

Worksheet

EP 7: Productivity- Get More Done in Less Time

In this episode we look at how to schedule and manage our time effectively and in a way most optimized for our brain. First we GET REAL. We need to take stock of what we actually do with our day. Chances are, when you are honest with yourself, you are wasting hours.

Exercise 1: Journal a typical day. Write down how you spend every hour. You can even do this for an entire week. Once you do this you want to review and analyze for 'time suckage' but also determine what is important to keep in your daily schedule.

3 Biggest Time Suckage Activities

- 1 _____
- 2 _____
- 3 _____

3 Activities I Want to Keep

- 1 _____
- 2 _____
- 3 _____

3 Enjoyable and Fun Activities to Make More Time For

- 1 _____
- 2 _____
- 3 _____

The brain is most effective in 45 minute spurts with a 15 minute break. To be most effective, schedule your day by the hour and be sure to include blocks of time for the following:

- 1) Social activities and fun
- 2) Breakdowns (i.e. traffic or unexpected phone calls during your work day)
- 3) Important routines such as family dinners or exercise

THROW AWAY your 100 item to-do list and focus on completing only a few major projects each day. Also, look back at your typical day or week and consider outsourcing items.

How much is it worth to you to spend time with your kids? In that context, spending \$20 to have someone else do the grocery shopping can make the difference.

Write down some items you can outsource.

- 1 _____
- 2 _____
- 3 _____

Who can you request help from if you can't pay for an assistant?

Write some people down. Look at your community map!

- 1 _____
- 2 _____
- 3 _____

The key is to NOT do everything alone. Look at additional resources to support you on the next page.

RESOURCES:

Tracking Apps:

<https://www.rescuetime.com/> The app that let's you see how you spend your time.

<https://idonethis.com/> Track your daily progress (almost like virtual journal)

Streamline Apps:

<https://zapier.com/> Productivity app that automates web operations

<https://ifttt.com/> Productivity service that helps you trigger actions associated with daily activities

Scheduling apps:

<http://www.asana.com/>

Also, ical and google calendar are great.

Outsourcing:

<http://www.taskrabbit.com/> Hire someone for one off or routine tasks/errands

<https://www.zirtual.com/> Hire a virtual assistant

<https://www.fancyhands.com/> Hire a virtual assistant

<https://www.elance.com/> One of the largest outsourcing websites

<http://www.odesk.com/> Hire someone to do a project

<http://www.fiverr.com/> Hire someone to do a task for \$5