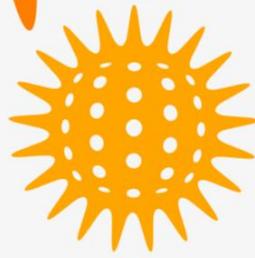
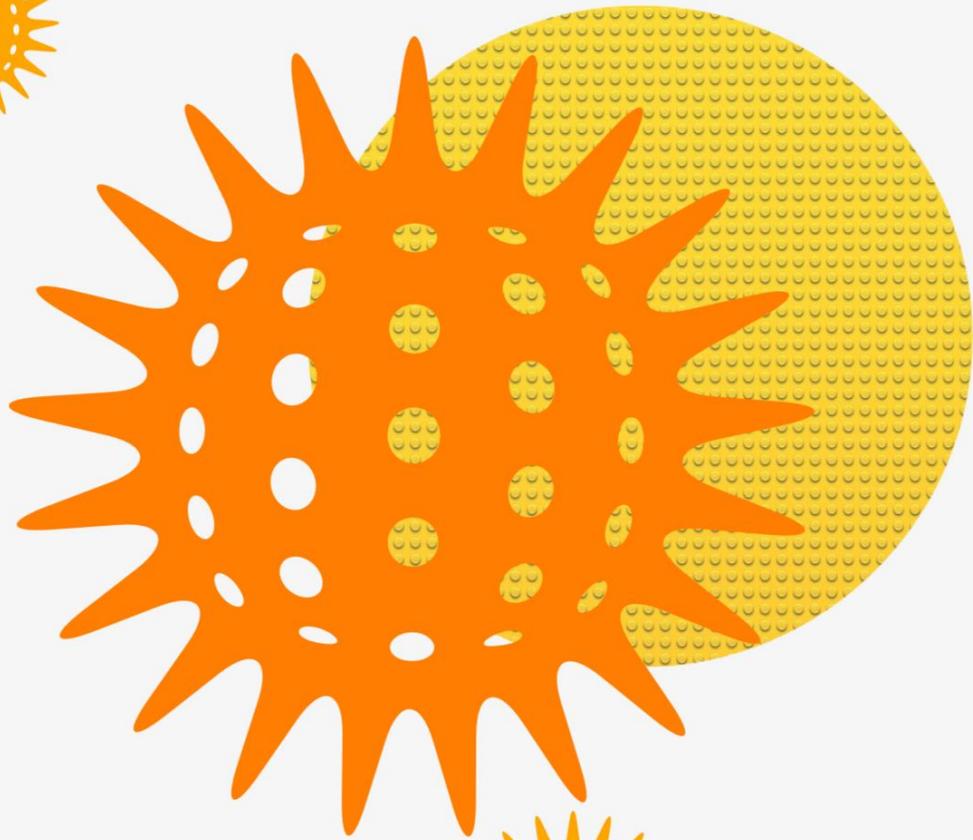


MAPUTIATOTA'S CORONA-STUCK NANO EBOOK 9



**PRACTICAL TIPS ON WHAT
TO DO WHILST STUCK AT
HOME.**

Live productively during the
Corona Virus lockdown!

Disclaimer

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Introduction

Welcome back dear reader. Thank you for your consistency! This is the **ninth** book in a **14 part** nano-ebook series. Just in case you've forgotten, I'm Maputiatota*, and I live in this amazing country, Zimbabwe. Very little content is available about how to live **productively** during the Corona Virus lockdown, and I am on a mission to leave you better than you were when the lockdown began.

Time to DIVE IN!

ORDER

Time is infinite. Our Existence on this planet is not. The first step in making the most of your time is to make your life nice and orderly. In this nano book I'll talk about the importance of order in general, and why you must keep your phone nicely organized.

Time wasted

Lets's have a look at some amazing stats:

On average, we spend 6 minutes looking for our keys in the morning. IKEA

The top five items men look for in their homes are clean socks, remote control, wedding album, car keys and driver's license. For women, the top five items are shoes, a child's toy, wallet, lipstick and the remote control. IKEA

The average office employee spends 1.5 hours a day (6 weeks per year) looking for things. OrganizedWorld.com

Now isn't that just unproductive? Spending 6 full weeks looking for things! Imagine how much napping you could've done instead!

The concept of Touches

Here is an interactive exercise. Think of the basic things you use every day. Write them down on a list – just ten items will do.

Count the number of drawers, paper piles and heaps you have to move around to find each item. Each pile/drawer you move/open counts as a "touch" Write down how many touches it takes for each items in your list. I did that when I discovered this concept and it changed everything. Imagine the possibility of finding everything using one touch – Amazing wouldn't it be?

Here is how to use this method in your life. We are what we repeatedly do. As a result, it is best to incorporate this into your daily routines. When you get home use the simple rule "A place for everything, and everything in its place" You will soon find that your house will appear to order itself like magic.

Challenges you may face

Well I consume self-development material (that I talked about in much detail in my 4th nano book), and they say words have power. I choose not to see challenges but opportunities hiding behind those "Challenges"

1. I don't have a place to put my things

Well this is the number 1 hindrance to the effective implementation of this rule. This is an opportunity to find a "home" for your items. Be creative! I love Zimbabweans because they turn everyday things into

new “homes” – old Yoghurt bottles act as a new home for Salt, Sugar, or Stationary items. Old Ice cream containers become a new home for sewing items, or it can become a place to keep things needed whilst you are grooming yourself e.g. combs, brushes, scrunches, etc.

2. *I don't have the time to order my stuff*

But you have the time to spend 7 minutes frantically searching for that essential item whilst the car is frantically hooting outside? No comrade. You have the time.

3. *My people keep ruining the order that I setup*

Well this is an opportunity to investigate why that happens. Find out the root cause. Maybe it's because the setup you use doesn't work. Maybe they don't see the benefits. Or maybe they are naughty kids that just need a little spanking.

So what are you waiting for? Start ordering your life now – one touch at a time.

Runharembozha

That's the Shona name for a mobile phone. We use these things everyday, and these can be time-savers if used the right way. If not, they can be time wasters. What am I saying? If your phone is disorganized then you are certainly going to waste time looking for items, fail to find the items, and waste data re-downloading the material. Here is what you can do to keep your phone in order

1. Time-fillers

Ever had to meet someone who is always late? Instead of calling them incessantly (that doesn't work guys. You just make the person learn to lie better), use that time to go through your gallery. Delete those silly WhatsApp memes. Delete those less-than-perfect pictures. Delete those videos that aren't funny anymore. That way, when you look for pictures that are relevant to you, you have a lot less irrelevant material to go through.

2. Applications

Ever had 20 application that you've never used? Well I have. And it doesn't help. It just slows your phone, wastes your space and has your phone incessantly screaming YOU HAVE RUN OUT OF STORAGE SPACE (android. That is just annoying. Please stop it).

3. Stream

If you download material on your phone (which means you have access to the internet), then ask yourself if you really need to keep it. Some material can be streamed. Do you really need to keep the latest videos about celebrities in your phone? No. Stream them.

4. Periodically order your files
Your files won't order themselves. Order them. Create folders for your essential documents, videos, and your favourite songs.
5. Use meaningful names when downloading files
The number 1 reason we don't find the files we download is because of the meaningless names we give them. When you download it, give it a short, memorable name, or go to the downloads folder and rename the recently downloaded file. A name like immigrationrequirements.pdf is much easier to find than scan002.pdf

What else can I do?

Well I found a really good blog about the one touch concept, and it is filled with other nuggets of wisdom.

Head over to [this link](#) to find out more!

In addition, resist the temptation to download each and every media file that is sent in the WhatsApp groups you are in.

Conclusion

That's it for today. Tomorrow will be about backup and why it is important to YOU.

I hope you enjoyed it. For more material, feel free to head over to my blog <https://maputiatotablog.wordpress.com>

I'm available on Instagram @ maputiatota, and on Twitter @ maputiatota
Don't be shy to say hi!