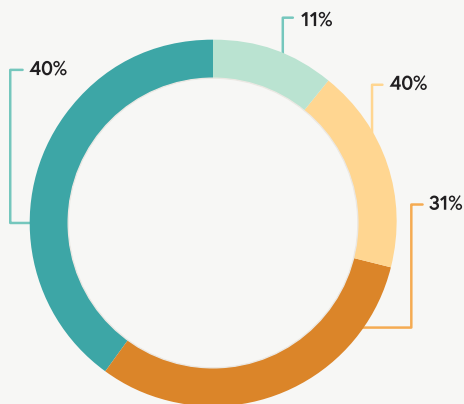
Category 6: Work Hours

For some reason, overworking has become a sort of "badge of honor" in our culture. At Full Focus, we call it "The Hustle Fallacy."

Employees are admired for being the first one into the office and the last to leave. In some companies, a healthy work-life balance is cause for suspicion, rather than celebration. The truth is, overworking hurts individuals and the company. No matter how "noble" it may seem to burn the midnight oil, it's a lose-lose scenario.

As a matter of fact, when our company switched from an eight-hour workday to a six-hour workday, output went up, not down. That's what we call "The Double Win."

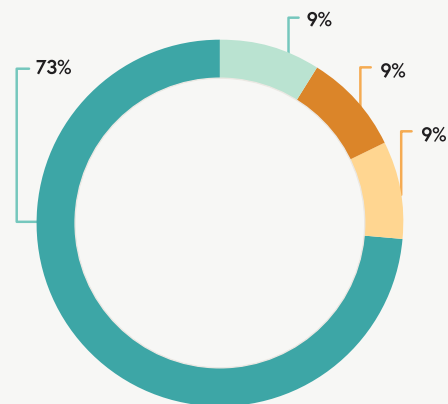
As a full-time employee, how many hours do you work?



51+ Hours

40 Hours

As a full-time employee, how many hours are you expected you work?



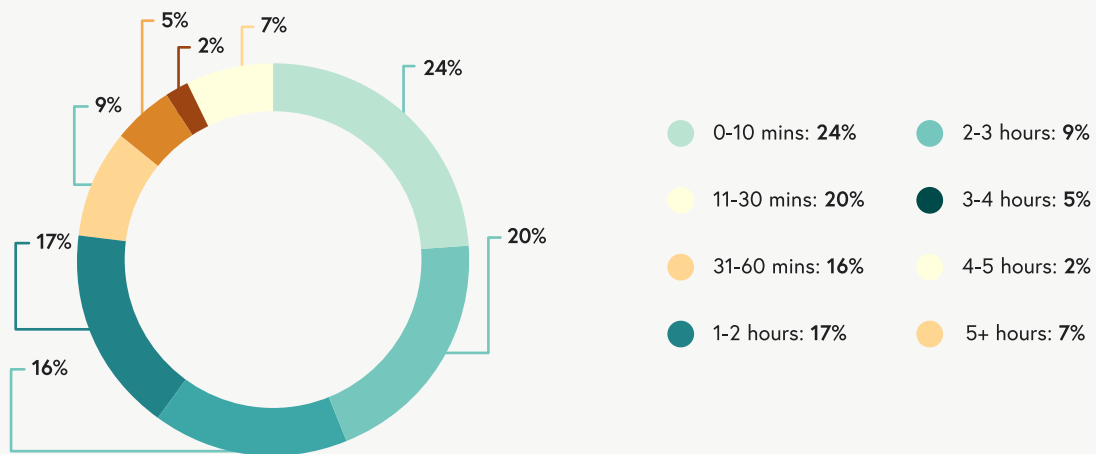
30 Hours

50 Hours

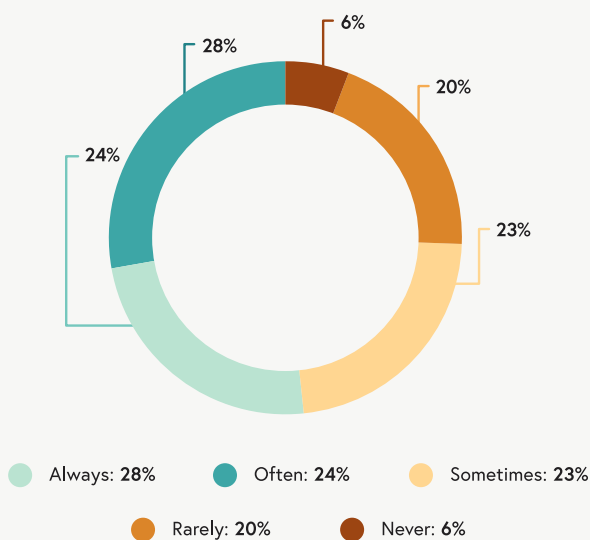
How many hours does the average high achiever work?

The answer is, not surprisingly, more than they're expected to work. 70 percent of achievers reported that their company expects them to work 40 hours per week. Only 18 percent said their company expects them to work 50 or more hours, but 49 percent said they actually work 50 or more hours.

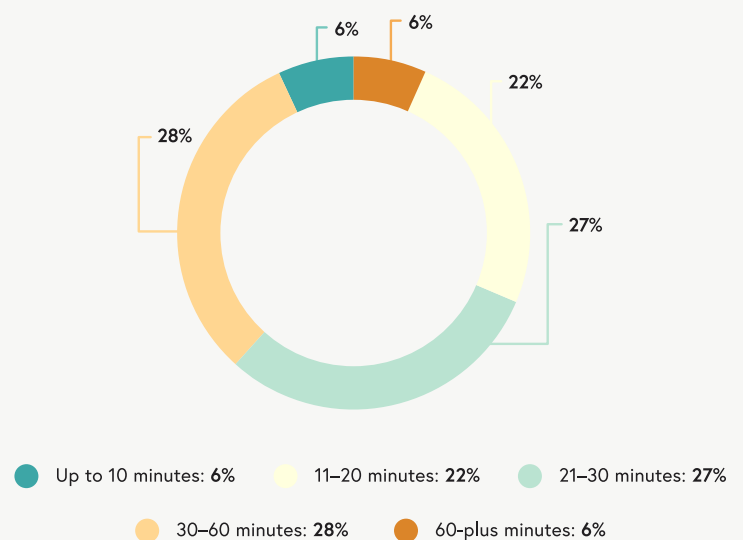
How much are high achievers checking into work in their off-hours?



Do you usually take a lunch break?



If so, how long is it?



FULL FOCUS RECOMMENDATION

As we mentioned above, when we cut our company-wide work hours by 25%, output went up and so did employee satisfaction. We're not recommending every company switches to a 6-hour workday, but when it comes to your personal productivity, one important question to ask is, "If I had to do my job in 10 hours less per week, what would I prioritize and what would I deprioritize to get it done?" By creating constraints, you're forced to focus on only the things that matter most.

To learn more about our decision, [check out this article: Why We Have a 6-Hour Workday.](#)

Category 7: Task Management

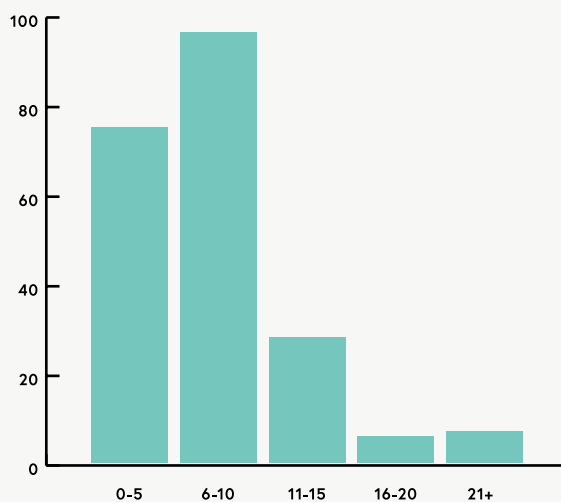
Did you know that dreaming about your ideal future for too long can actually reduce your likelihood of achieving it?

It's true. When we're too optimistic about success, we can fail to do the hard work required to make it a reality. To achieve our goals, we can't stay up in the clouds. We have to move from dreaming to doing.

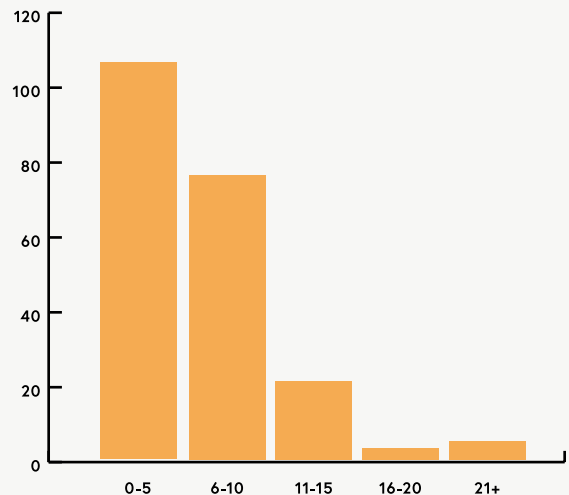
Let's see how high achievers are managing their day-to-day tasks to move the needle on their most important goals.

Even though 45 percent of responders said they try to complete between six to ten tasks in a day, only 36 percent said they actually complete five to ten. And 50 percent said they complete five or fewer tasks per day.

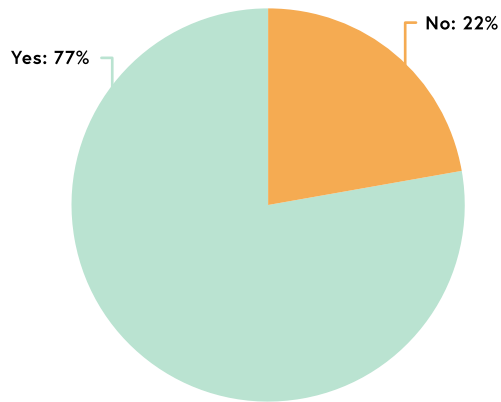
How many tasks do high achievers try to complete in a day?



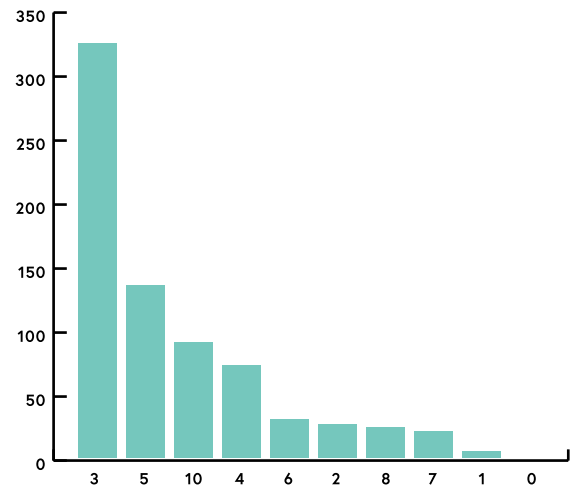
How Many Tasks do you actually complete each day?



Do you rank your tasks by priority?



How many tasks are a priority each day?



FULL FOCUS RECOMMENDATION

If you don't plan your priorities, someone else will, which means you'll never progress on your most important goals. We recommend setting three priorities for each day—what we call the Daily Big 3. Before your day starts, ask yourself, "What's one thing I can do today to move the needle toward achieving my goal?" This way, you can make steady progress toward your goals without falling behind or feeling overwhelmed.

[Learn more](#) about how to leverage the Daily Big 3 and The Full Focus System.

Category 8: Work Communication

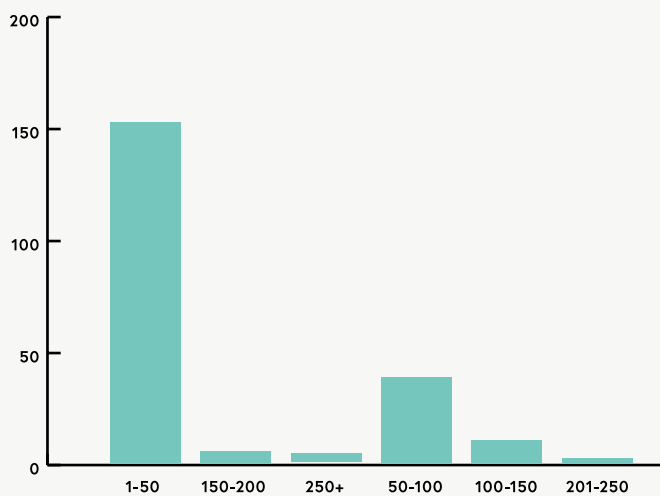
"I think you're on mute." —Everyone at least twice per week in 2020

Along with where we work, another huge shift we've all had to make over the last two years is how we communicate with the people we work with. Slack channels replaced a quick walk to a coworker's desk, Zoom meetings replaced boardrooms, and virtual happy hours replaced office parties. Many people who have started new jobs have never even met in person the people they work with every day. Communication has certainly changed.

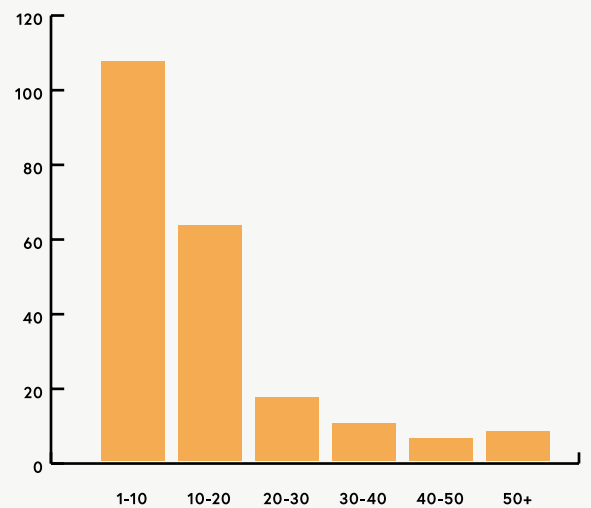
Let's take a look at how high achievers are communicating now.

When it comes to unscheduled communication, 34% of achievers prefer to handle it via email.

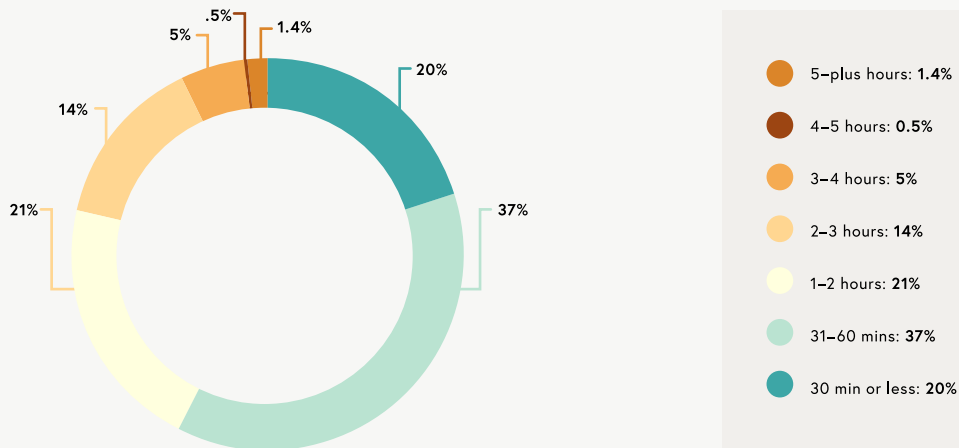
How many professional emails do you receive per day?



How many professional emails do you reply to per day?



How much time do you spend each day sending and reading work emails?

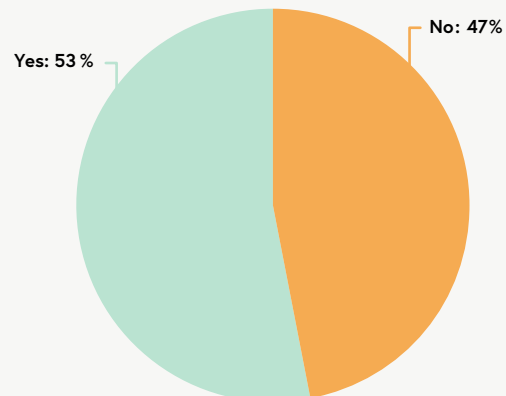


Communication Tools

Email isn't the only way we're messaging our coworkers. Other communication tools like Slack are used by 53% of high achievers.

71% of people who use a communication tool like Slack spend less than an hour using it per day.

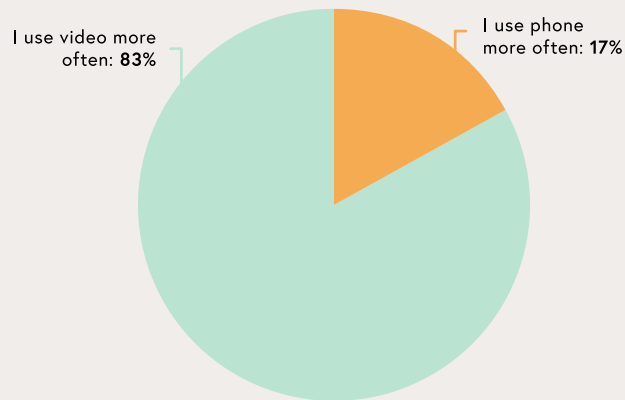
Do you use Slack or other team communication?



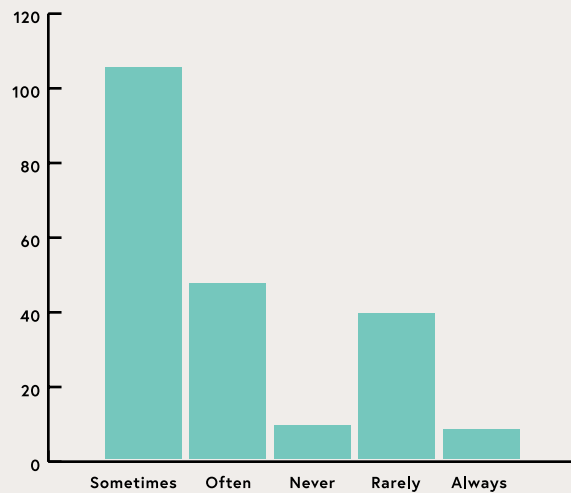
Phone vs. Video

Of all survey responders, 83% use video calls more often than phone calls.

When meeting virtually, how often are you using Zoom (or other video meeting platforms) versus the phone?



Do you find the time you spend on these communications inhibits the amount of work you can get done?



FULL FOCUS RECOMMENDATION

Whether you work from home or in the office, one thing is for sure, communication will make or break your team's productivity. A good rule of thumb to keep everyone up to speed is to communicate more than you think you should. Develop the habit of asking these two questions: "What do I know that someone else needs to know?" and "Have I told them?" This simple practice will ensure everyone has the clarity they need to excel in their specific role.

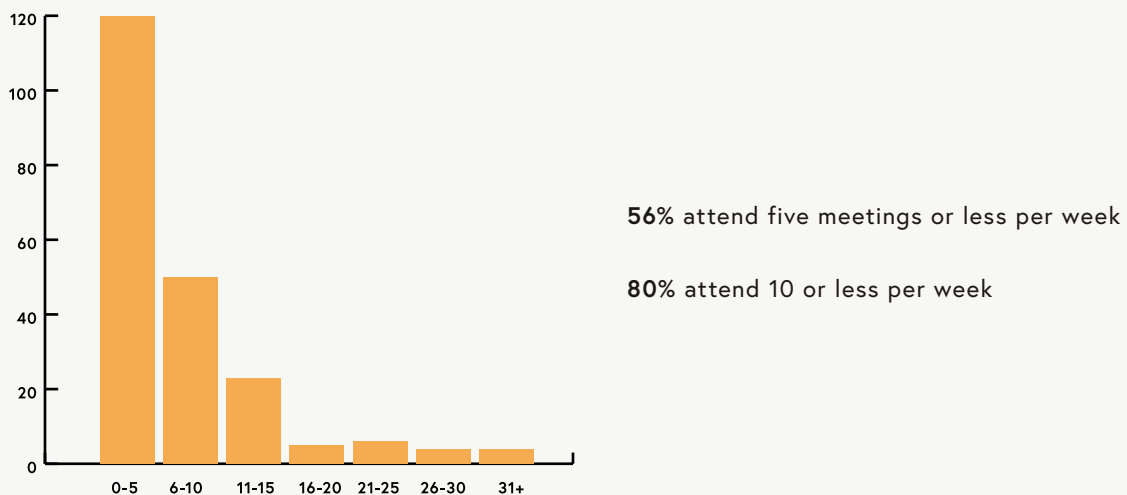
Want more communication tips? [Check out Communication Secrets of Remote Teams.](#)

Category 9: Meetings

Meetings are an essential part of a productive work environment.

However, they don't always come without cost. According to Forbes, 40 percent of employees have experienced mental exhaustion from video calls, 38 percent of employees reported feeling exhausted after a week of virtual meetings, and 30 percent felt stressed. It's important to find the balance between essential, productive meetings and meeting-free time to execute vital tasks.

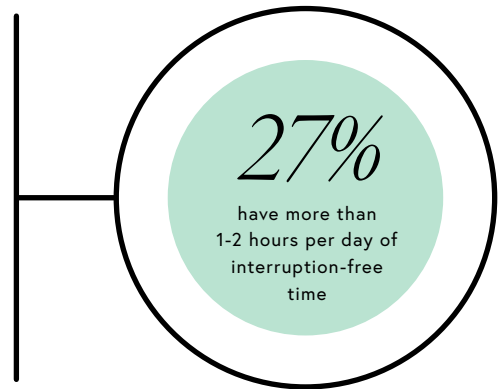
How many meetings do you have?



88 percent of achievers find meetings beneficial sometimes or often. Although, 60 percent also said time spent in meetings inhibits the amount of work they can get done.

Only 20 percent of responders surveyed have a company day of the week that is meeting free. And 60 percent said they have interruption-free time to focus on important projects, but 38 percent of those people said it's only one to two hours per week.

Only 27 percent of achievers have more than one to two hours per day of interruption-free time to work on important projects.



FULL FOCUS RECOMMENDATION

How many times have you sat in a meeting wondering, "What's this meeting even for?" Probably too many times to count. One of the biggest levers you can pull to improve meeting efficiency is simply stating each meeting's purpose. When the intended outcome is clear, participants can work together to stay on track and everyone knows whether or not the meeting was successful depending on if the stated outcome was achieved.

If you want to learn how to eliminate unnecessary and unproductive meetings forever, [check out our No-Fail Meetings course.](#)

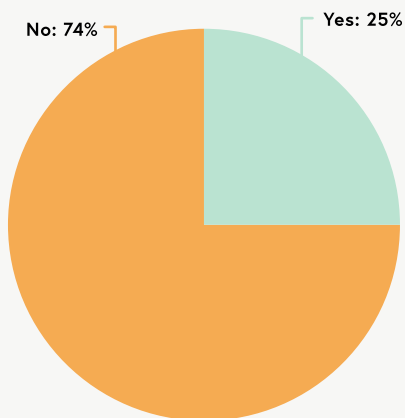
Category 10: Coworkers

We can't talk about productivity without talking about coworkers.

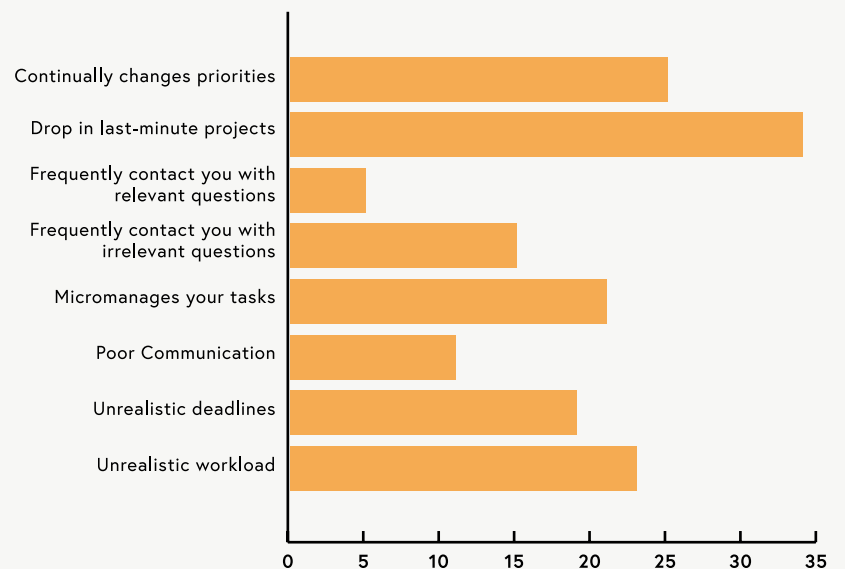
Whether it's a coworker who consistently distracts you when you're working on important tasks, a supervisor who helps you achieve your full potential, or a subordinate you can always count on when you need to delegate a project, our teammates are the ones who can make or break our productivity.

Here's what the high achievers we surveyed said about their productivity in relation to their coworkers:

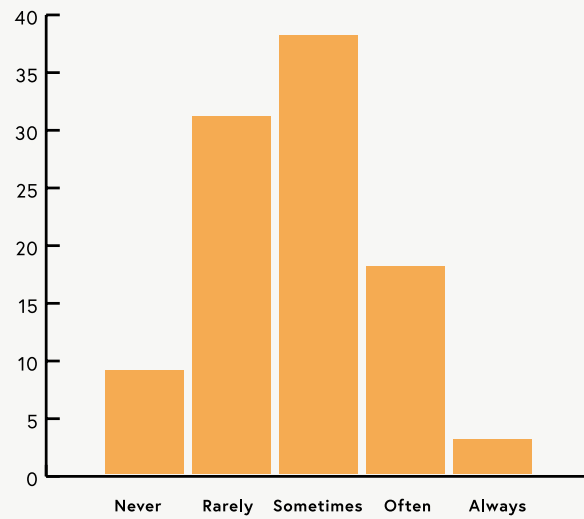
If you report to a supervisor, do they inhibit your productivity?



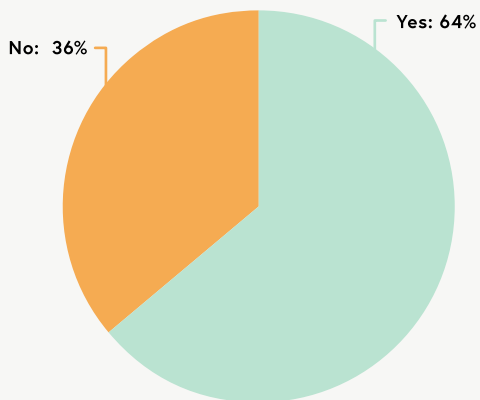
If so, what do they do?



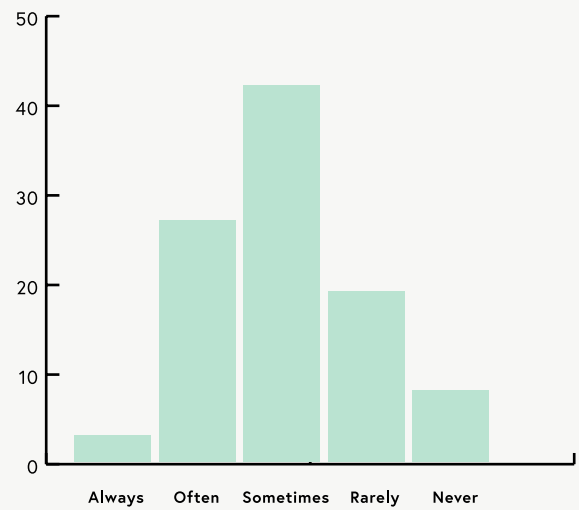
How often do your coworkers sabotage your productivity?



Do you have the ability to delegate tasks?



If yes, how regularly are you delegating tasks?



FULL FOCUS RECOMMENDATION

The secret to effective delegation is understanding the balance between two key factors. First, your level of confidence in the delegate's ability. Second, the level of decision-making authority you want to maintain with the task you're delegating. Next time you delegate a task, get clear on those two things and make sure you communicate them to the person executing the task.

To become a more effective delegator, [download The 5 Levels of Delegation Cheat Sheet.](#)

Next Steps

Looking at the productivity habits of other high achievers is one thing, but the next level is getting an accurate assessment of your own.

If you want to win at work and succeed at life, complete [The Full Focus Productivity Assessment](#).

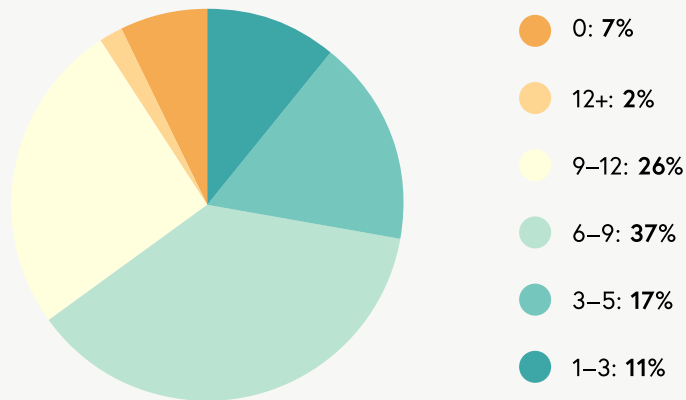
It's a free, 10-minute assessment that will diagnose your overall productivity health and give you personalized feedback across five performance categories.

That way, you'll know exactly which areas you need to work on to achieve more in less time.

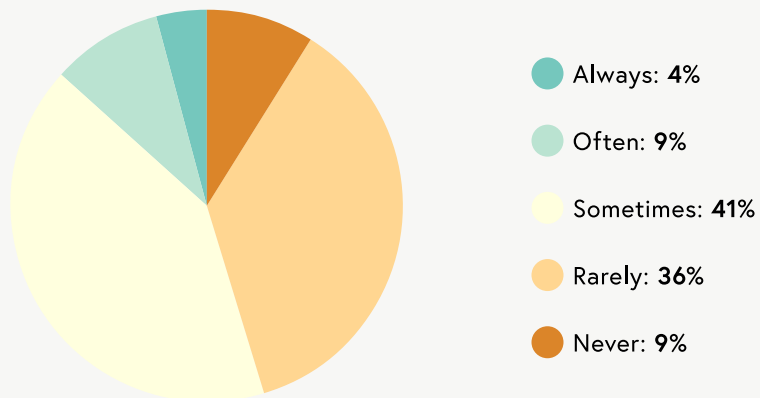
Don't guess. [Click here](#) to take the Full Focus Productivity Assessment today and get your personalized report in just 10 minutes.

Additional Findings

How many annual goals do you have?

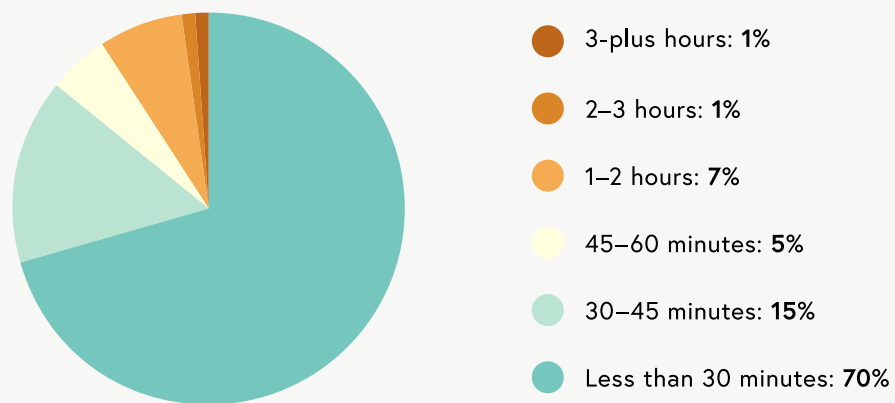


Do you take time to celebrate your goal achievements?



Additional Findings

If you work in the office at least one day per week, how long is your total commute?



Does your work excite you?

