

# Extreme Productivity Model™

9 Habits to Take Control of Your TIME, Get in the Zone, and Achieve Maximum Results

XP3

1

Manufacture  
Motivation

9 Habits

1. Recruit Your Drive
2. Ignite Your Proactivity
3. Reengineer Your Habits

Hacks

- ◆ Choose your New Reality
- ◆ Plan actions weekly
- ◆ Track progress weekly
- ◆ Calendar Investment TIME
- ◆ Talk to yourself
- ◆ Say "3...2...1...Go!"
- ◆ Say "When I, Then I, Will I?"
- ◆ Change your environment
- ◆ Make your morning routine sacred

2

Control  
Your TIME

4. Obsess Over TIME
5. Say No
6. Play Hard to Get

- ◆ Take T, Increase I, Minimize M, Eliminate E
- ◆ Put your GIA first
- ◆ Track your TIME
- ◆ Do less: If it's not gung ho, it's no
- ◆ Derail the derailers
- ◆ Keep a To Don't list
- ◆ Be free from the shackles of alerts
- ◆ Signal "Do Not Disturb"
- ◆ Be someplace else

3

Execute in  
the Zone

7. Sprint to the Zone
8. Fuel Your Energy
9. Right the Ship

- ◆ Establish a daily routine of obsessed, planned sprints
- ◆ Relay: Do 4 successive sprints
- ◆ Sprint through distraction. Don't task switch.
- ◆ Mind: Practice positive self-talk and mindfulness
- ◆ Body: Eat and sleep for energy, be active
- ◆ Spirit: Take Treasured TIME, find your spiritual path
- ◆ Say "3...2...1...Stop!" Practice Free Won't.
- ◆ Make micro change
- ◆ Sign a commitment contract