PRODUCTIVITY 101: HOW TO GET GREAT THINGS DONE VS. A TON OF TRIVIAL THINGS
1. No1 Great Thing
   - You're my No1!

2. Utter Commitment
   - Clarity, Courage
   - Go All In!

3. World Champion Training Camps
   - fundamentals, focusing, sword vs. spears

4. Energy Management
   - Making Waves

5. Time Management 101
   - First things first, second not at all

6. Focus
   - Intensity, Consistency

7. 4DX + Lead vs. Lag Measures + 2 Scorecards

8. Progress Principle, Microwins, Keystone Checklists

9. Whirlwind of Gnats, Kryptonite Dust & iPhones

No. 1 Great Thing

Worksheet

Get clarity on your No. 1 What's Worthy of You?

Remember:

1 Rabbit Only

1 Mile

or

1000 Mile Journey
Utter Commitment

What are your next bold steps?

Boldness has genius, power & magic in it. Begin it now.

Which trades will you have to make?
WHAT WOULD YOUR LIFE LOOK LIKE IF YOU APPROACHED IT AS IF YOU WERE IN A WORLD CHAMPION TRAINING CAMP?

WHERE DO YOU NEED TO ELEVATE YOUR STANDARDS?
ENERGY MANAGEMENT

FUNDAMENTALS
What would a world champion do differently than you right now?

MAKING WAVES
How do you integrate waves into your life and what does your recovery look like?

CIRCADIAN (DAY)

ULTRADIAN (90 MIN)

MICRADIAN (1000 S)

MACRODIAN (WEEK/MONTH)
**TIME MANAGEMENT 101**

**THE WORKSHEET**

1. **Track**
   - Track your time - at least for a day. What do you discover?

2. **Manage**
   - How can you eliminate things that do not need to get done?

3. **Consolidate**
   - Create large blocks of uninterrupted time (90 min, 1/2 day, day...)

   **Block Name:**
   - How long:
   - When:
   - What:

   **Block Name:**
   - How long:
   - When:
   - What:

   **Block Name:**
   - How long:
   - When:
   - What:
1. **Ability to Focus**
   How is yours?
   How can you train this ability?

2. **Intensity**
   Have you installed time blocks?
   Have you turned off all push notifications?

3. **Consistency**
   Make it systematic: what's your rhythm?
   When are you going to do what?
4DX, LEAD vs LAG MEASURES, 2 SCORECARDS
THE WORKSHEET

WILDLY IMPORTANT THING
WHAT'S YOUR WIG?
BE SPECIFIC!

LEAD MEASURE
WHAT'S YOURS: DAILY, WEEKLY, MONTHLY?
D:
W:
M:

4DX
CONSISTENCY
HOW CAN YOU FEED YOUR FIRE CONSISTENTLY?

SCORECARD
TRACK YOUR LEAD MEASURES

LEAD MEASURE
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

OPTIMIZE ME
1. What are your daily microwins?

2. Create your keystone checklist

Checklist to reduce the mortality of your masterpiece days
WHIRLWIND OF GNATS, KRYPTONITE, DUST & IPHONES

THE WORKSHEET

1. DESCRIBE WHAT'S IN YOUR WHIRLWIND

2. HOW CAN YOU ELIMINATE GNATS & DUST?
WHAT DO YOU DO WHEN YOU FACE OBSTACLES?

1.

2.

3.

4.

I DO IT ANYWAY!

YOU WILL HAVE SETBACKS
WHAT'S YOUR BIGGEST IDEA?

RECAP IN YOUR OWN WORDS OR VISUALS

SHARE WITH SOMEONE