



What is the hardest
thing about
productivity?



The 4 Levels of Productivity

Manage Your Tasks, Time, & Priorities



Presented by
@CaelanHuntress



STELLAR
P L A T F O R M S

<https://caelanhuntress.com/speaking/survey/productivity>

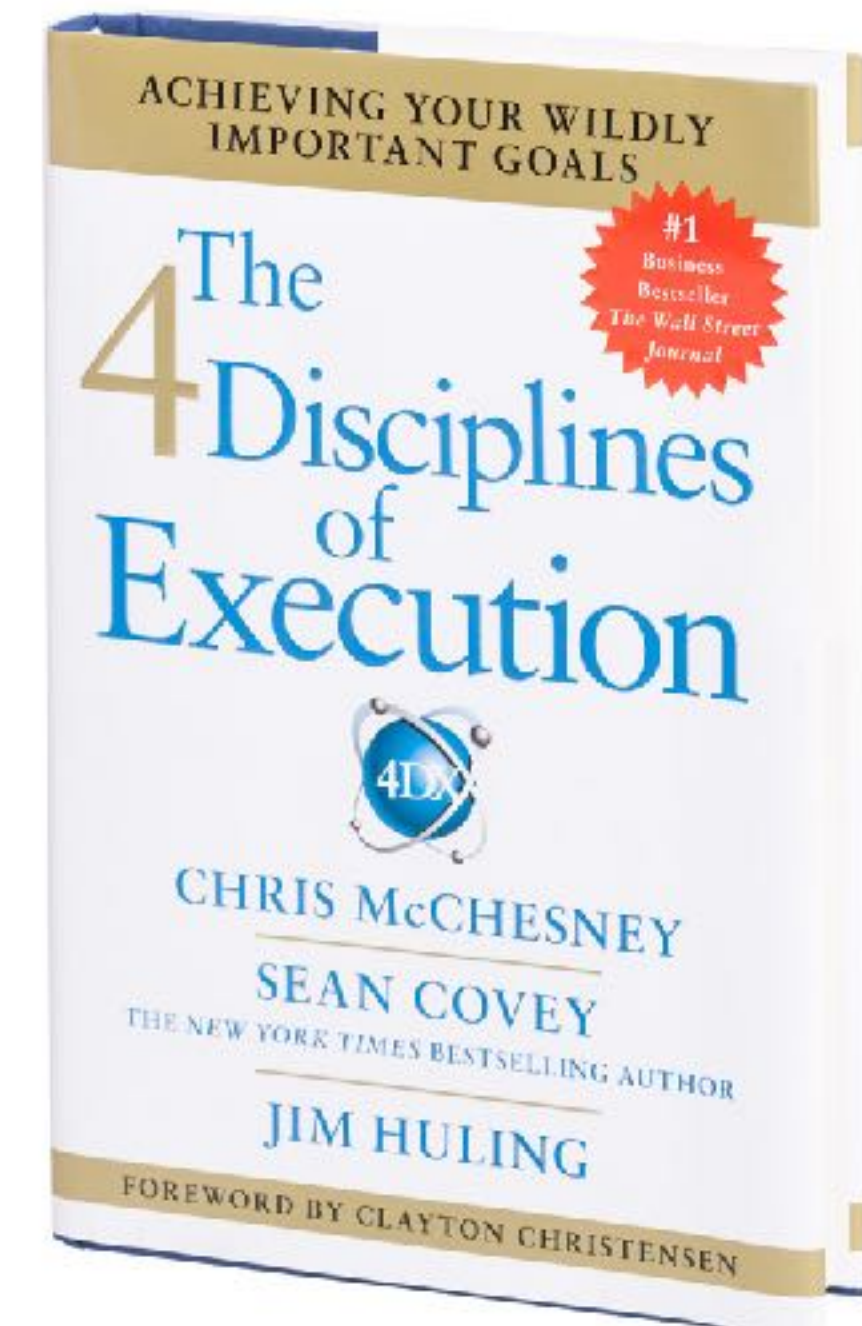
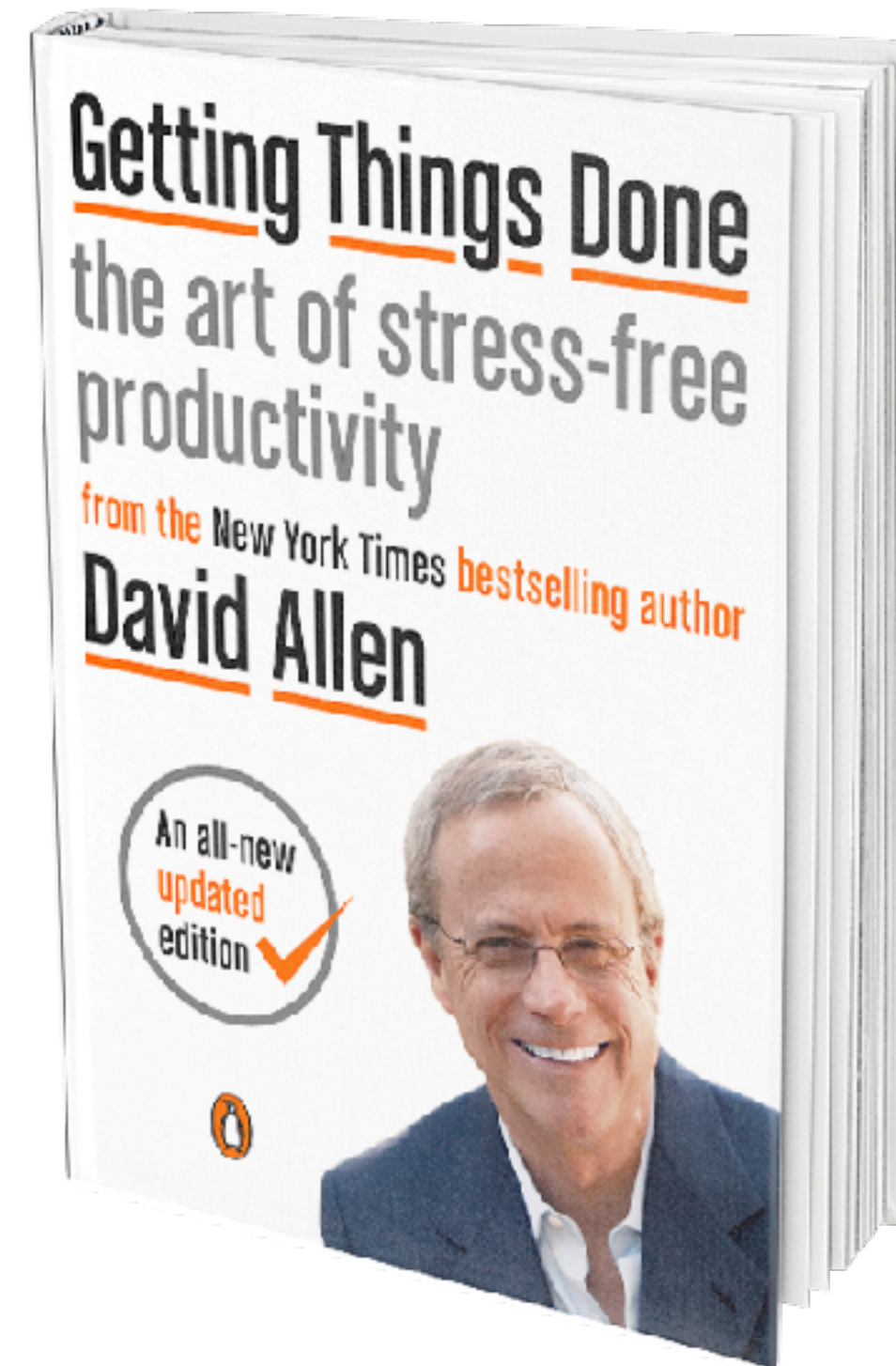
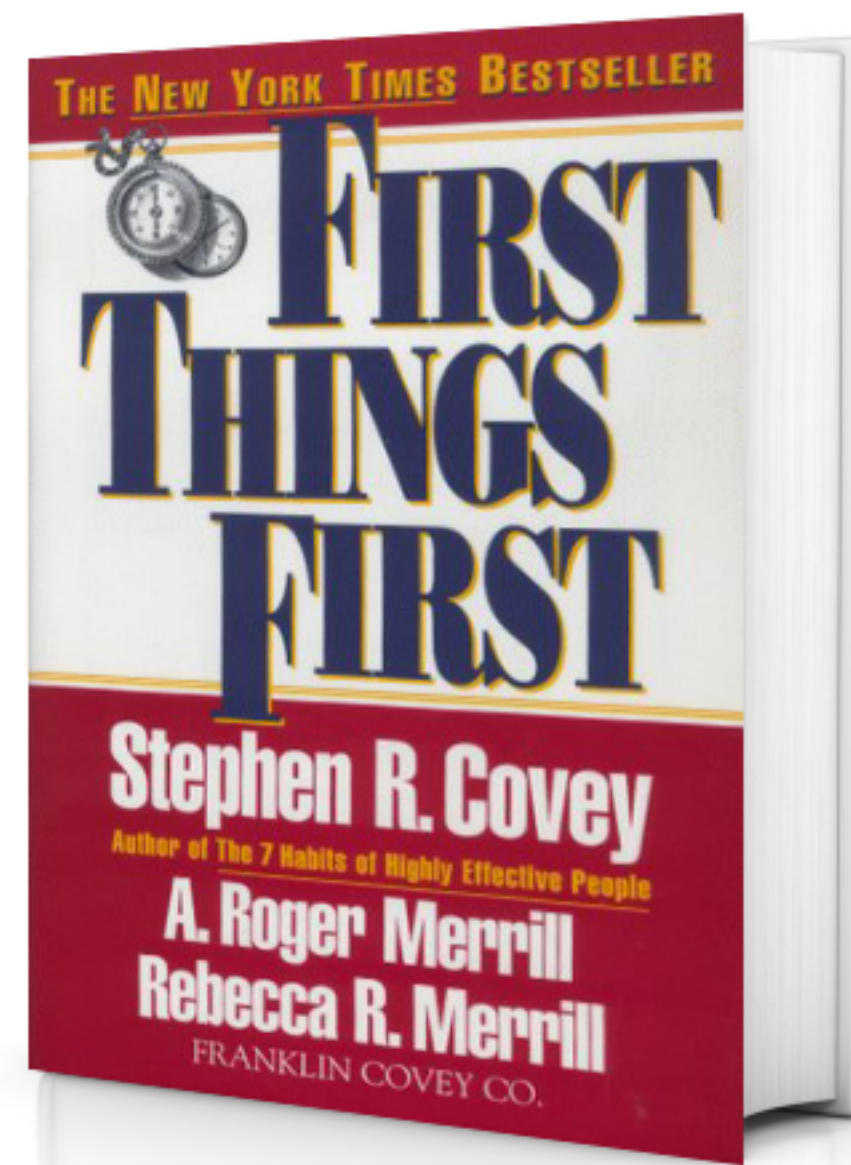
Agenda

1. When to wear your Thinking Cap vs your Doing Cap
2. 3 popular productivity systems and how to use them
3. How to alternate states of focus with states of rest for optimal performance

3 Productivity Systems

- ♦ FTF - First Things First
- ♦ GTD - Getting Things Done
- ♦ 4DX - 4 Disciplines of Execution

Dive Deeper



Productivity Toolbox



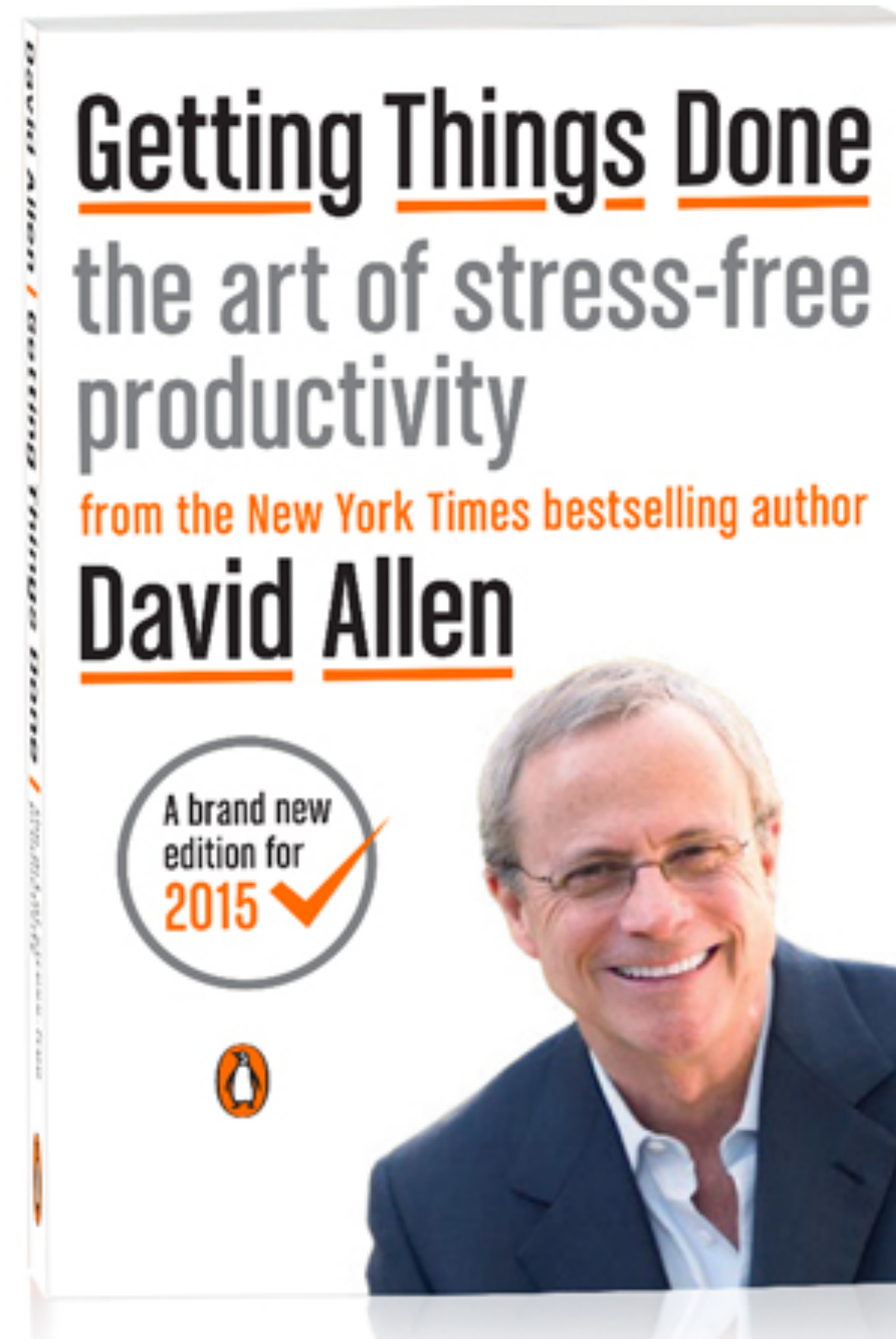
Take Notes



Productivity Systems



Learning Productivity



Productivity is an Elective



Learning Productivity





Thinking and Doing



Thinking and Doing



30,000 Feet vs Ground Level



Thinking and Doing



“Use your creativity and mental horsepower to figure out how to do the work, not what the work is.”

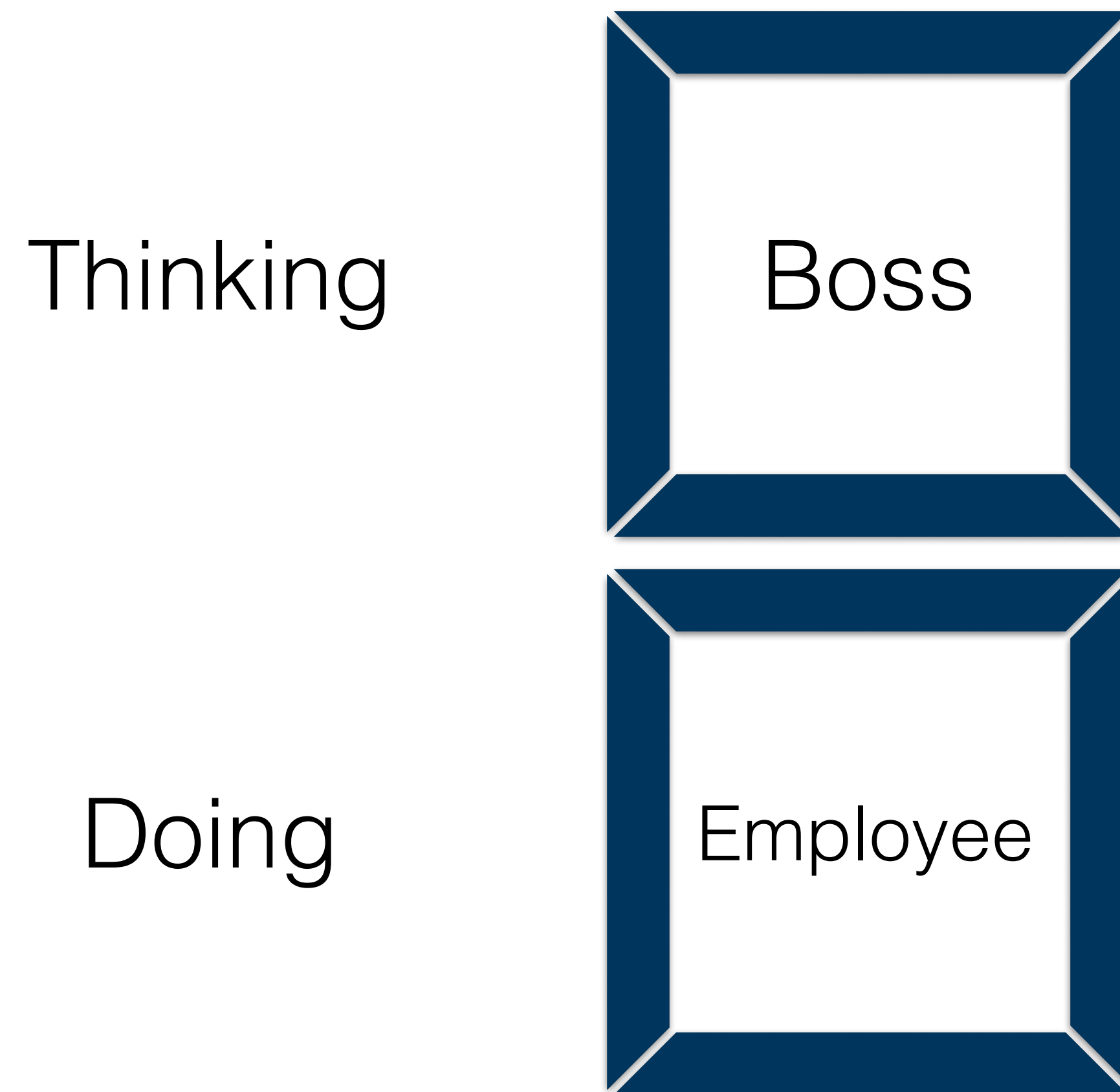


- Charlie Gilkey

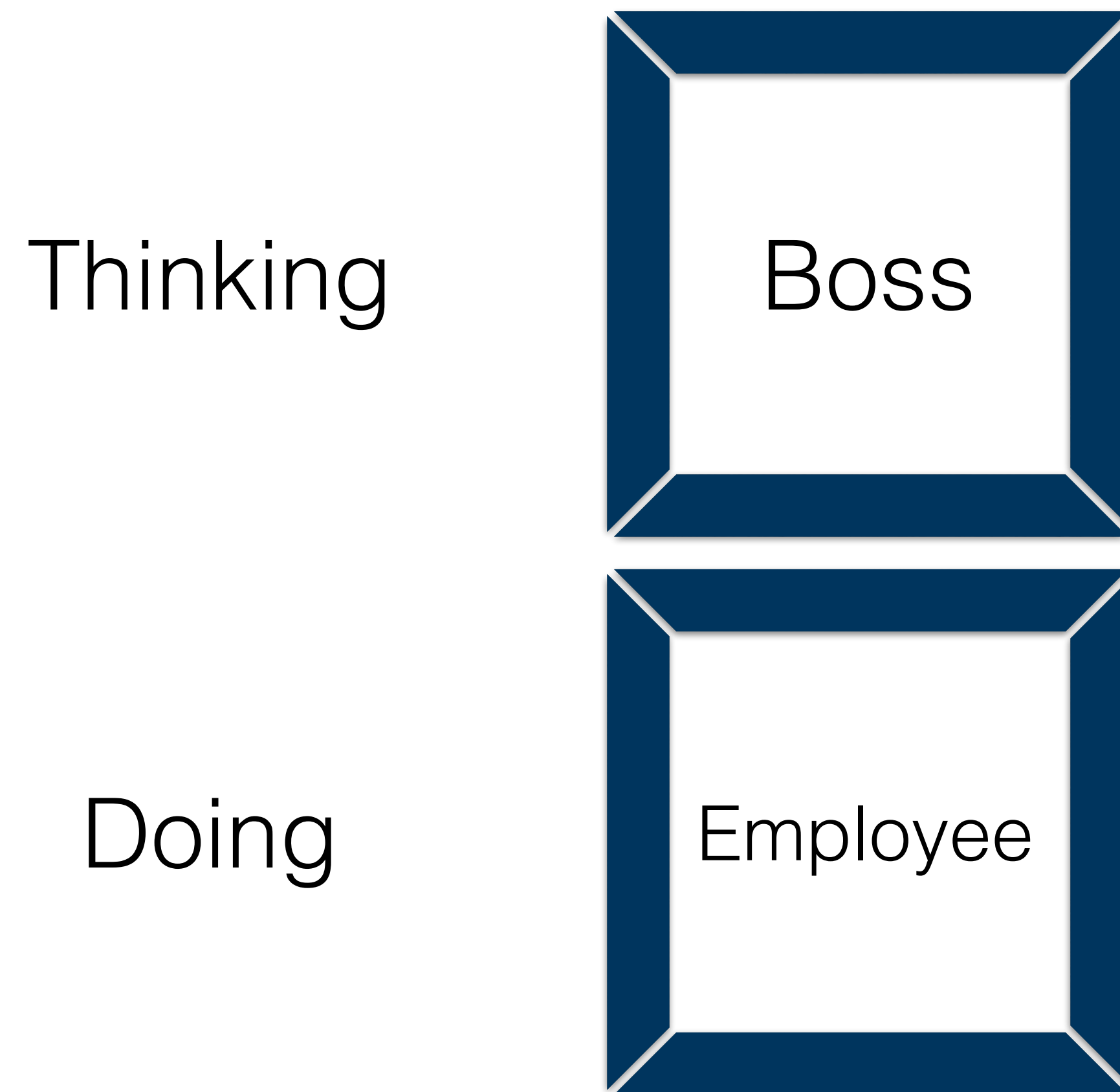


Image courtesy of Gizmodo

Mindsets and Roles

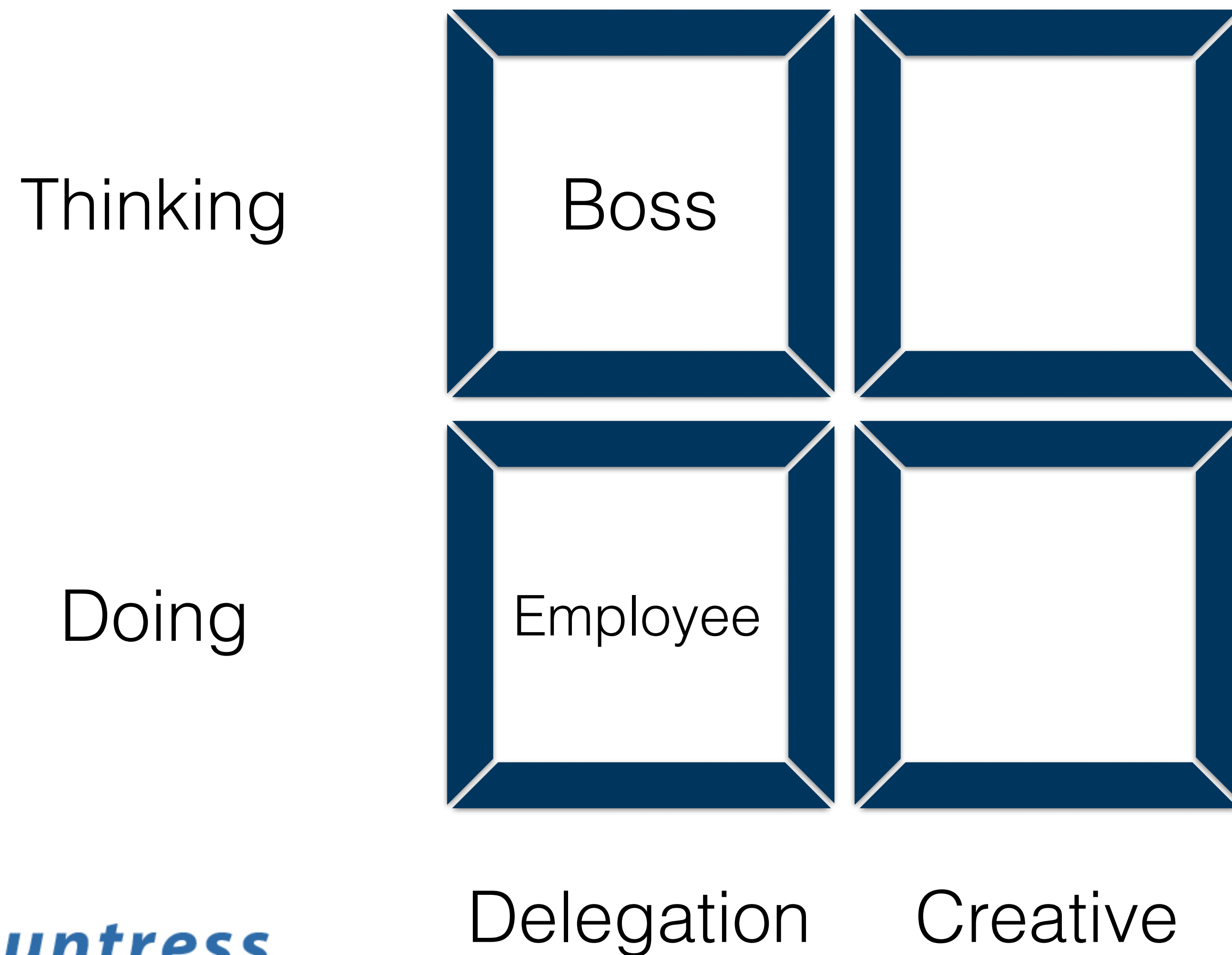


Mindsets and Roles

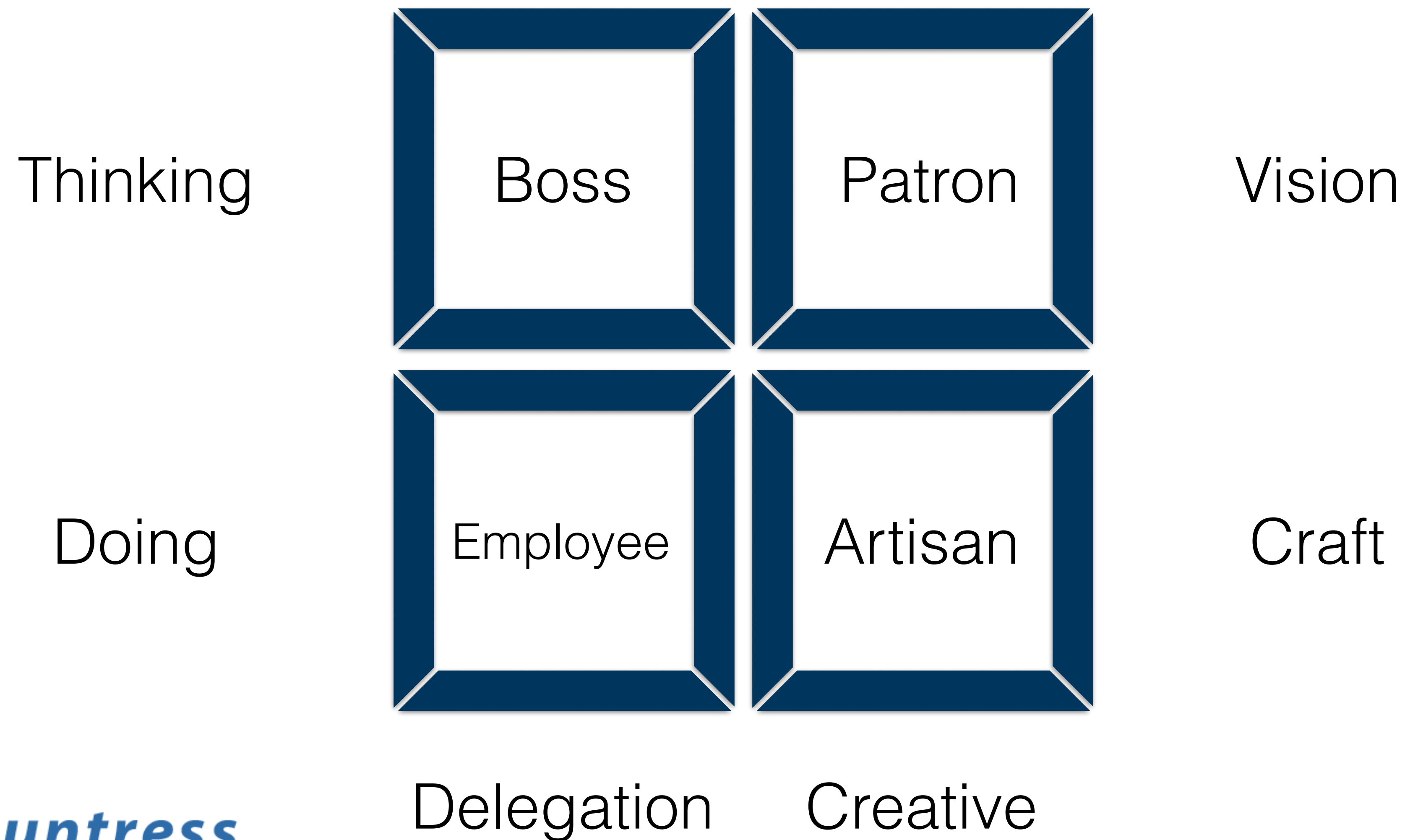


Delegation

Mindsets and Roles



Mindsets and Roles



30,000 Feet vs Ground Level



Goal Setting

What is the most important
priority for me today?

Goal Setting



Goal Setting

Written Goals Increases the
Likelihood of Achievement
by 42%

Goal Setting And Review



Ivy Lee's Index Card



List Your Biggest Priorities

- ◆ List for the Day
- ◆ List for the Week
- ◆ List for the Month
- ◆ List for the Quarter
- ◆ List for the Year

“A goal
is a dream
with a deadline.”



- Napoleon Hill

SMART Goals

- ◆ Specific
- ◆ Measurable
- ◆ Assignable
- ◆ Relevant
- ◆ Time-bound

SMART Goals Variations

- ◆ Specific
- ◆ Measurable
- ◆ Assignable / Achievable / Ambitious
- ◆ Relevant / Realistic / Resourced
- ◆ Time-bound / Trackable / Timely

SMARTER Goals Variations

- ◆ Specific
- ◆ Measurable
- ◆ Assignable / Achievable / Ambitious
- ◆ Relevant / Realistic / Resourced
- ◆ Time-bound / Trackable / Timely
- ◆ Evaluated / Exciting
- ◆ Reviewed / Recorded

Goal Setting



Over-Goal Setting



BUSYNESS



“If You’re Busy, You’re
Doing Something
Wrong.”



- Cal Newport

Productivity Stages



Busy

Spuddle

to work ineffectively;
to be extremely busy whilst
achieving absolutely nothing.

Productivity Stages



Busy

Spuddle

Productivity Stages

Efficient

Busy

Productivity Stages

Effective

Efficient

Busy

“There is nothing so
useless as doing
efficiently that which
should not be done at all.”



- Peter Drucker

Productivity Stages

Effective

Efficient

Busy

Productivity Stages

Leveraged

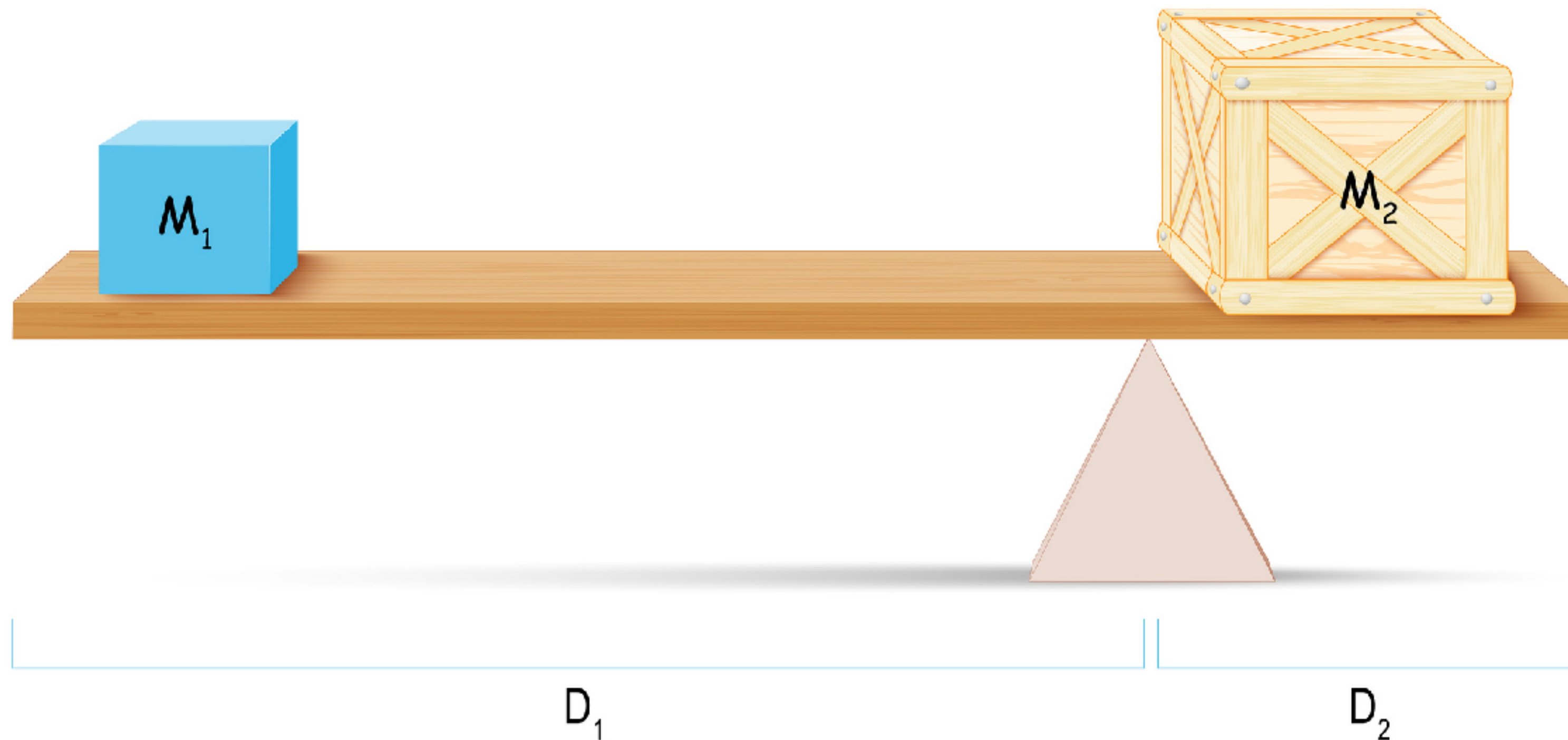
Effective

Efficient

Busy

Leveraged

$$M_1 \times D_1 = M_2 \times D_2$$



Productivity Stages

Leveraged

Effective

Efficient

Busy

The 4 Levels of Productivity

Floating

Leveraged

Treading

Effective

Gasping

Efficient

Underwater

Busy

The 4 Levels of Productivity

Floating

Leveraged

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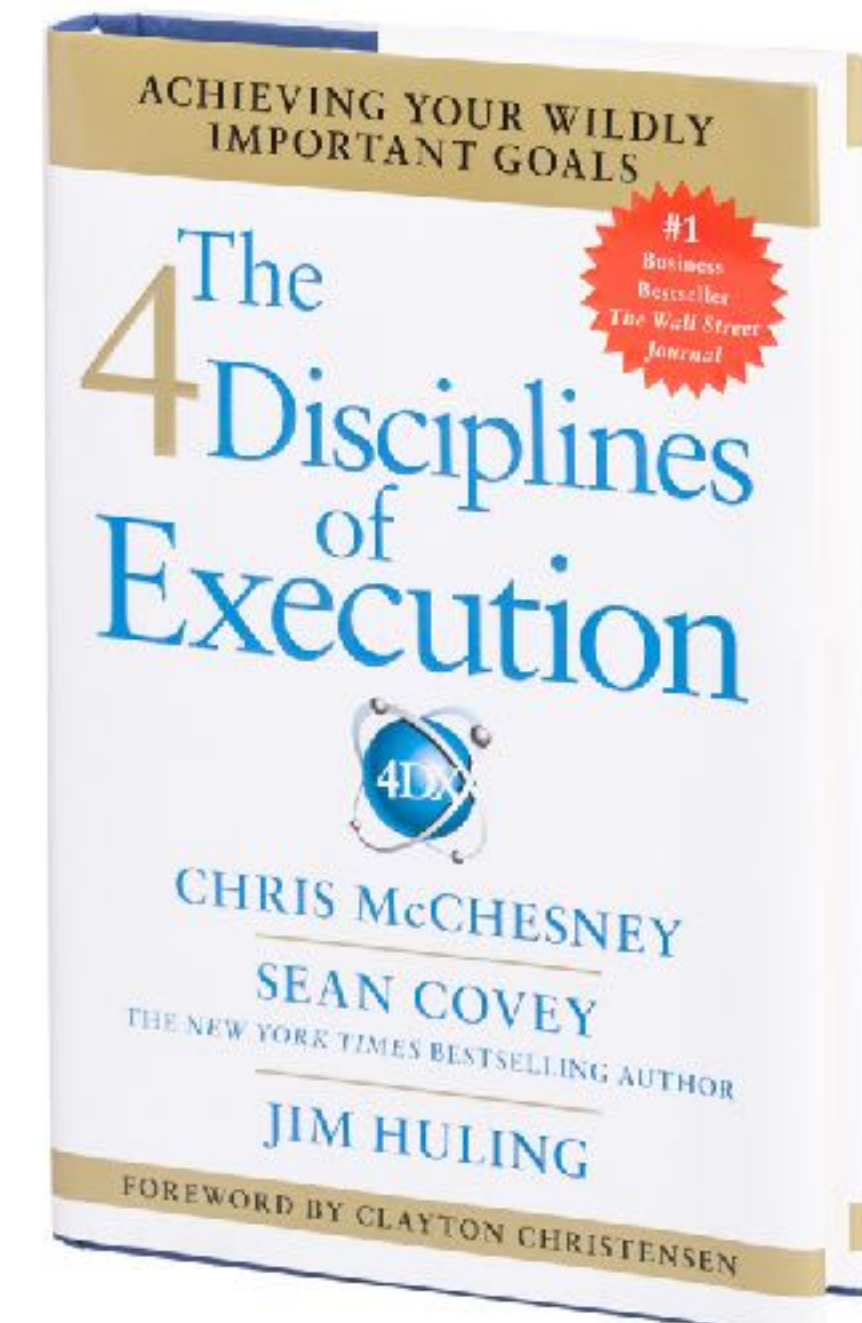
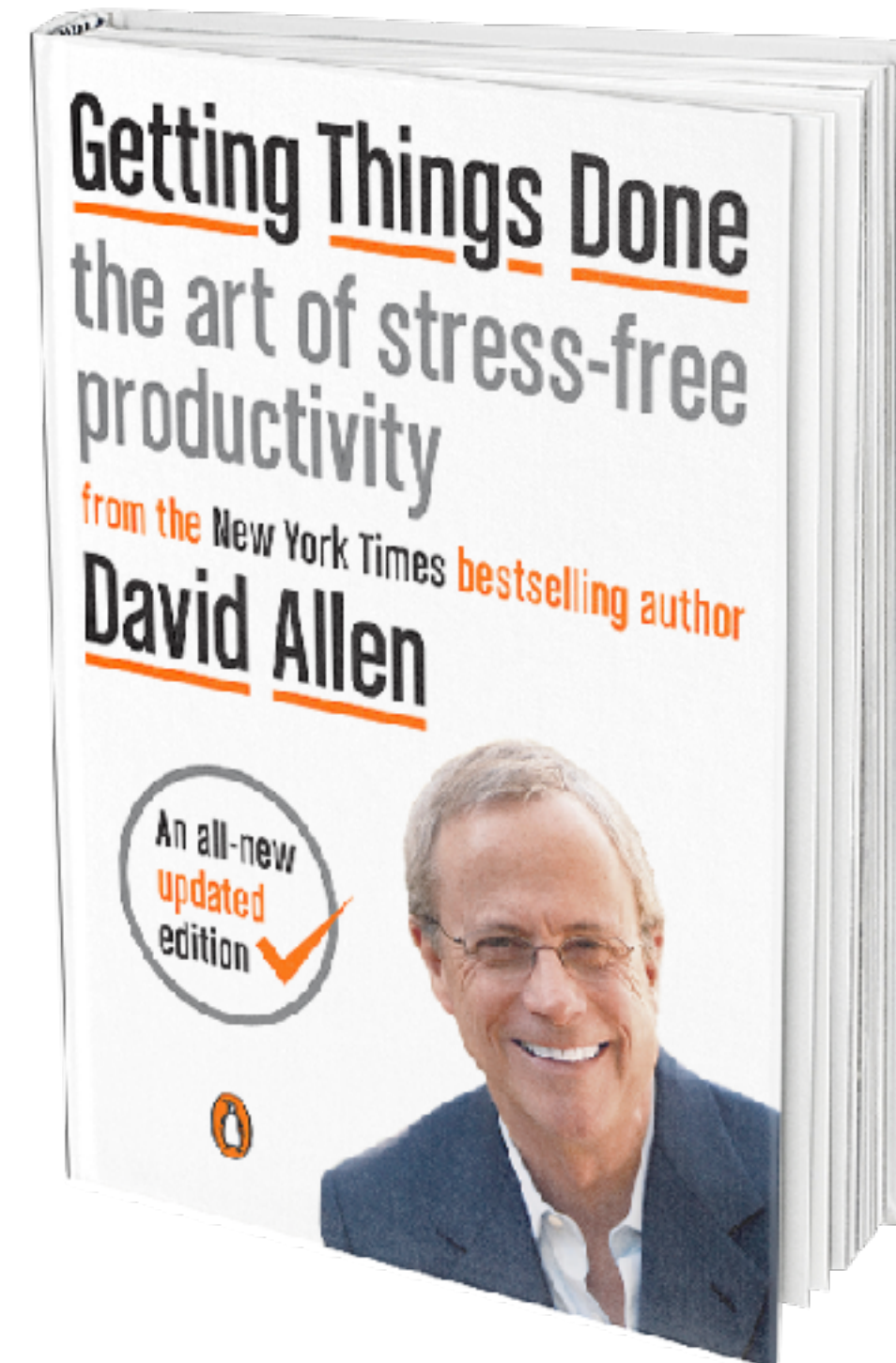
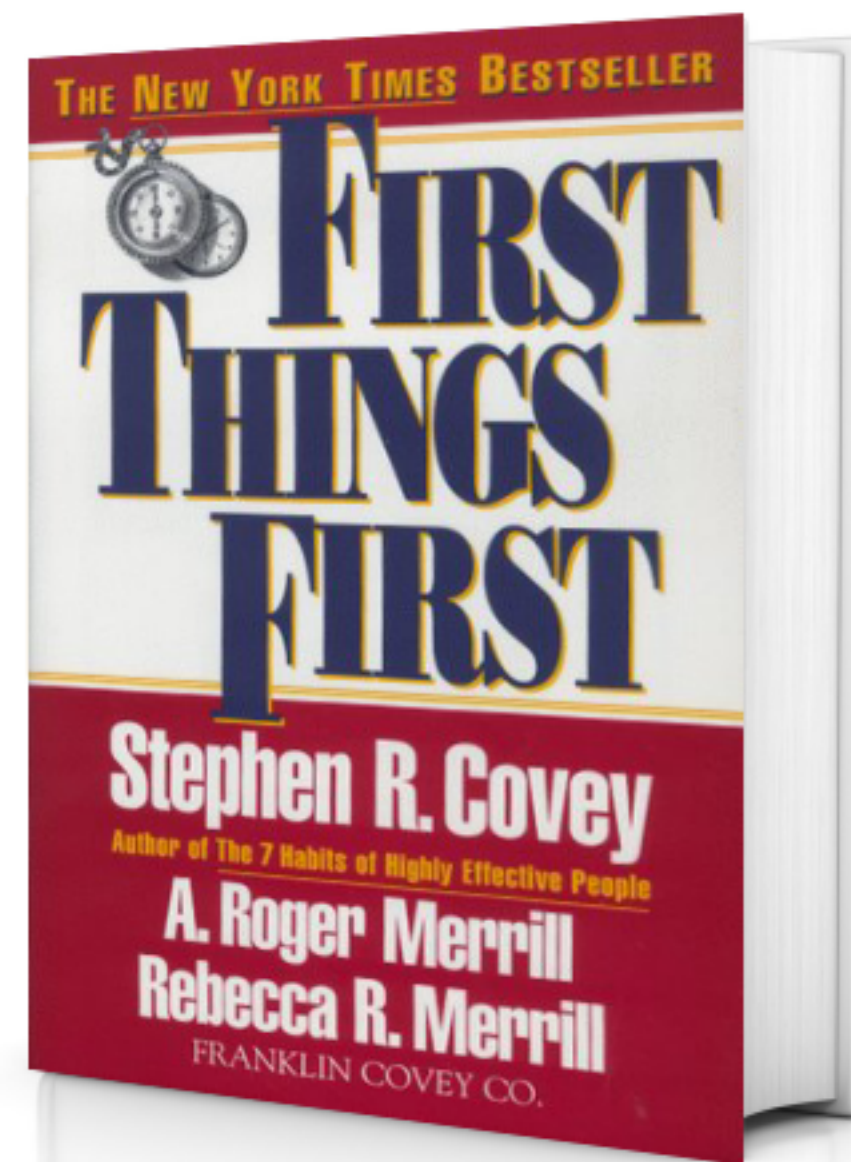
Busy

4DX

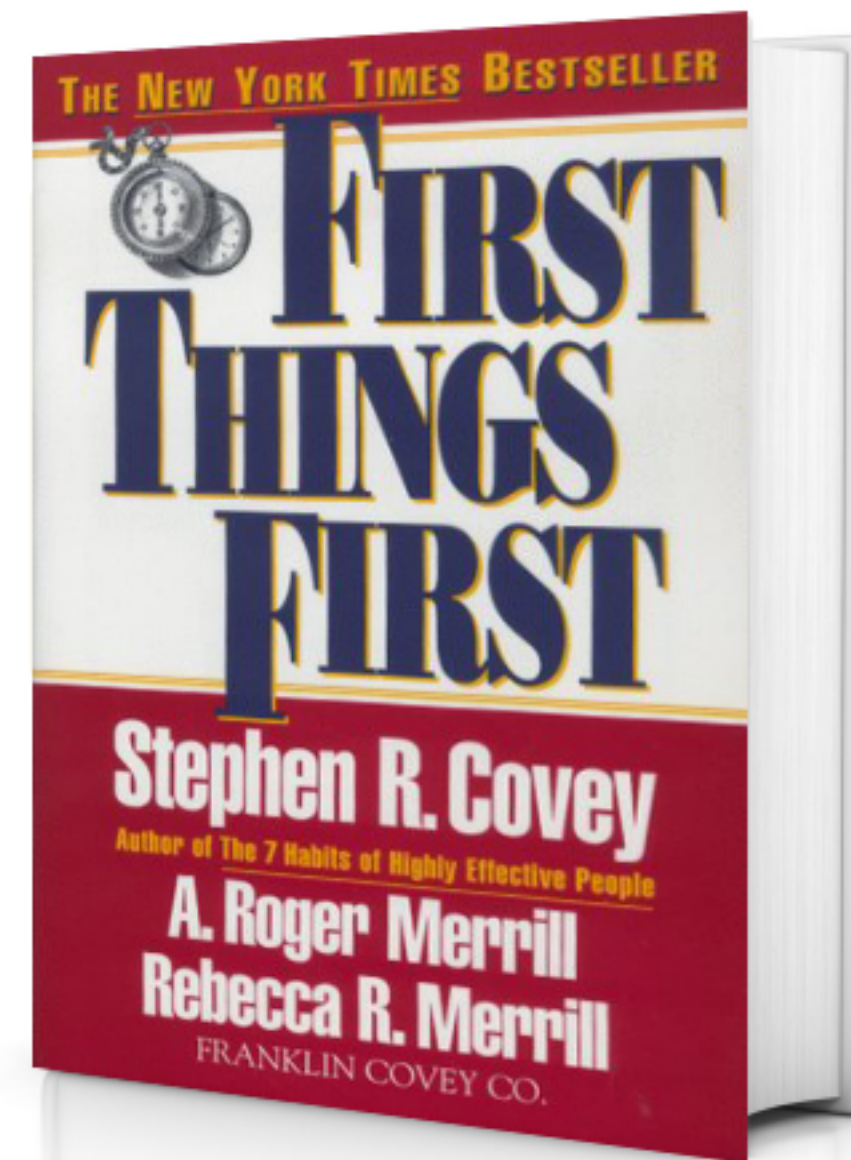
FTF

GTD

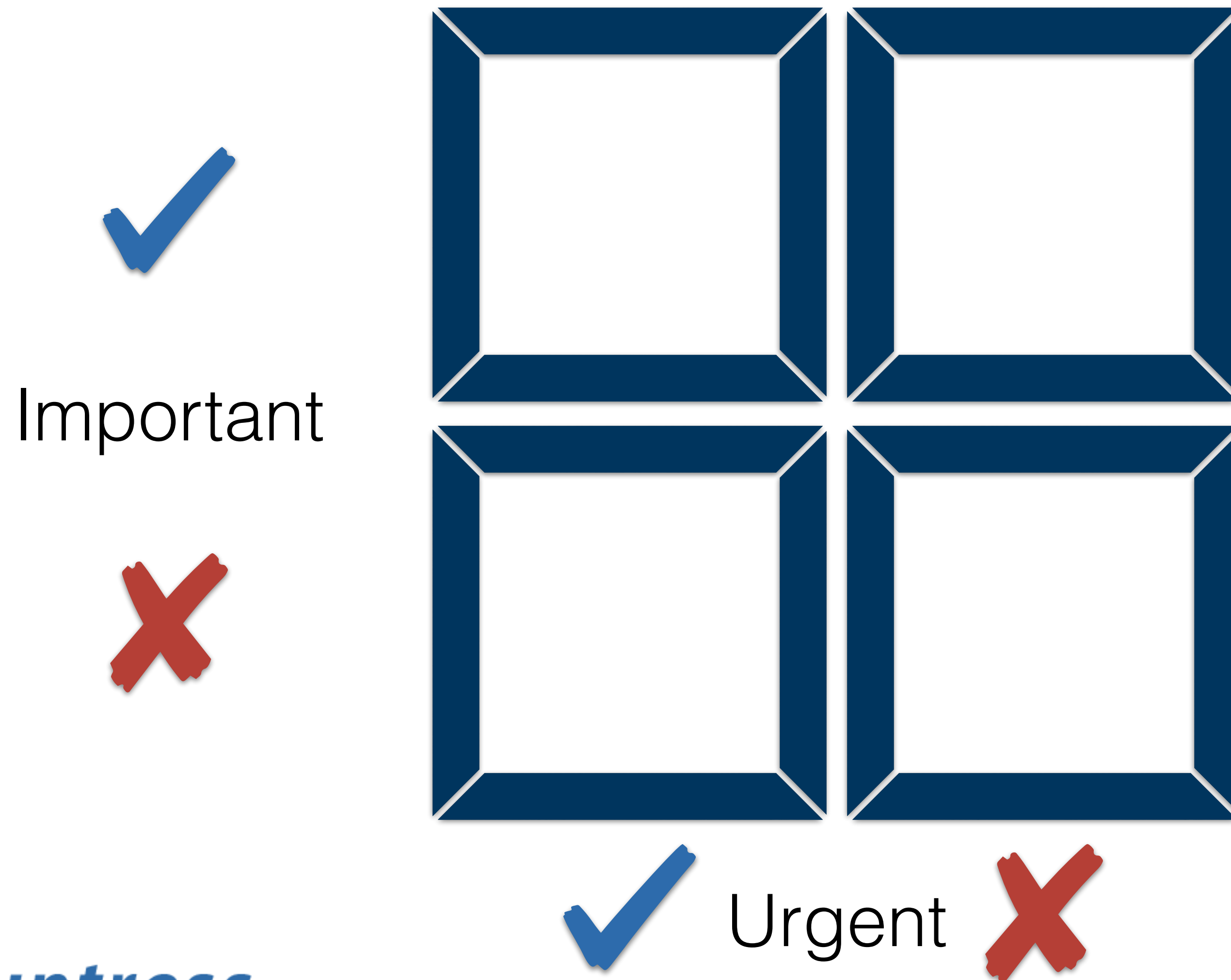
Three Books



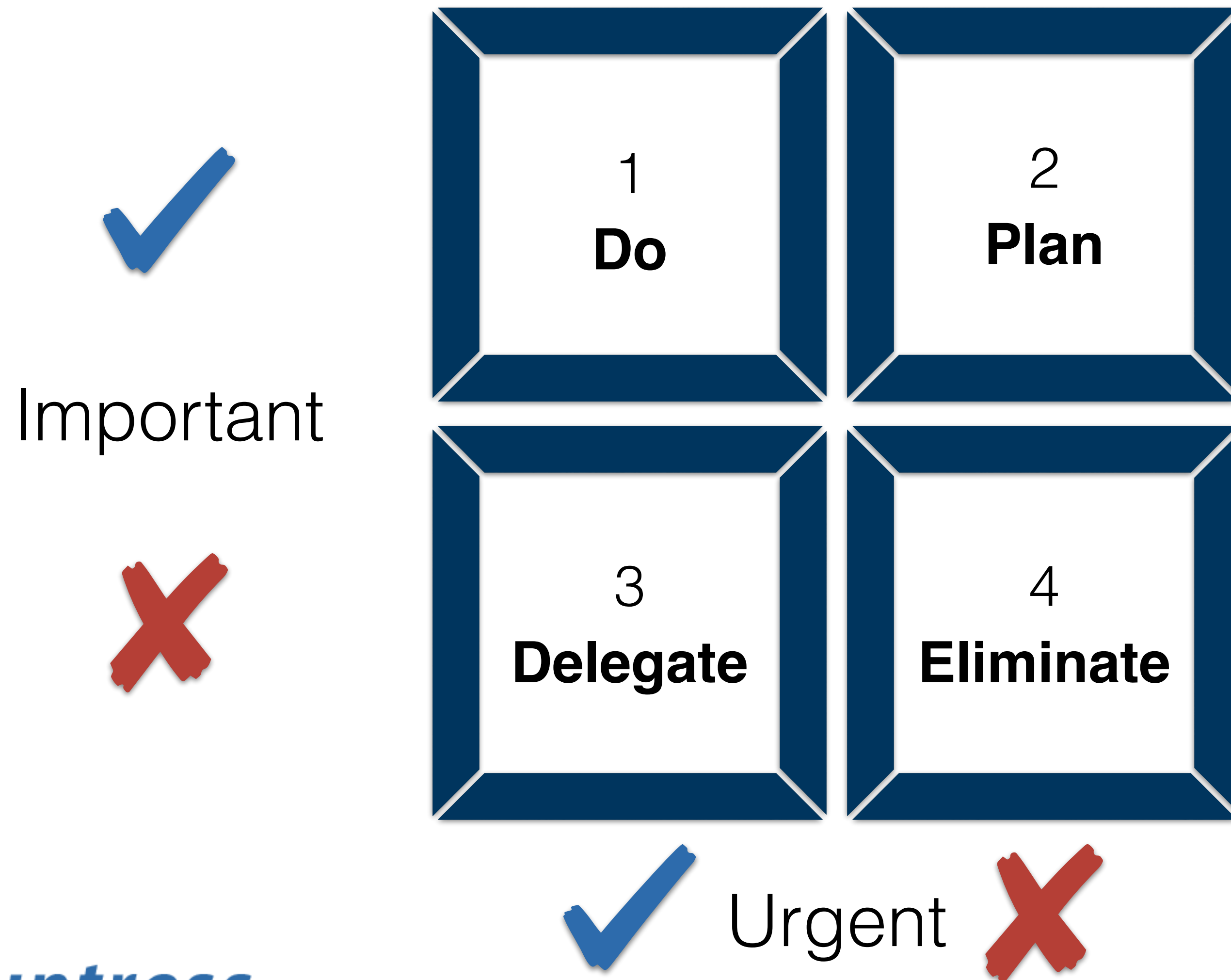
First Book



Importance and Urgency



Importance and Urgency



Importance and Urgency



“Most things which are urgent are not important, and most things which are important are not urgent.”



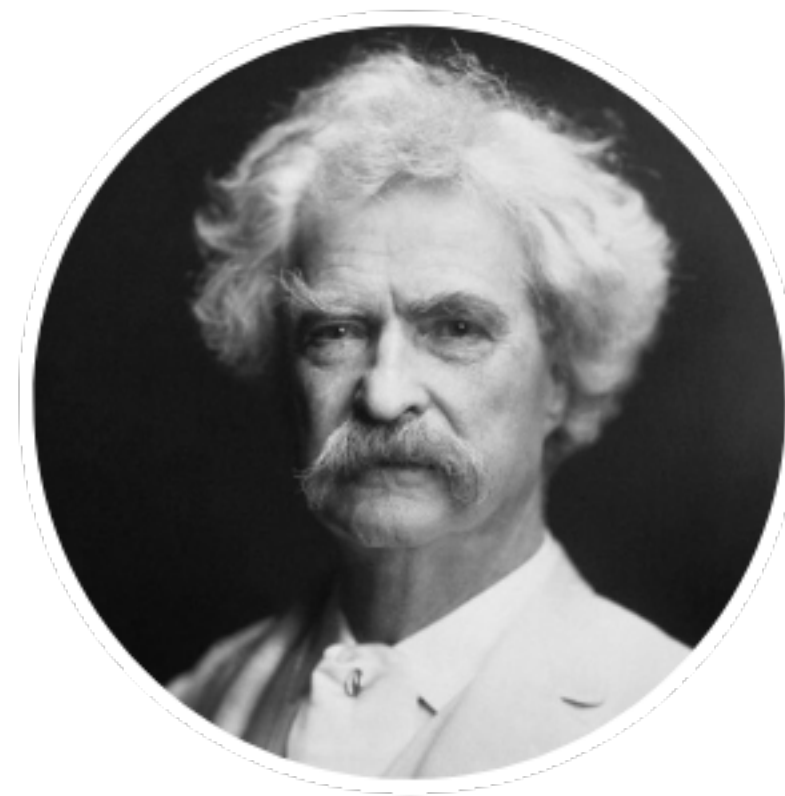
- Dwight Eisenhower

Importance and Urgency



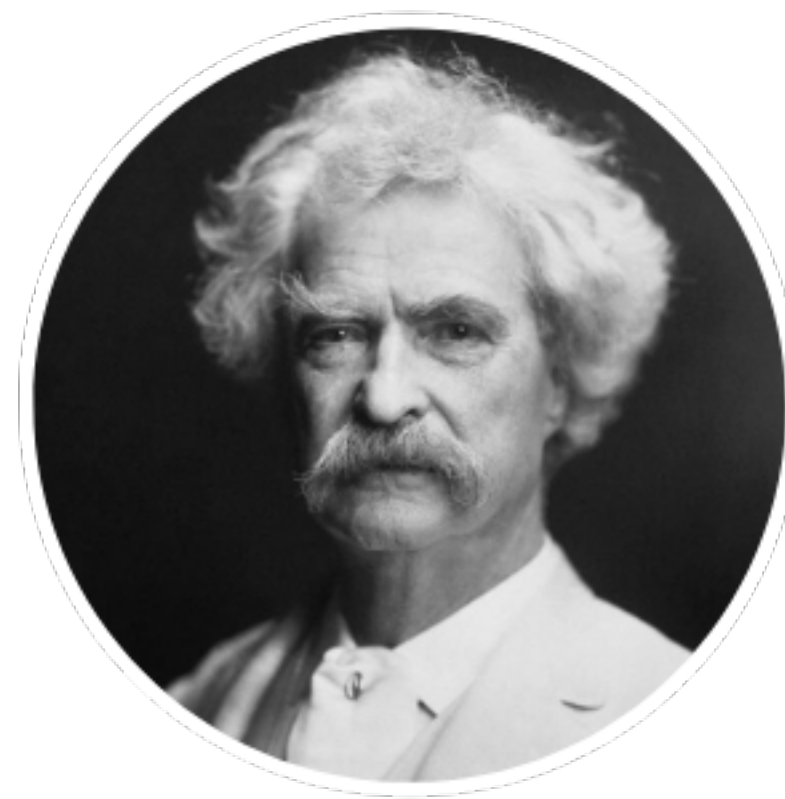


“If it's your job to eat a frog, it's best to do it first thing in the morning.



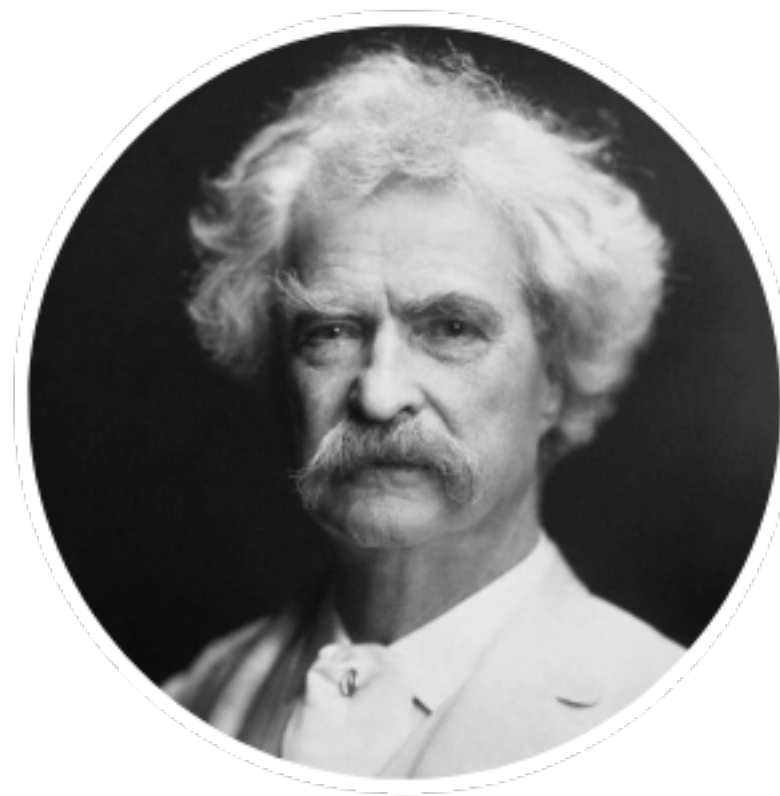
- Mark Twain

“If it's your job to eat a frog, it's best to do it first thing in the morning.
And if it's your job to eat two frogs, it's best to eat the biggest one first.”



- Mark Twain

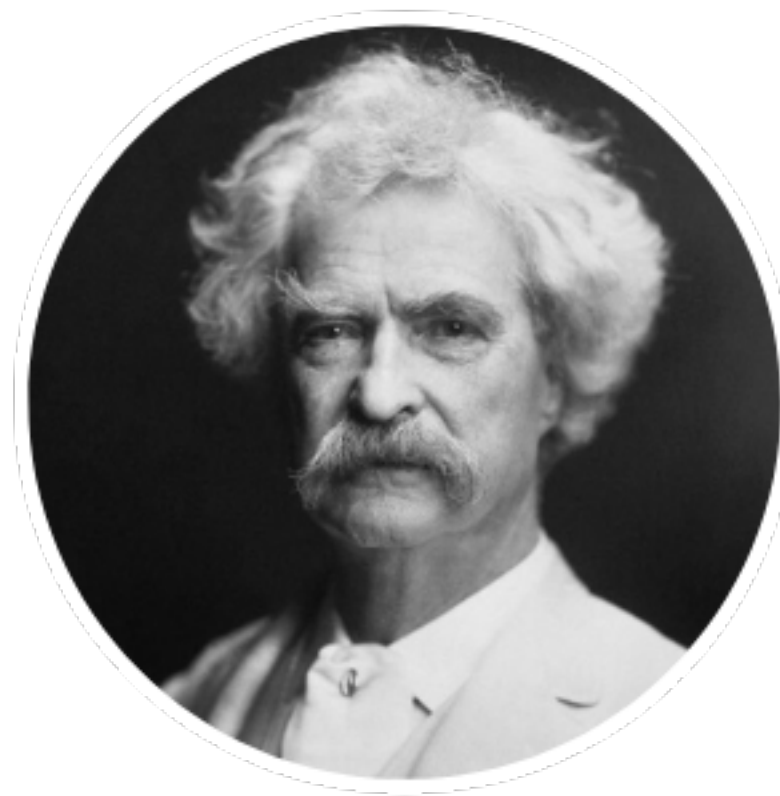
“Eat a live frog first thing in the morning
and nothing worse will happen to you
the rest of the day.”



- Mark Twain

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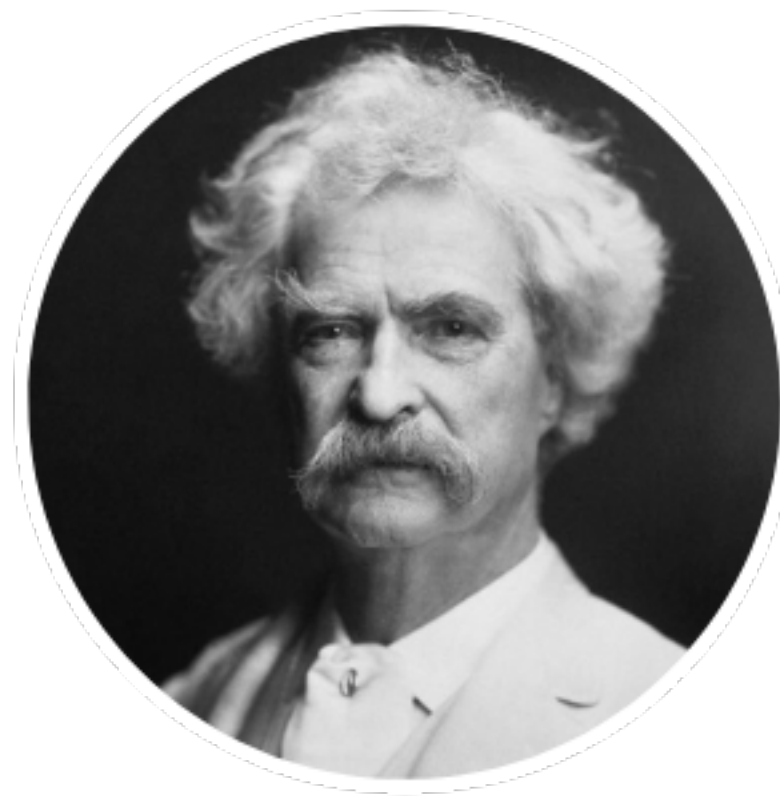
“If you have to swallow a frog, don't
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- Mark Twain



Tasks & Time



“What gets measured
gets managed.”



- Jim Rohn

Tasks & Time

	Register	Record	Review
Tasks	Plan	Checklist	Victories
Time	Schedule	Process	Reports

Time Tracking Apps



Rescue Time

Data from 50k users showed that most employees only spend an average of 38% of their time on their core skills

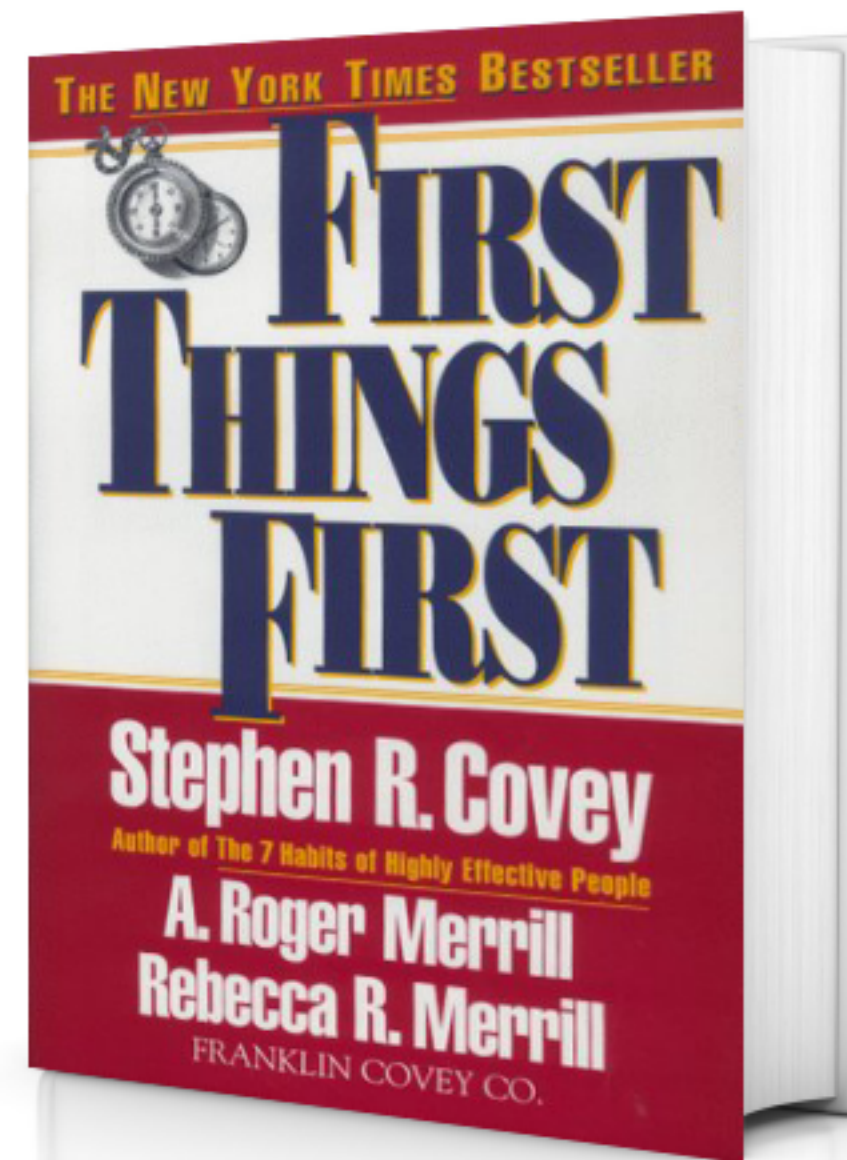
Plan Your Work, Work Your Plan



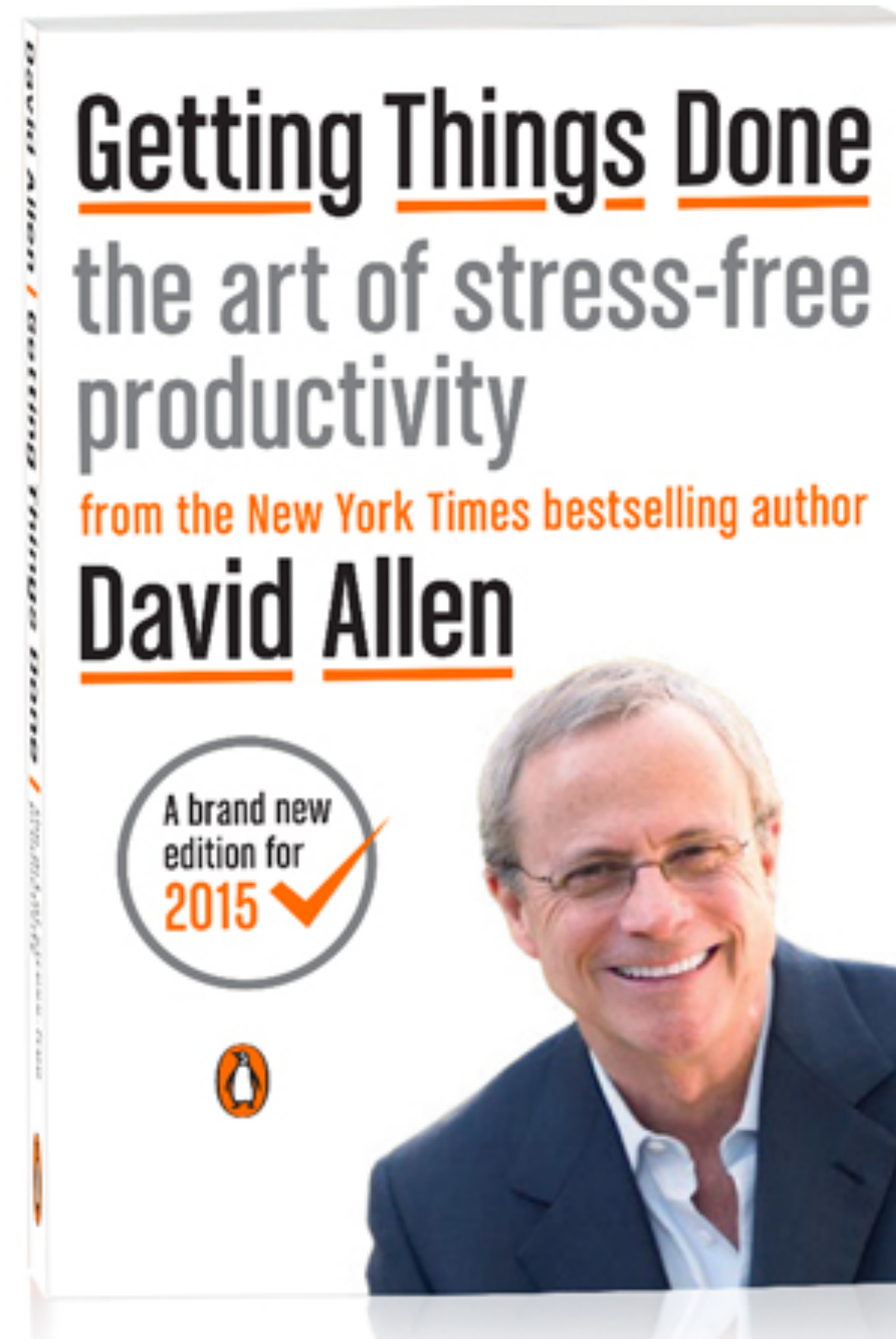
Plan Your Work, Work Your Plan



FTF Productivity



GTD Productivity

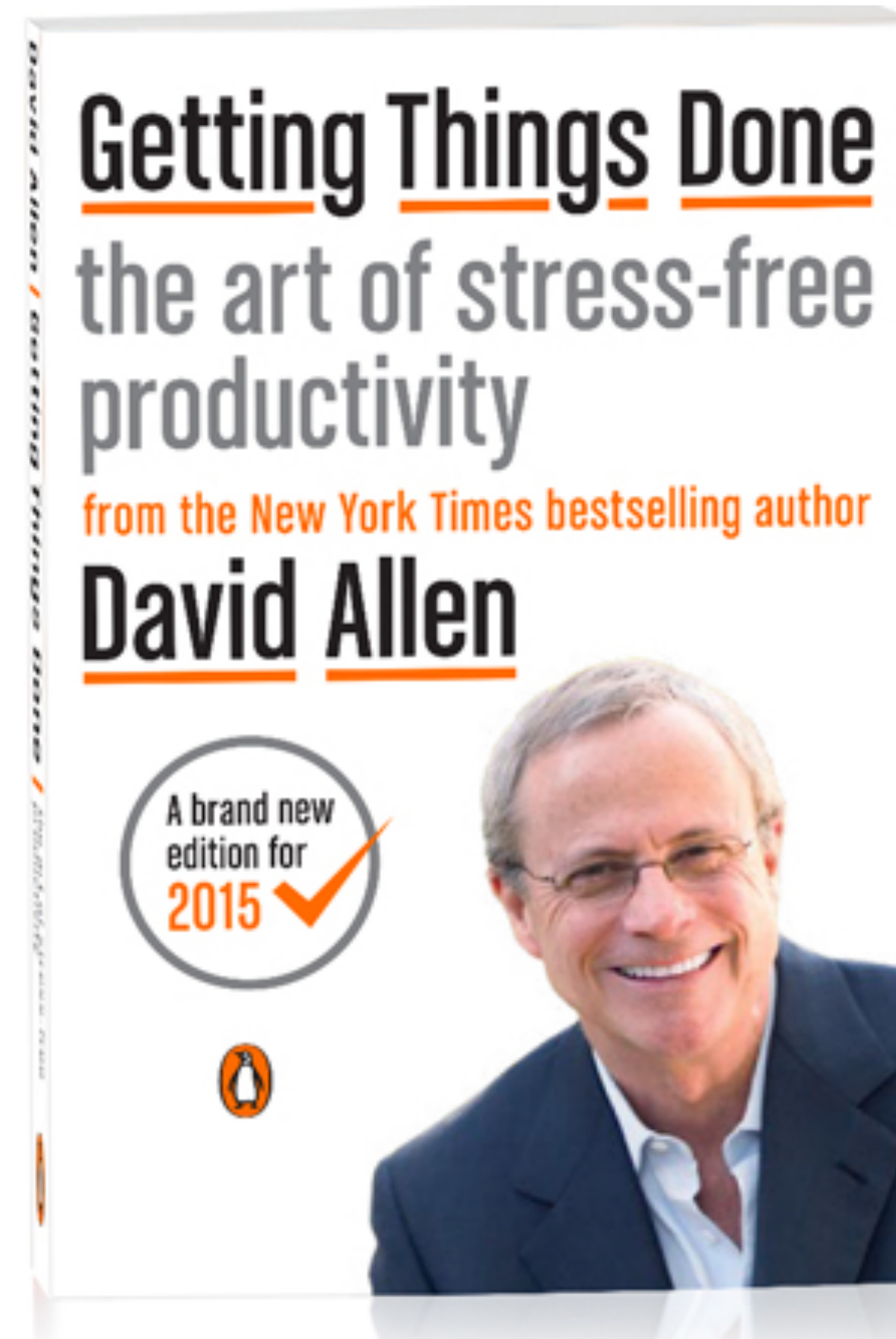


GTD Productivity

Capture

Clarify

Organize



GTD Productivity

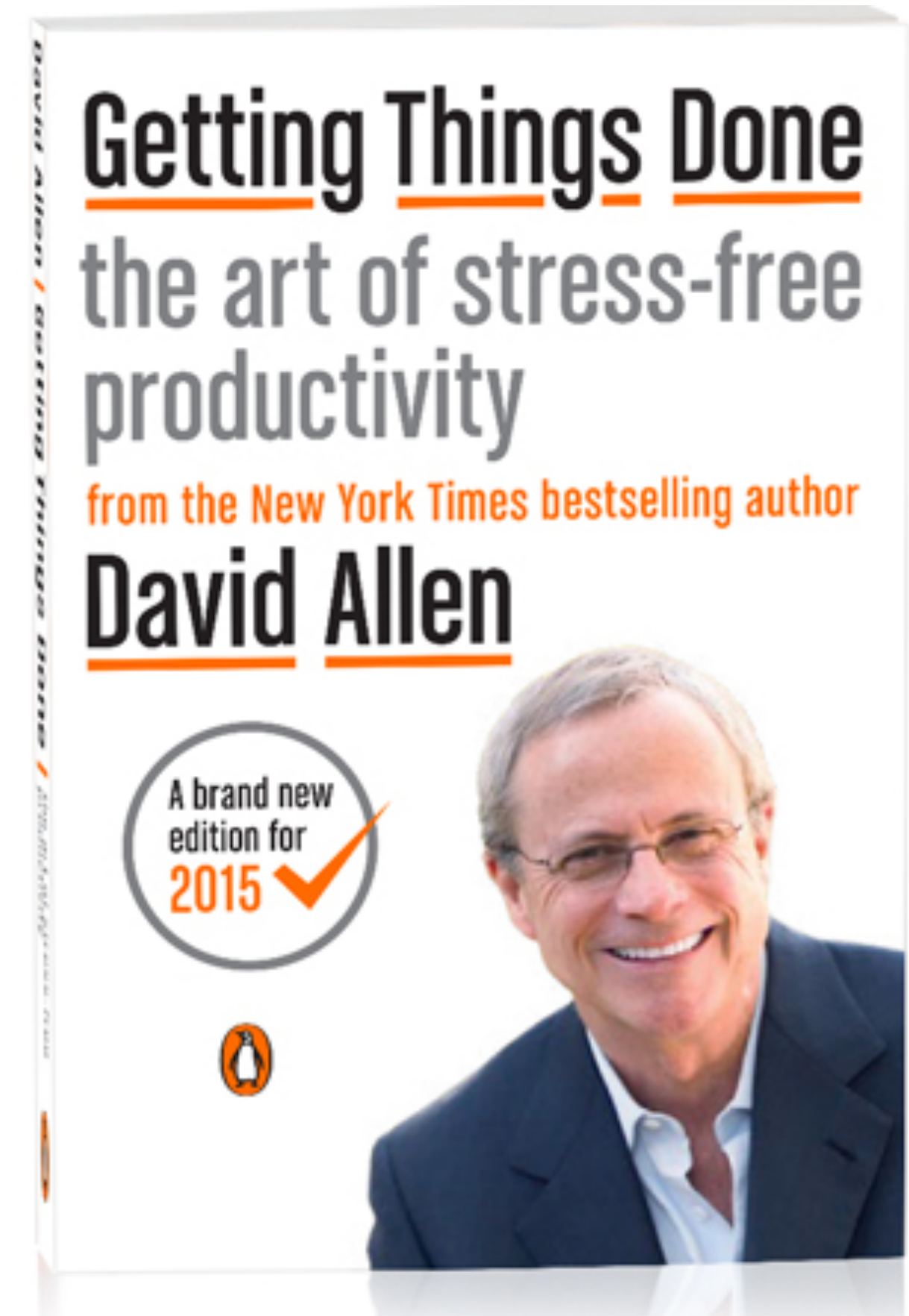
Capture

Clarify

Organize



Inbox

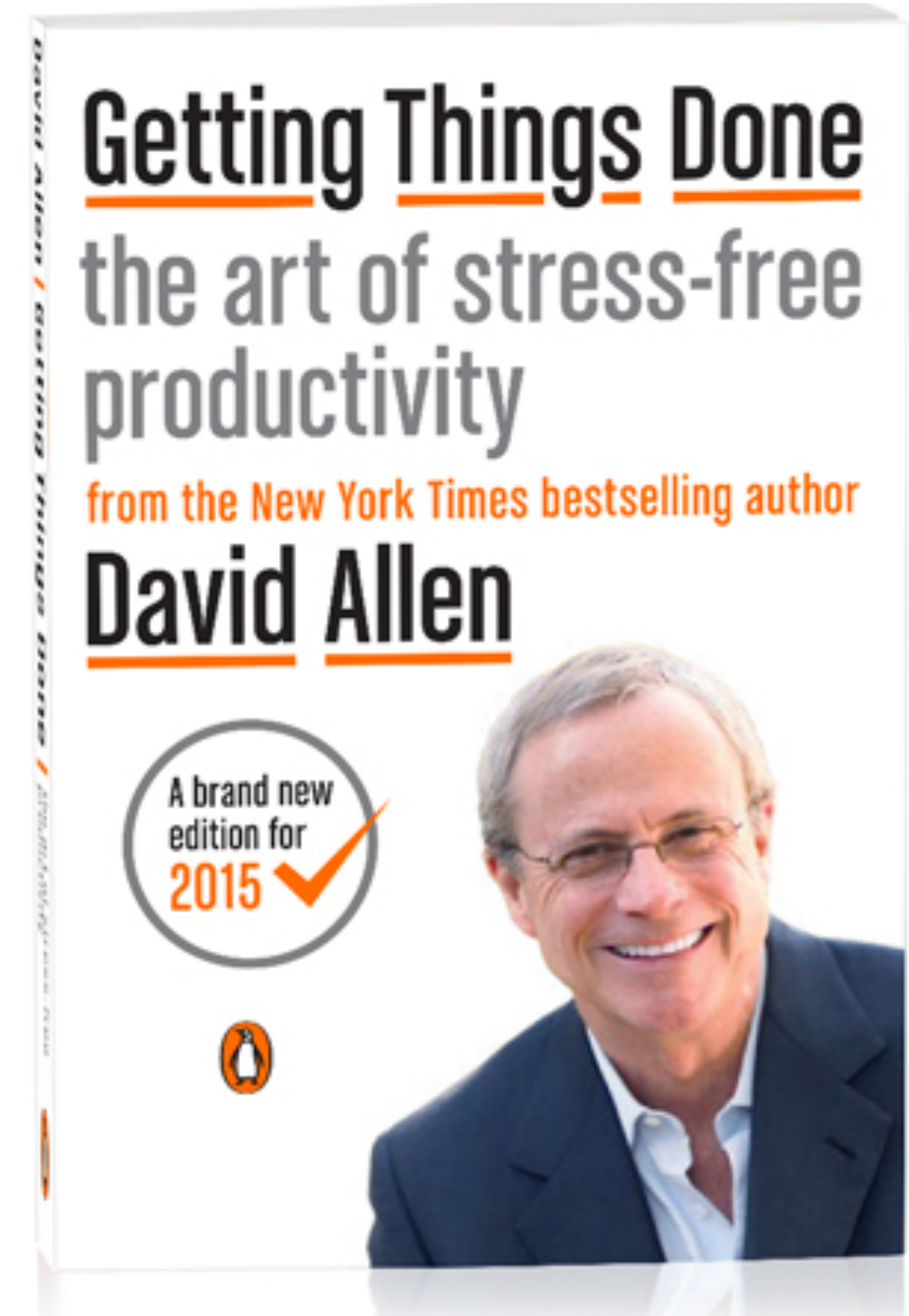


GTD Productivity

- ◆ Do it
- ◆ Delegate it
- ◆ Defer it
- ◆ Delete it

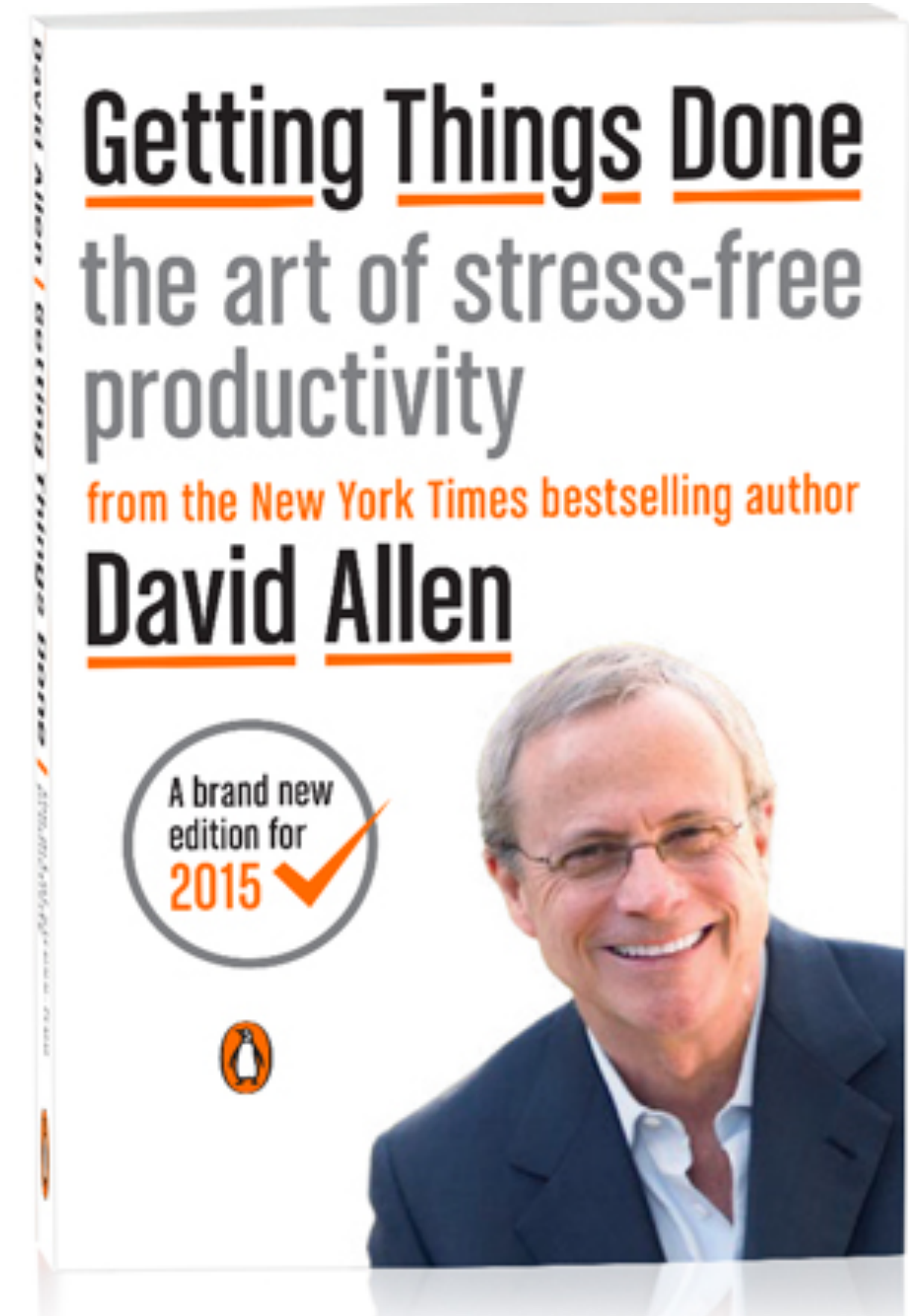
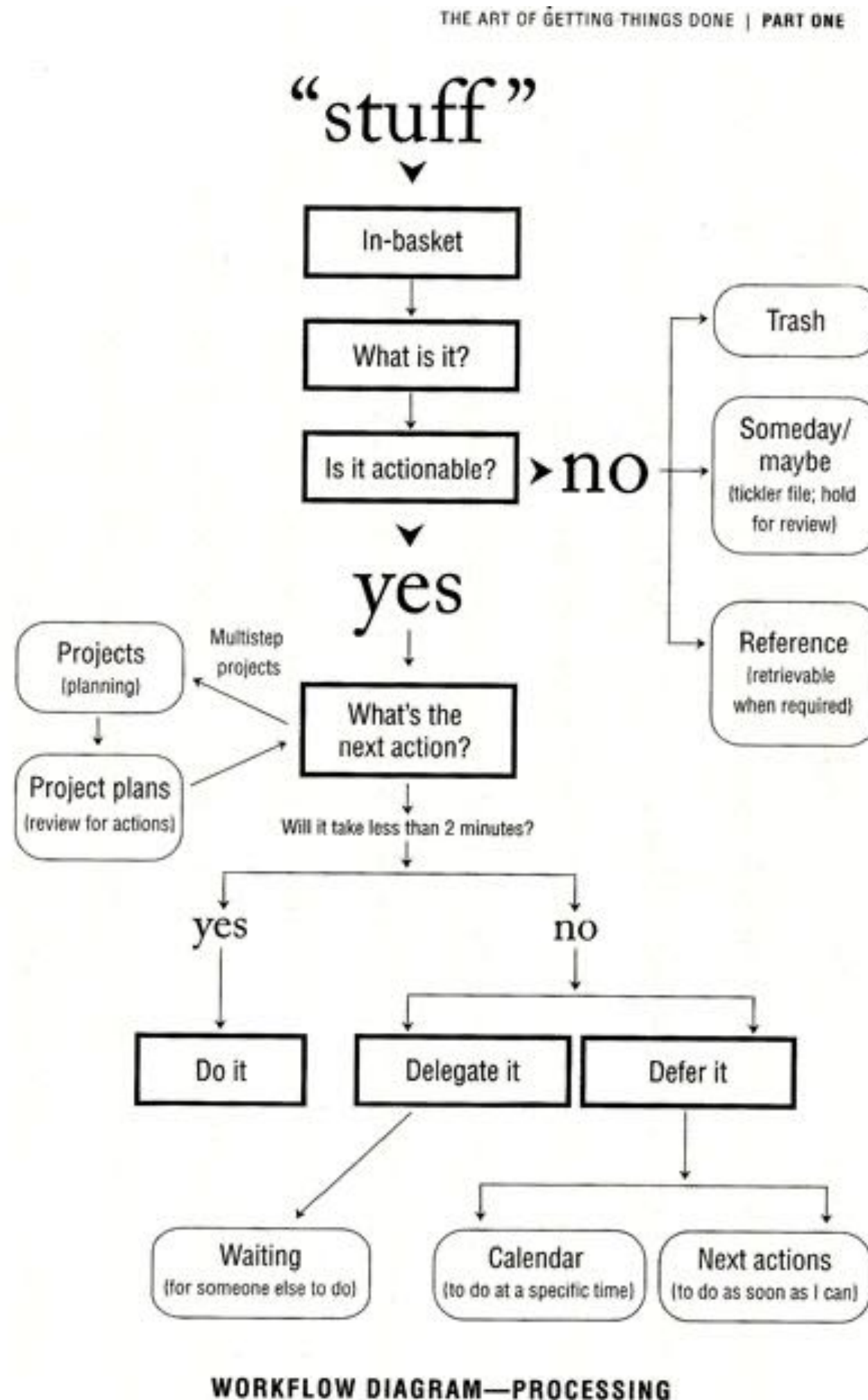


Inbox



GTD Productivity

- ◆ Do it
- ◆ Delegate it
- ◆ Defer it
- ◆ Delete it



GTD Productivity



Inbox

GTD Productivity

Two Minute
Rule



Inbox

What's The
Next Action?

The 2-Minute Rule



The 2-Minute Rule



If it takes less than
two minutes,
**DO IT RIGHT
THEN.**

The 2-Minute Rule



What's The Next Action?



What's The Next Action?

Tasks Begin With

VERBS

What's The Next Action?



GTD Productivity

Two Minute
Rule



Inbox

What's The
Next Action?

GTD Productivity

Weekly Review

Two Minute
Rule



What's The
Next Action?

Inbox

GTD Productivity

Do it, Delegate it, Defer it, Delete it

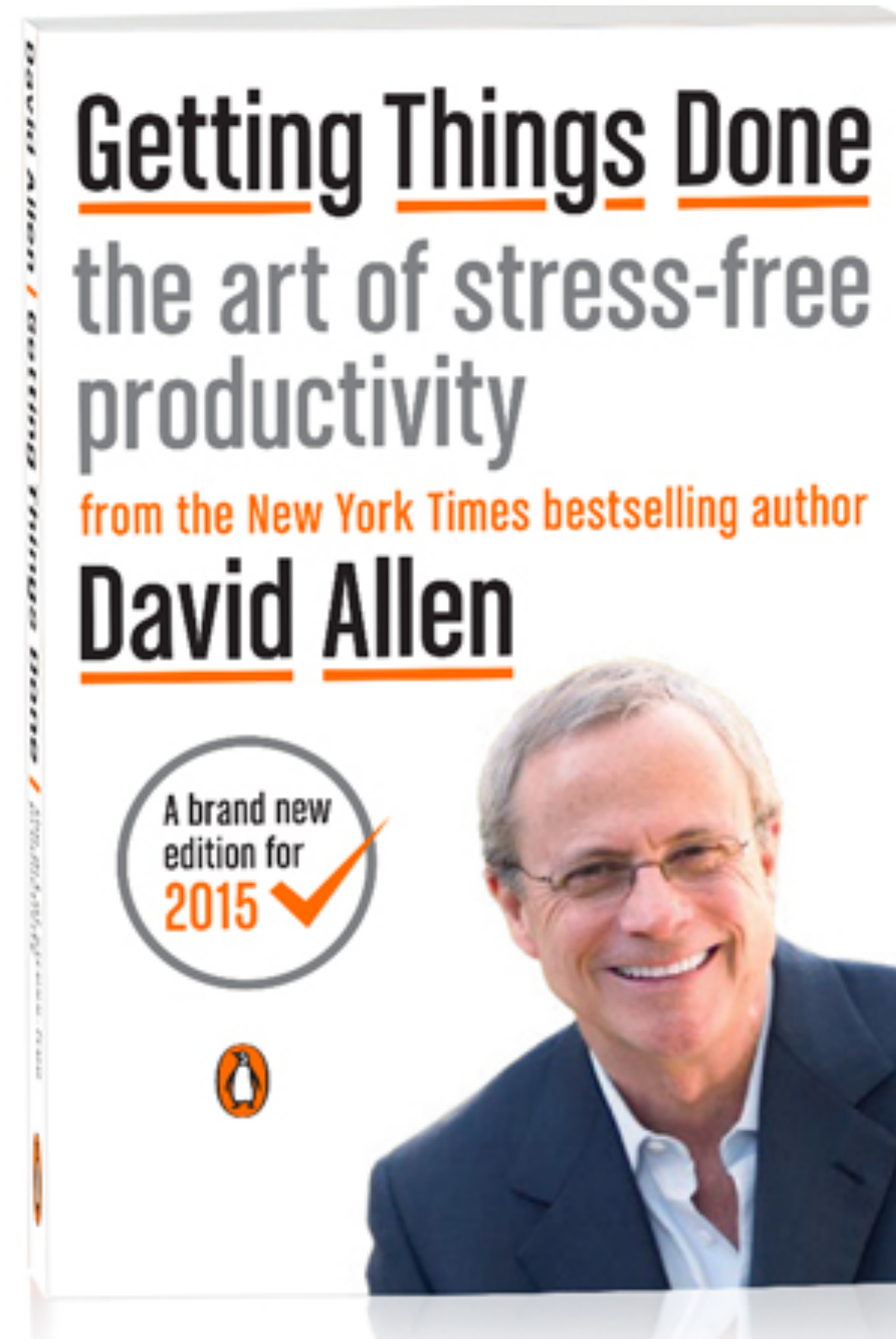
Two Minute
Rule



Inbox

What's The
Next Action?

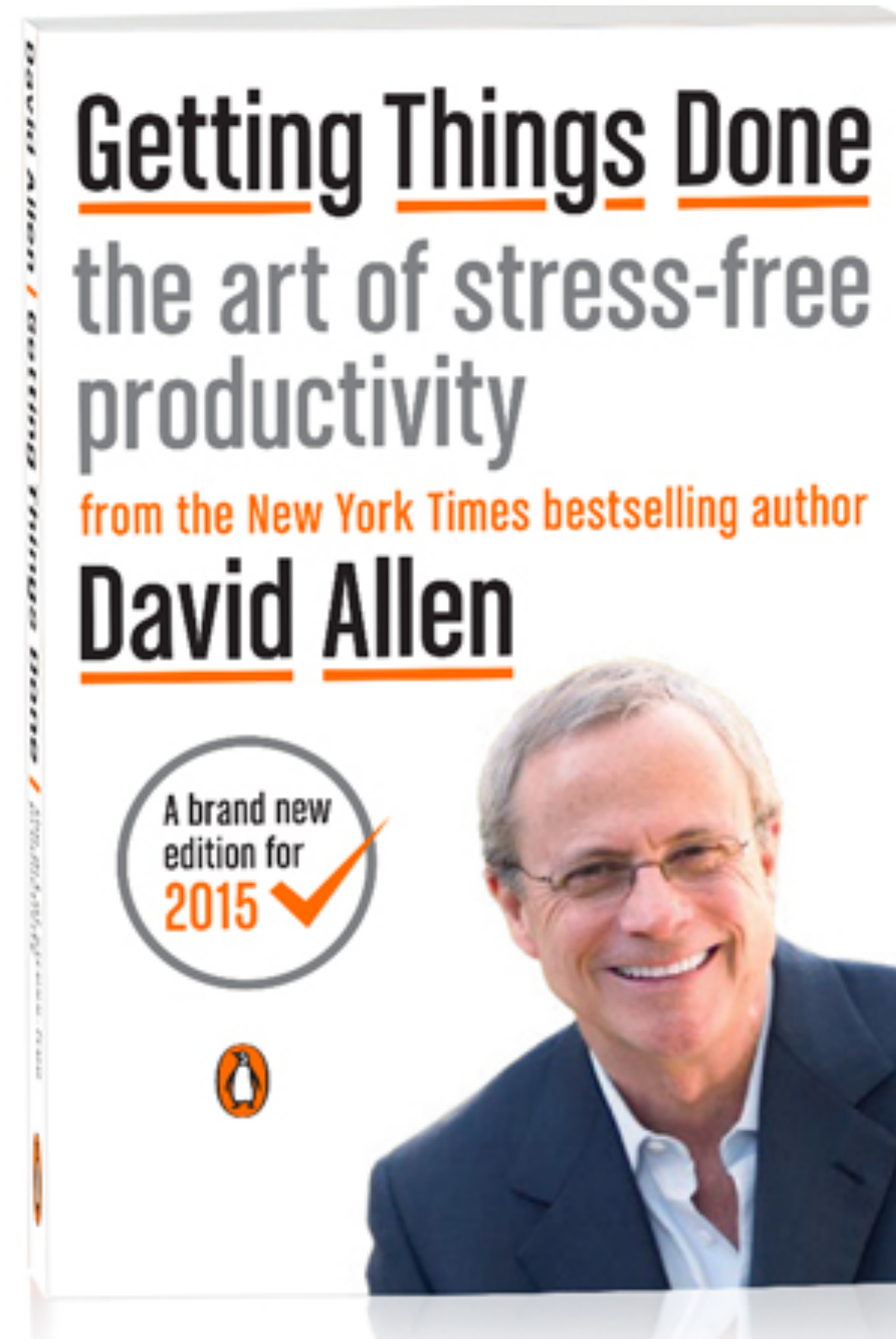
GTD Productivity



What should I do with this?

<i>Can I take the next action?</i>			
		Yes	No
<i>Can I do this in 2 minutes?</i>	Yes	Do It	Delegate It
	No	Defer It	Delete It

GTD Productivity



@CaelanHuntress

#GTD

GTD apps



Things



todoist



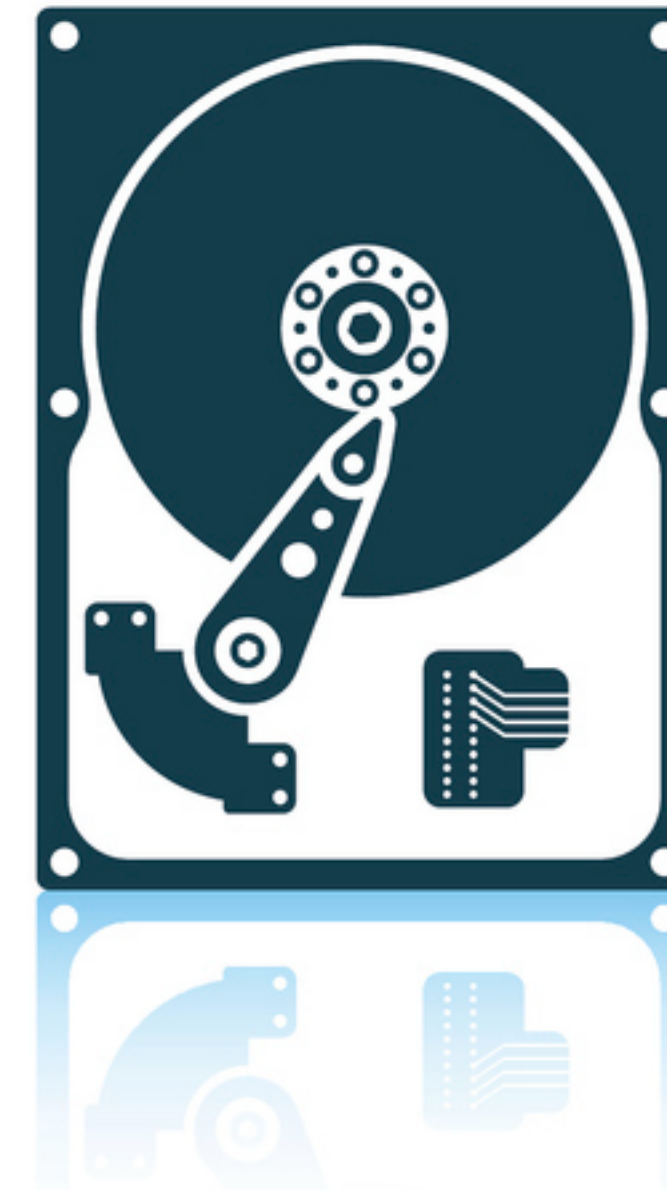


“Your mind is for
having ideas,
not holding them.”

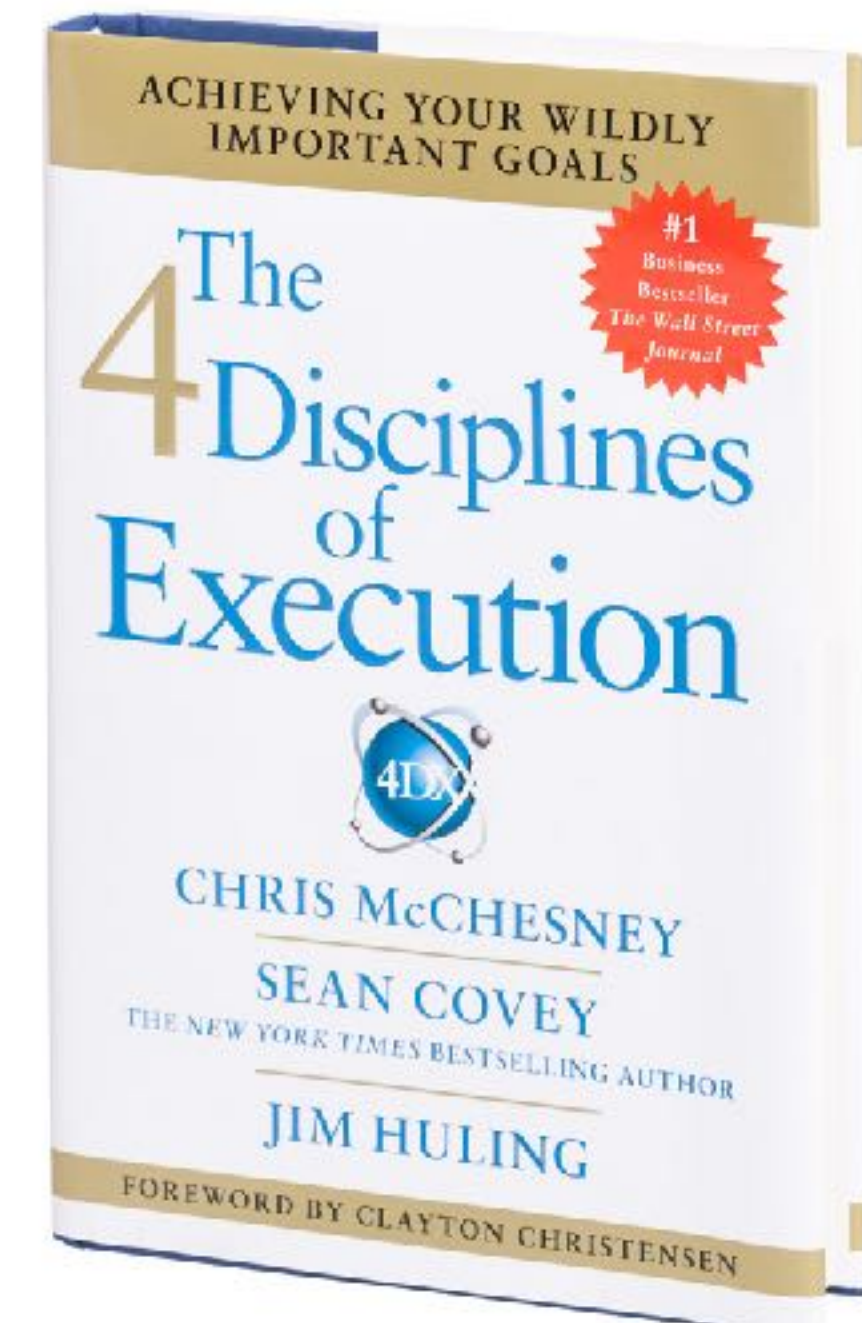
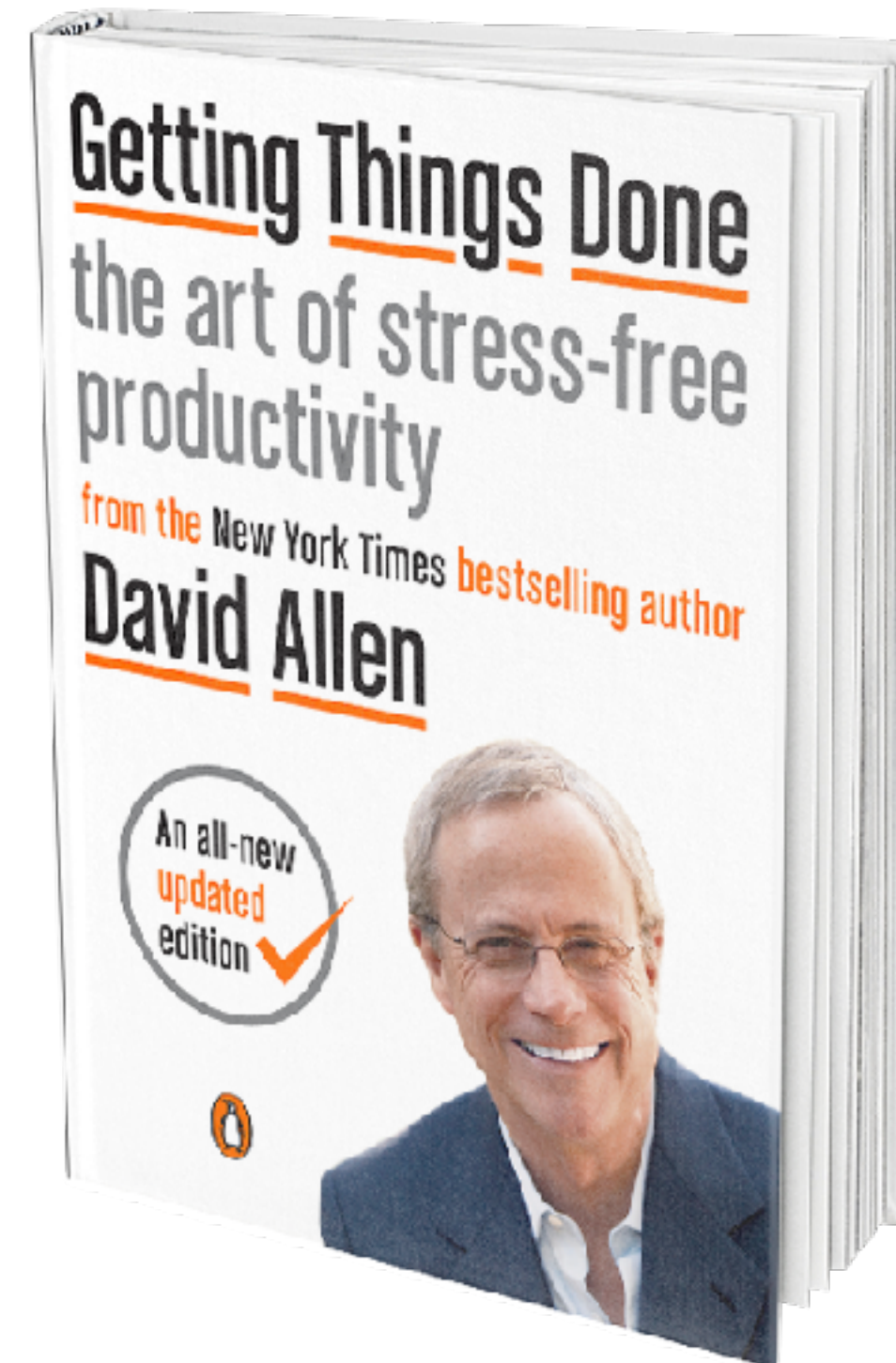
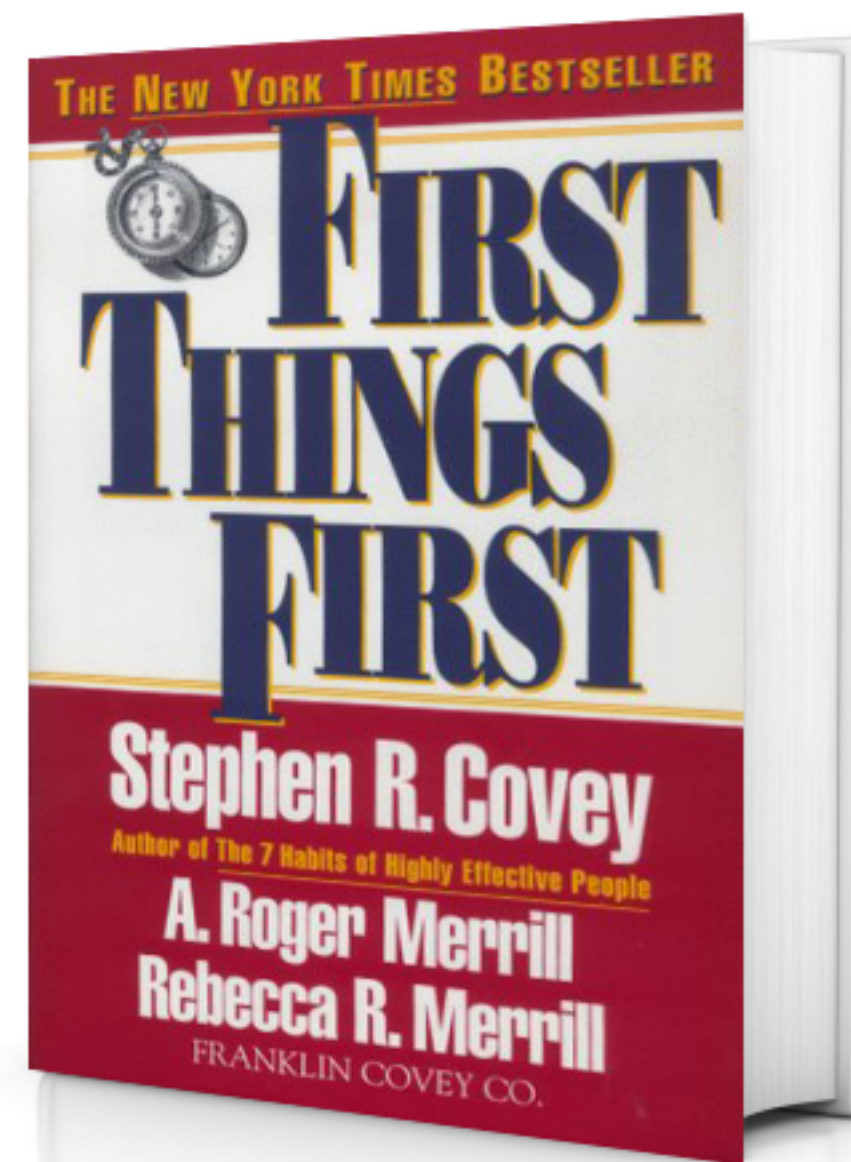


- David Allen

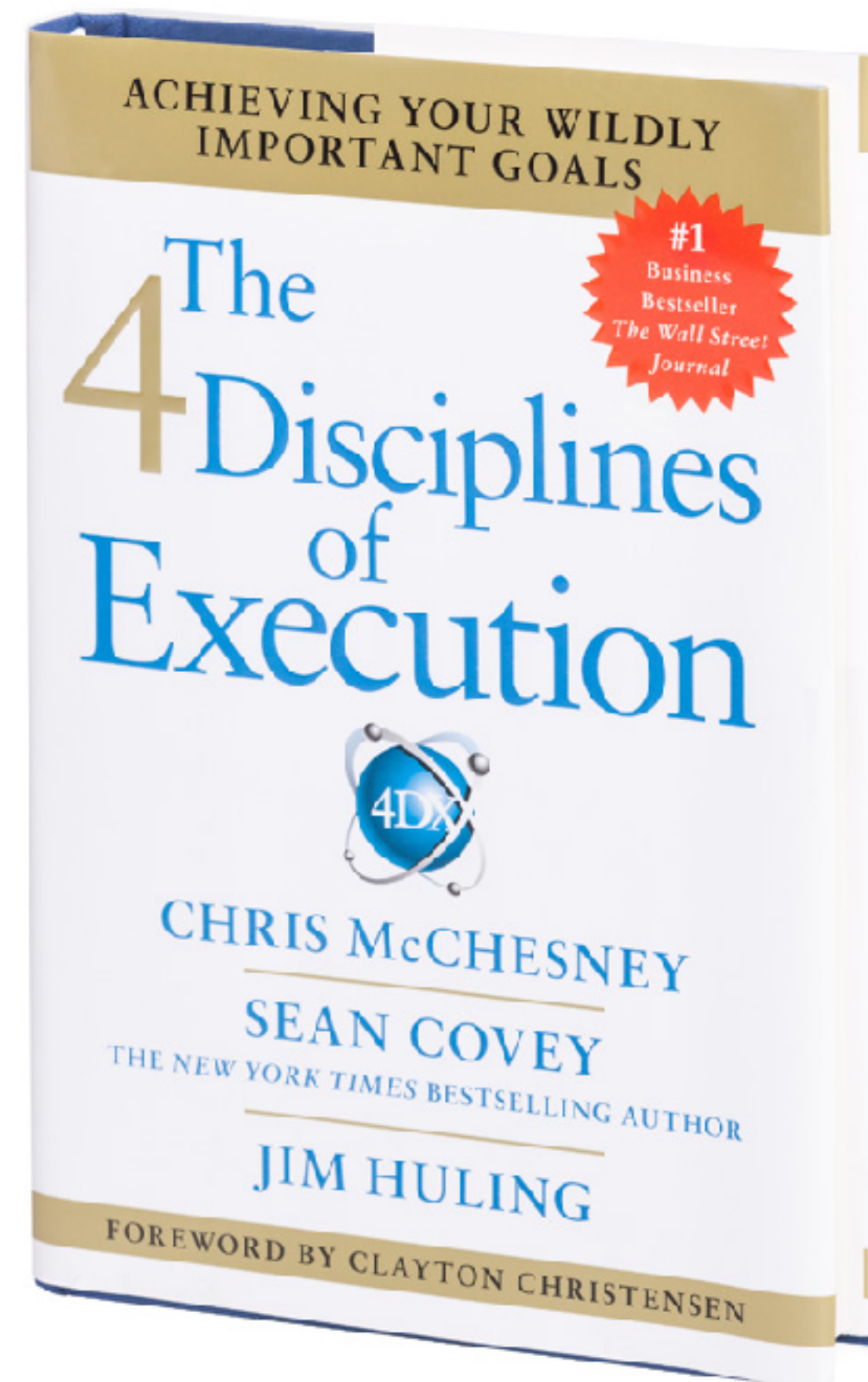
RAM vs ROM



Three Books



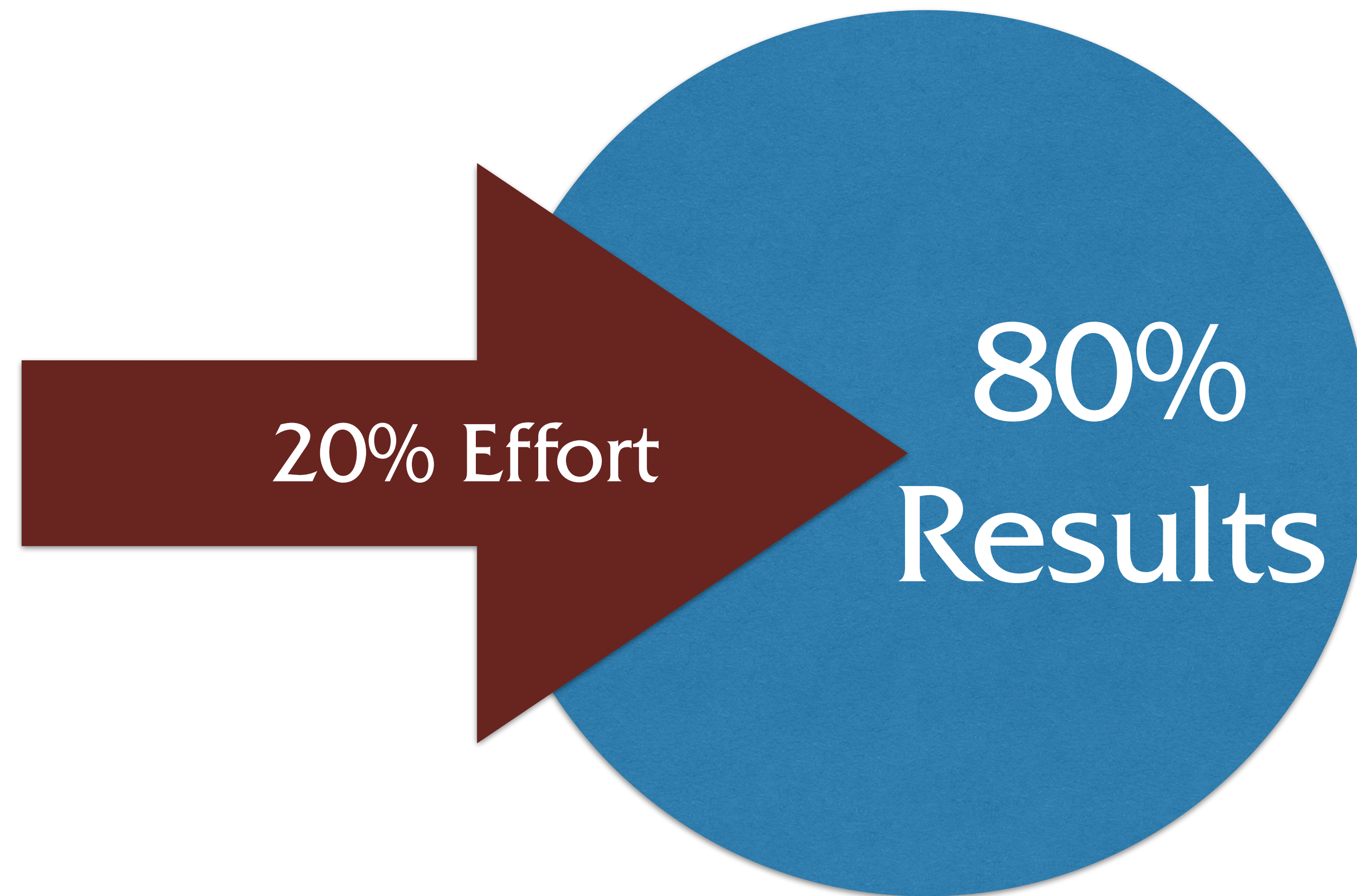
4DX



4 Disciplines of Execution

1. Focus on the Wildly Important
2. Act on the Lead Measures
3. Keep a Compelling Scoreboard
4. Create a Cadence of Accountability

1. Focus on the Wildly Important



2. Act on the Lead Measures

Lead

- ◆ Activity
- ◆ Predictive
- ◆ Controllable
- ◆ Habit

Lag

- ◆ Results
- ◆ Unpredictable
- ◆ Uncontrollable
- ◆ Achievement

3. Keep a Compelling Scoreboard



4. Create a Cadence of Accountability



Regular Reports

	Daily	Weekly	Monthly
Plan	Production	Priorities	Projects
Review	Particulars	Problems	Progress

Alternating States



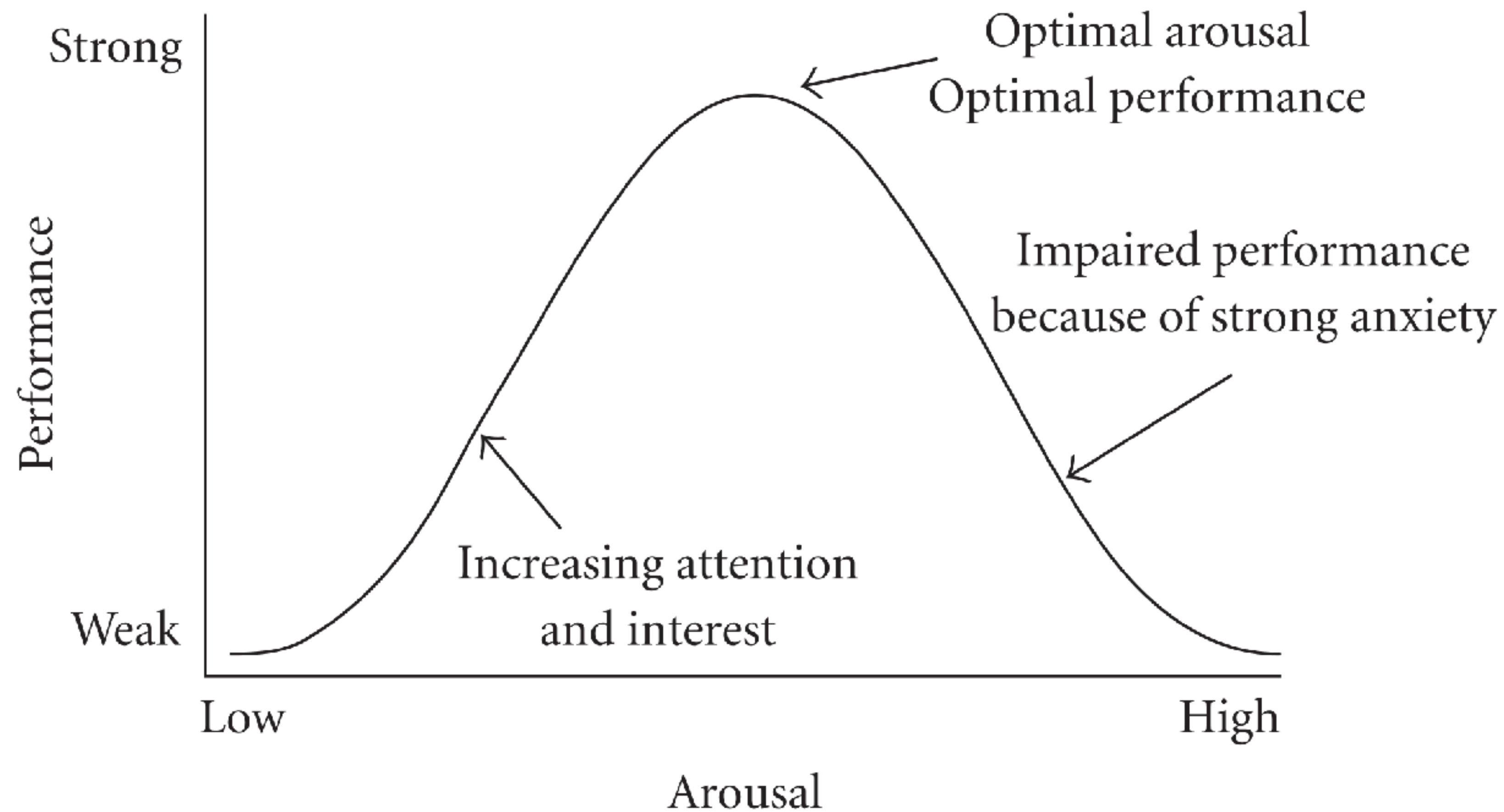
Timer Techniques



Timer Techniques

- ♦ Pomodoro Technique: 25 min / 5 min
- ♦ Ultradian Rhythm: 90 min / 20 min
- ♦ Draugiem results: 52 min / 17 min

Yerkes-Dodson Law



Personal Power-Up List



20-Minute Qi Gong



20-Minute Qi Gong



Alternating States

	Stress	Relaxation
Speed	Fast	Slow
Emotion	Anxiety	Flow
Focus	Doing	Being
Work	Shallow	Deep

Deep Work vs Shallow Work



Deep Work vs Shallow Work

Deep Work: Professional activities performed in a state of distraction-free concentration that push your cognitive abilities to the limit.

Shallow Work: Noncognitively demanding, logistical-style tasks, often performed while distracted.

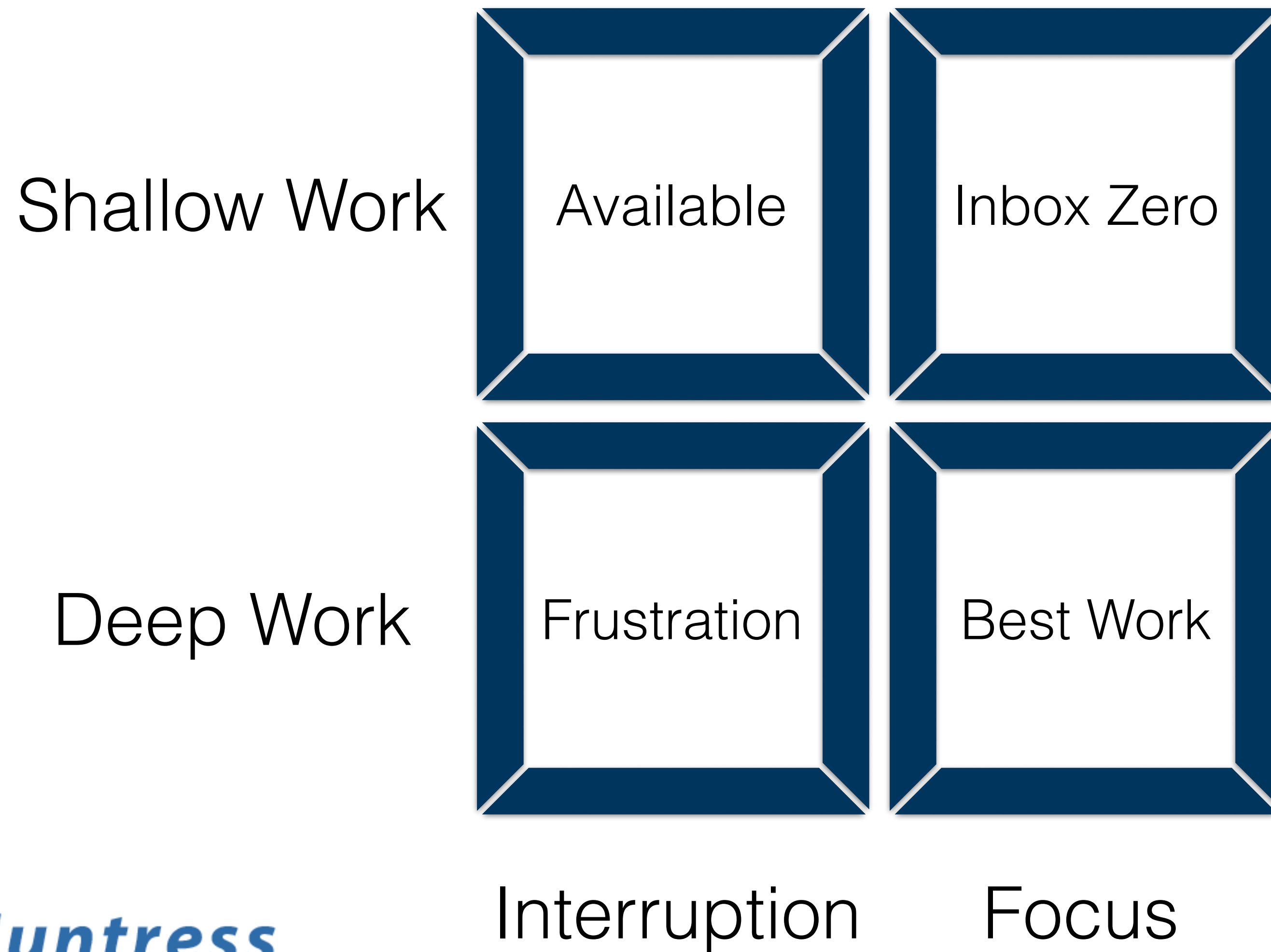
Office Hours



Deep Work vs Shallow Work

	Deep	Shallow
Activities	Deciding	Responding
Expectations	Focus	Interruptions
Goals	Yours	Others

Deep Work vs Shallow Work



Make Time for What Matters



The 4 Levels of Productivity

Manage Your Tasks, Time, & Priorities



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Productivity Programs

- 4-Week Training Program
- 12-Week Mastermind
- Facilitated Book Clubs
- One-on-one Accountability Coaching

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