# The Productivity Code Quick Reference Guide

#### **GENERAL**

- **Extreme Productivity:** The system of driving extreme productivity through application of the 3 Keys and 9 Habits to manufacture maximum motivation, take control of your TIME, and maximize focus and effort
- Greatest Investment Activity (GIA). The one activity that, should you do it consistently at high quality, will get you the greatest eventual return on your time investment. Put your GIA first.
- TIME Sprint. 20 minutes minimum of obsessed focus on a planned activity.

#### **TIME SPRINT GUIDELINES**

- Sprint. Work obsessively on one planned task only for 20 to 90 minutes with a visual stopwatch on and counting up. If you reach 90 minutes, take a break.
- **Relay.** Perform four TIME Sprints in a row with up to six-2 minute breaks in between. Each four-sprint-in-a-row sequence is a relay.
- Block distraction by keeping a distraction capture list: If 3 you feel a distraction, don't switch tasks. Keep a notepad handy and write down the distraction. Return to sprinting on your chosen task.

#### Don't multi-task or media switch when Sprinting

### **TRACKING YOUR TIME**

- Decide yes/no
- Track just one day to start
- Use a format you're comfortable with
  - o Our TIME tracker
  - o Notebook
  - Various apps and software





4 LEVELS OF TIME M			GOAL AI
Level	Description	Action	
Level 4: <b>Treasured</b>	Time you hold dear	Take some now, maximize for future	
Level 3: Investment	Time that generates outsized returns	Increase: prioritize, calendar, maximize	<b>~</b>
Level 2: Mandatory	Time you feel you must spend	Minimize/Outsource	
Level 1: <b>Empty</b>	Time you waste	Eliminate/Minimize	



AND ACTION PLANNING FRAMEWORK



## Goals make work meaningful!

- More likely to be pursued
- Guide action
- Make you happy

The Productivity Code<sup>™</sup>

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





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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

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 Practice saying no Keep a to-don't list

- Be free from the shackles of alerts
- Signal "do not disturb"
- Be someplace else

 Establish a daily routine of obsessed, planned sprints Relay: Do 4 successive sprints Block distraction: Keep a distraction capture list

- Mind: Practice positive self-talk and mindfulness
- Body: Eat well, sleep well, and take care of your body
- Spirit: Take Treasured time, find your spiritual path

Say, "3...2...1...Stop!" Practice free won't Make micro change

Sign a commitment contract

The Productivity Code QRG | Not Today: The 9 Habits of Extreme Productivity