

LISA G

**MODULE 4**

Be Uninterruptible to  
10x Productivity

**WORKBOOK**

LISA G | HIGH-PERFORMANCE COACH

# MODULE 04

## Be Uninterruptible to 10x Productivity

Increase your productivity by 30% this week with these 6 easy-to-implement simple habits and strategies that are guaranteed to increase your effectiveness and results

1. **Time blocking.** 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. This helps you get more done and be more efficient with your time.
3. **Pomodoro technique.** Have a timer set for 25 minutes of deep work and reward yourself after. Take a walk, go outside, or scroll mindlessly for 5 minutes. This downtime is just what your brain needs to prepare for another sprint of solid work
4. **Tell yourself a different story.** Tell yourself, *"I'm the kind of person who always seems to have plenty of time, especially for the important things."*
5. **Clean up productivity drains like email.** Protect your morning time at all costs and don't allow it to be interrupted by emails.
6. **Become intentional with your day** by strategizing how it will go the night before.

**Here is the challenge:** *I challenge you to start with one strategy and implement that for one week and keep stacking new strategies each week.*

# MODULE 04

## Be Uninterruptible to 10x Productivity

### Boost Your Productivity

Feeling bogged down? You're not alone. In today's fast-paced business world, it's more important than ever to learn how to boost your productivity in your business.

Here are a few tips and tricks to help you get ahead of the game.

#### **Prioritize Your To-Do List**

One of the best ways to boost your productivity is to prioritize your to-do list. Take a few minutes at the end and the beginning of each day (or week) to sit down and write out everything that needs to be accomplished. Then, rank those tasks in order of importance. That way, you'll always know what needs to be done first and you can avoid getting sidetracked by less important tasks.

#### **Take Breaks Throughout the Day**

It might seem counterintuitive, but taking breaks can actually help you boost your productivity. When you take a break, even just for a few minutes, it helps refresh your mind and body so you can come back to your work with fresh eyes. Just make sure you're not spending too much time on your break—a 5-minute break here and there should do the trick.

# MODULE 04

## Be Uninterruptible to 10x Productivity

### Eliminate Distractions

In today's world, there are more distractions than ever before—emails, texts, social media notifications, phone calls, etc. It can be hard to stay focused when you're constantly being bombarded with notifications.

One way to eliminate distractions is to set aside specific times during the day when you check your email or return phone calls. That way, you can stay focused on your work when you need to and take care of other tasks during designated break times.

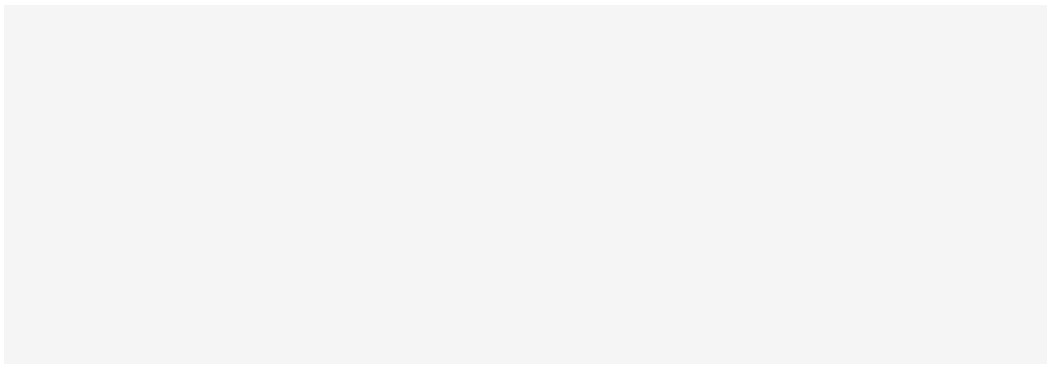
By following these simple tips and tricks, you can start boosting your productivity today. Just remember to prioritize your tasks, take breaks throughout the day, and eliminate distractions as much as possible. With a little effort, you'll be surprised at how much more productive you can be!

# PRODUCTIVITY GUIDE

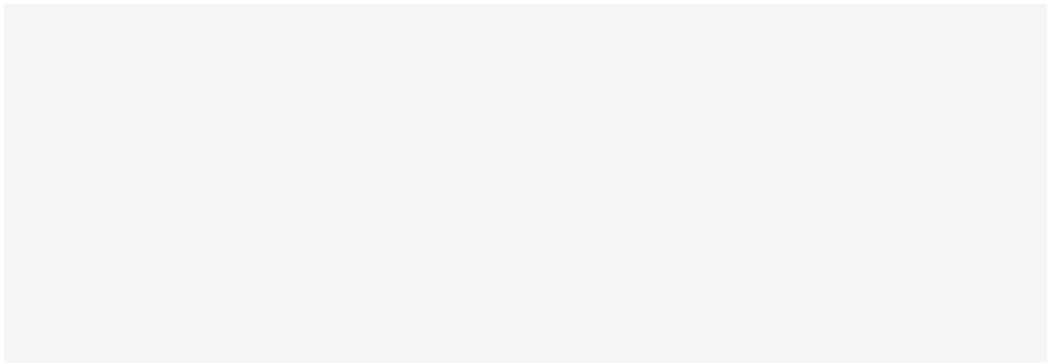
## #1 - Add 50 minutes of sleep to your schedule

Ask yourself, *What do I have to do in my schedule today to create more room for sleep?*

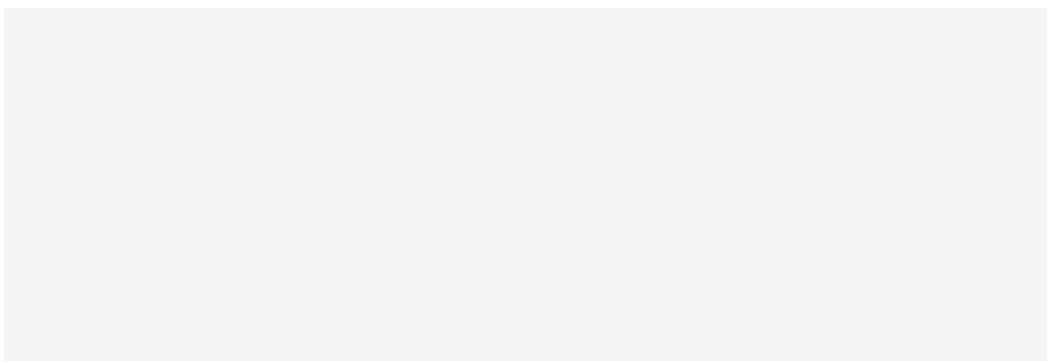
Idea 1:



Idea 2:



Idea 3:



# PRODUCTIVITY GUIDE

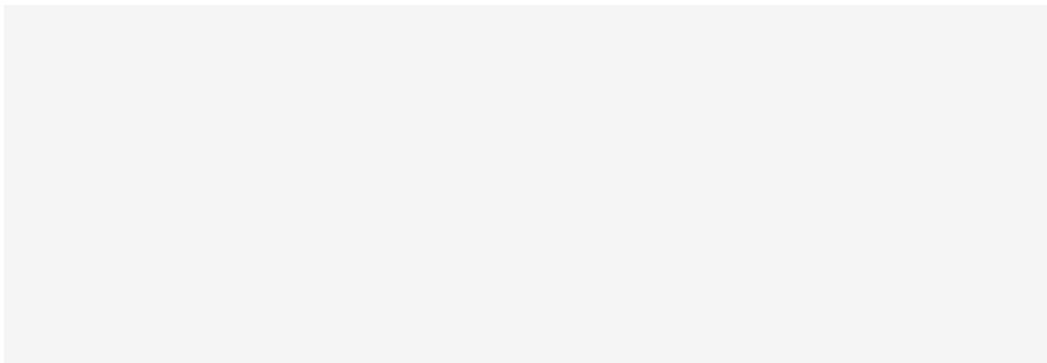
## #2 - Clean up energy drains

*What is one energy drain I am willing to work on letting go of today?*

Categories to consider.

*Constantly checking email and notifications instead in designated times.*

What is your biggest Energy Drain? Delegate that one!



# PRODUCTIVITY GUIDE

## #3 - 60-minute morning power block

1. Do not check your phone, email, social media or any device for the first hour you are awake!

2. What does my mind, body, and soul need to start off the day right?

Mind: \_\_\_\_\_

Body: \_\_\_\_\_

Soul: \_\_\_\_\_

Spend 10 minutes on each morning doing those things.

3. What is my intention for the day and what kind of energy will I bring to every situation?

Intention: \_\_\_\_\_

Energy: \_\_\_\_\_

4. Become intentional with your day by strategizing how it will go.

- What are the 3-5 major projects you are working on?
- What are the major things I would have to do in order to advance those projects forward?

*This doesn't mean you have to do all of those things today! It just helps to start the day strategically by keeping your biggest visions close to your heart.*

# PRODUCTIVITY GUIDE

## #4 Have 50 minute block times in your schedule

Ask yourself what you need to work on during the 50 minute uninterrupted time blocks?

Start with one or two 50 minute power blocks.

As you become more creative and productive during these power blocks schedule more in your day.

Main Projects that need my undivided attention to complete.

- 1.
- 2.
- 3.
- 4.
- 5.

Now go and schedule them into your day.



# PRODUCTIVITY GUIDE

## #5 Energy generating breaks every 50 minutes

Brainstorm a list of things you can do during your breaks that will generate more energy for you today. Here are some suggestions but come up with ideas that work for you.

- Stretch
- Bounce in place and breathe deeply
- Put on a kick-ass song and dance or sing
- Go outside and get some fresh air with a brisk walk weather permitting
- Close your eyes and meditate

Make a list of energy generating ideas.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

*When you sit down to work set a 50 minute timer. When the alarm goes off choose one of your activities from the list above and spend 10 minutes doing that thing.*