



MODULE FOUR

**Be Uninterruptible To 10x
Productivity**



*Six Easy-To-Implement
Simple Habits and
Strategies*

***Time is your most valuable commodity.
It is a diminishing asset between your
career, relationships, and health.***

1 - Time blocking will 10x your productivity.

- Schedule at least three or four uninterrupted time blocks

2 - Eat your frog in the morning.

- Get the most important things done first, you'll feel productive and accomplished.

3 - Pomodoro Technique

- Do a 15-20-25 minute interval of hard focus—free of distractions, email notifications, and social media.
- Then five to ten minutes to do whatever you want.

4 - Tell yourself a different story

“I'm the kind of person who always seems to have plenty of time, especially for important things.”

5 - Clean Up Productivity Drains like EMAIL

- Have your assistant take this over
- Delay all responses by 48 hours
- Only reply if necessary
- Add 'NNTR' (no need to reply)

Can't stay out of your inbox until at least 10 or 11 am?

Ask yourself these questions:

1 - How many situations exist that require an immediate email response from me?

2 - If I were to reply two or three hours later, would there be any serious negative consequences?

3 - If it was that important, could I not be reached by phone?

6 - Become intentional with your day

- Strategize your day the night before.
- What are three to five major projects you're working on?
- What are the major things you would have to do in order to advance these projects forward?

Here's the challenge

Start with one strategy and implement that for one week and keep stacking new strategies each week.



THANK YOU

See you in Module Five

