

PRODUCTIVITY 101

WITH *Keegan*
HIRST

**WHY IS PRODUCTIVITY
SO IMPORTANT?**

✓ **Leads To A Never Ending To Do List**

✓ **Anxiety**

✓ **No Downtime**

✓ **Stress**

✓ **Burn Out**

Burnout



**Work
Harder**



**Shit Work
Flow**



**The Shit
Cycle**

**Procrastinate
Shit Work Flow**



THE CYCLE



**Scroll Work
Is Slow**

**To Do List
Piles Up**



**SO HOW DO WE
FIX IT?**

BEST **QUESTION** TO ASK YOURSELF...

"HOW DO YOU THINK (INSERT COMPARISON HERE) OPERATES?"

**YOU CAN'T CREATE AN
INCREDIBLE **LIFE**, **BODY**,
MINDSET, **RELATIONSHIPS** ETC
WITH AN AVERAGE LIFE
OUTLOOK**

✓ Behaviours

✓ Systems

✓ Mindset

✓ Workflow

✓ Environment

✓ Work Ethic

THEY NEED TO
MATCH THE
ALTITUDE YOU
WANT TO GO TO



ANALYSE YOUR WEAKNESS WHAT IS YOUR WEAKEST AREAS?

THEN WE NEED TO BUILD A SYSTEM TO FIX IT

EG SCROLLING ON YOUR PHONE



**Don't Sweep It
Under The Carpet**



**Don't Bullshit
Yourself**



**Don't Say "I'll
Do It Less"**

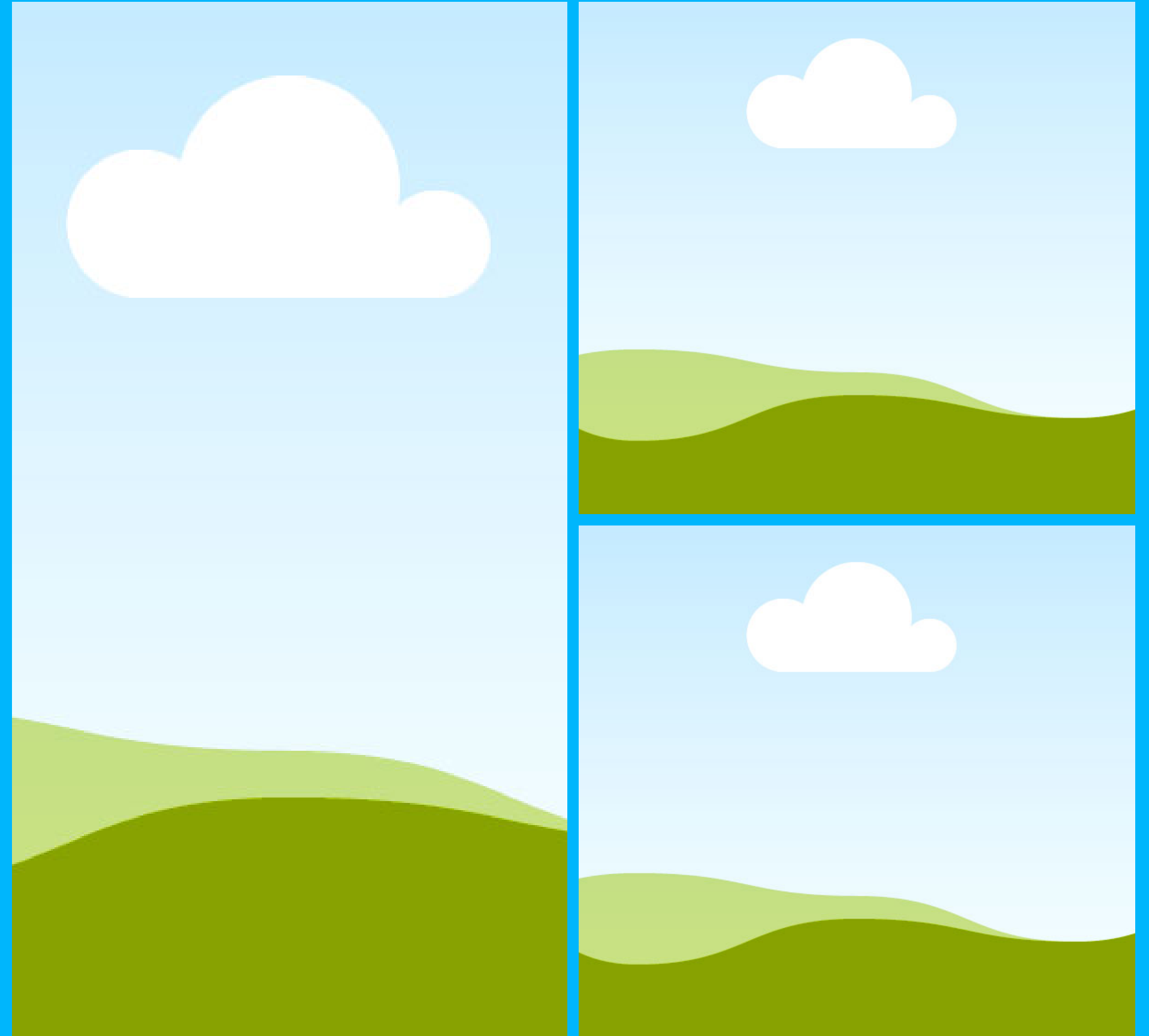
USE APPS USE STRATEGIES

HOPE IS NOT AN EFFECTIVE STRATEGY

WAYS TO IMPROVE PRODUCTIVITY

- All notifications off
- Do not disturb/aeroplane mode
- Remove/mute all IG followers/Facebook
- Only use FB on the desktop
- Remove apps on your phone that are distracting you
- Leave phone in a different room – workblock/sleep
- Use workblocks through the day – use the app ‘Flora’
- Get a work phone
- Schedule a time – set rewards
- Environment is key

- ✓ **Designated Workspace**
- ✓ **Dual Monitors**
- ✓ **Big Clean Desk**
- ✓ **Whiteboard Reminders.
Do You Need A Break?**
- ✓ **Chargers**
- ✓ **Natural Light**
- ✓ **Work Playlist
No Lyrics, Ludocvico,
Classical, Coffee Shop Music**





**IF YOU HIT A WALL MOVE
LOCATION (COFFEE SHOP ETC)**

DON'T DRAG WORK AROUND THE HOUSE

PLAN YOUR WEEK

START WITH WHAT YOU LOOK FORWARD TO MOST

DOWNTIME IS UPTIME

HELPS KEEP YOU MOTIVATED

PLAN YOUR DAY

ENERGY MANAGEMENT OVER TIME MANAGEMENT

DOESN'T HAVE TO BE BY THE MINUTE


GIVE YOURSELF MORE TIME THAN YOU NEED

PRIORITISE TASKS

MINIMISE DECISION FATIGUE



**MOST PEOPLE WILL DO THIS FOR A DAY AND THEN STOP
THIS IS SOMETHING THAT ACCUMULATES OVER
WEEKS/MONTHS EVEN IF YOU DON'T THINK YOU NEED
TO PLAN – PLAN IT! EVERY NIGHT – TICK OFF WHAT YOU
HAVE DONE AND PLAN THE NEXT DAY**



**WHY ARE YOU DOING THIS?
WHY ARE YOU CHANGING?**



IF YOUR WHY ISN'T BIG ENOUGH YOU WON'T CHANGE THESE HABITS.



**SAME OLD THINKING
SAME OLD RESULTS**

IF NOTHING CHANGES NOTHING CHANGES

TAKE RESPONSIBILITY

**WHAT STANDS OUT FOR
YOU THE MOST?**

**WHAT CAN YOU IMPLEMENT
STRAIGHT AWAY?**



WHAT
QUESTIONS
DO *YOU*
HAVE?

