

If you want to be more effective in your life and your business, learn to make the most of the time you've got. Setting up a simple system to manage and prioritise your tasks will give you confidence that you are not wasting time on doing the wrong things. This overview of 3 popular productivity systems will teach you how to plan your day, track your activity, and discover enough time to do all the things that matter.

1. When to wear your Thinking Cap vs your Doing Cap
2. 3 popular productivity systems and how to use them
3. How to plan and track your day to free your focus for what matters most

Caelan Huntress is a website designer, copywriter, and sales strategist who specializes in helping entrepreneurs make more money in less time through setting up smart marketing systems. An American digital nomad living in New Zealand, Caelan has spent ten years running an online business while traveling the world with his young family.



What is the hardest
thing about
productivity?



Triple Your Productivity

Manage Your Tasks,
Time, & Priorities



Presented by
@CaelanHuntress



STELLAR
P L A T F O R M S

<https://caelanhuntress.com/speaking/survey/levelup/>

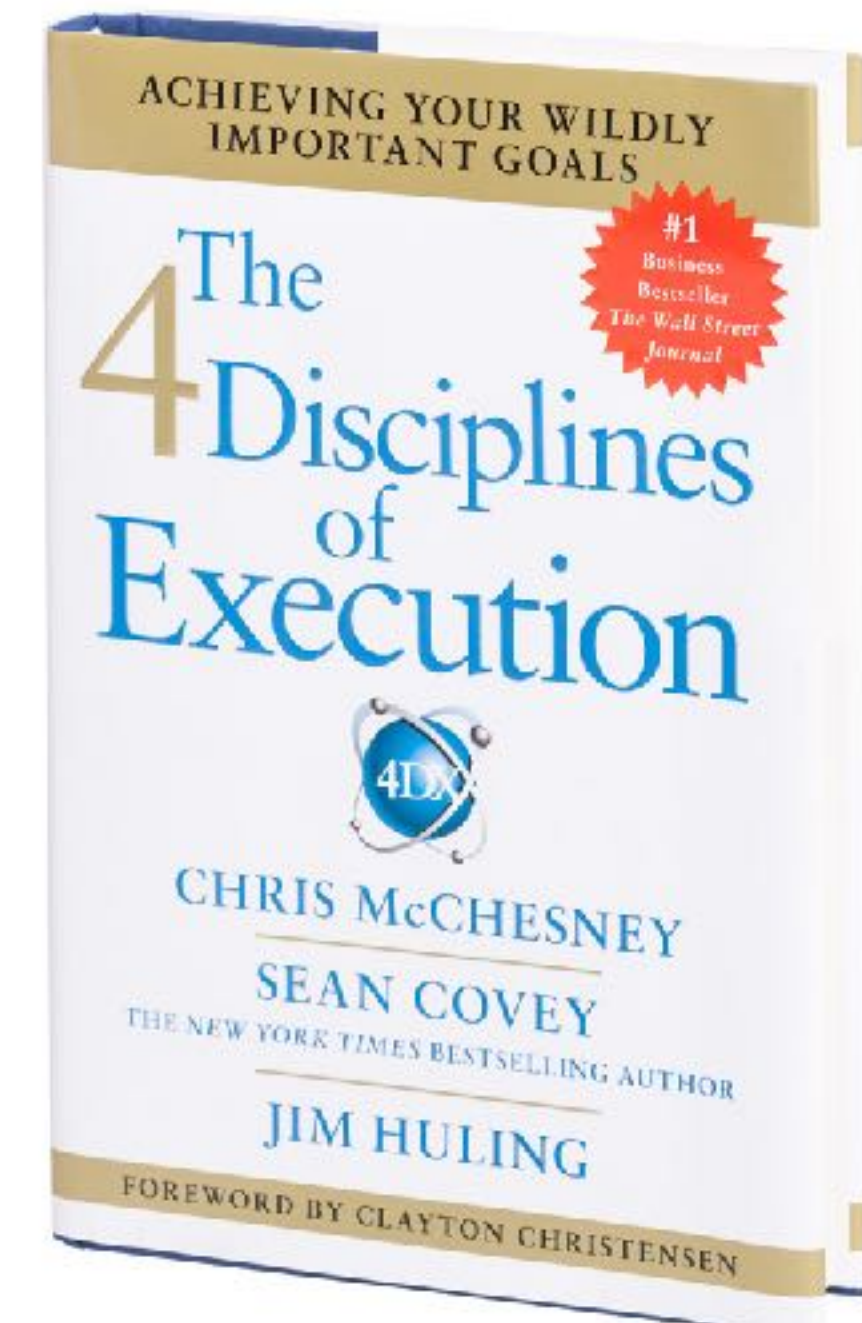
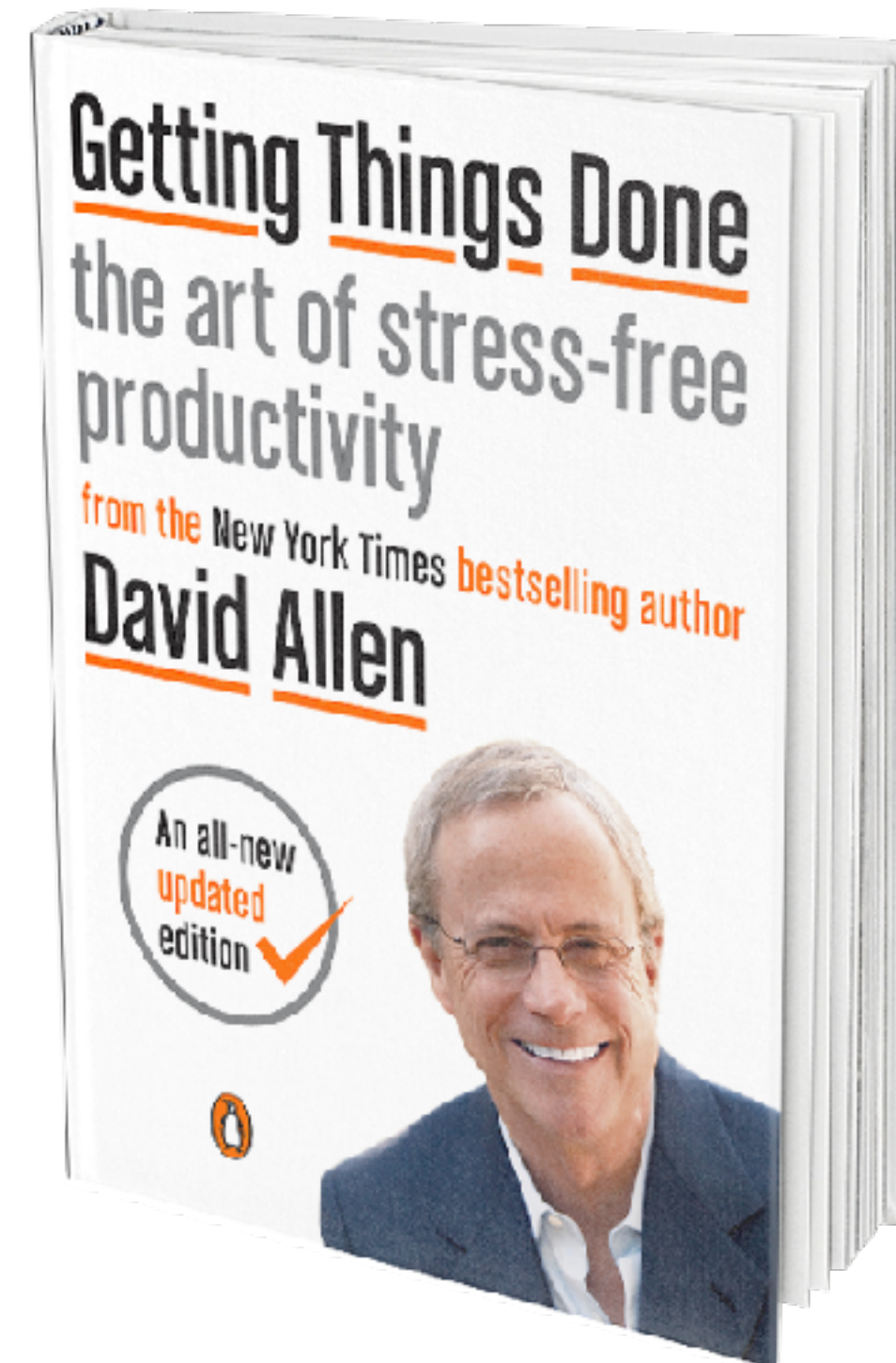
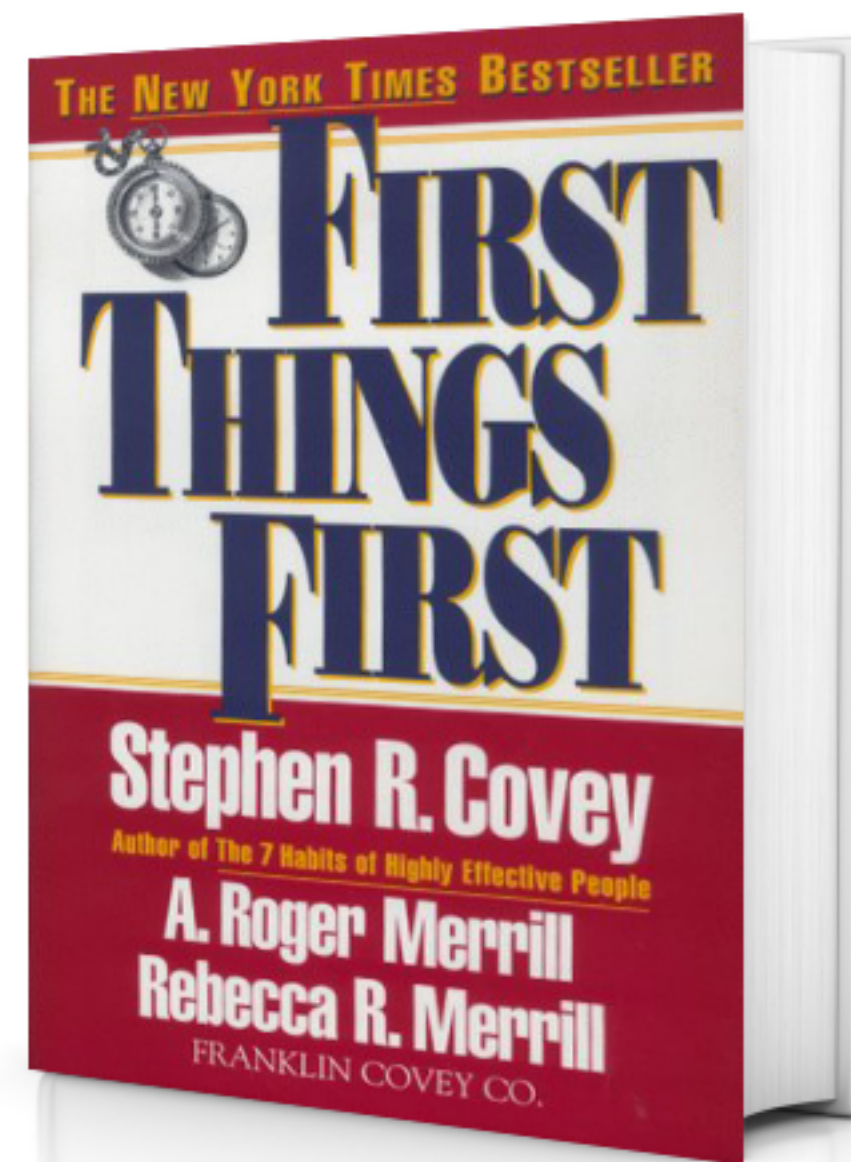
Agenda

1. When to wear your Thinking Cap vs your Doing Cap
2. 3 popular productivity systems and how to use them
3. How to plan and track your day to free your focus for what matters most

3 Productivity Systems

- ♦ FTF - First Things First
- ♦ GTD - Getting Things Done
- ♦ 4DX - 4 Disciplines of Execution

Dive Deeper



Productivity Toolbox



Take Notes



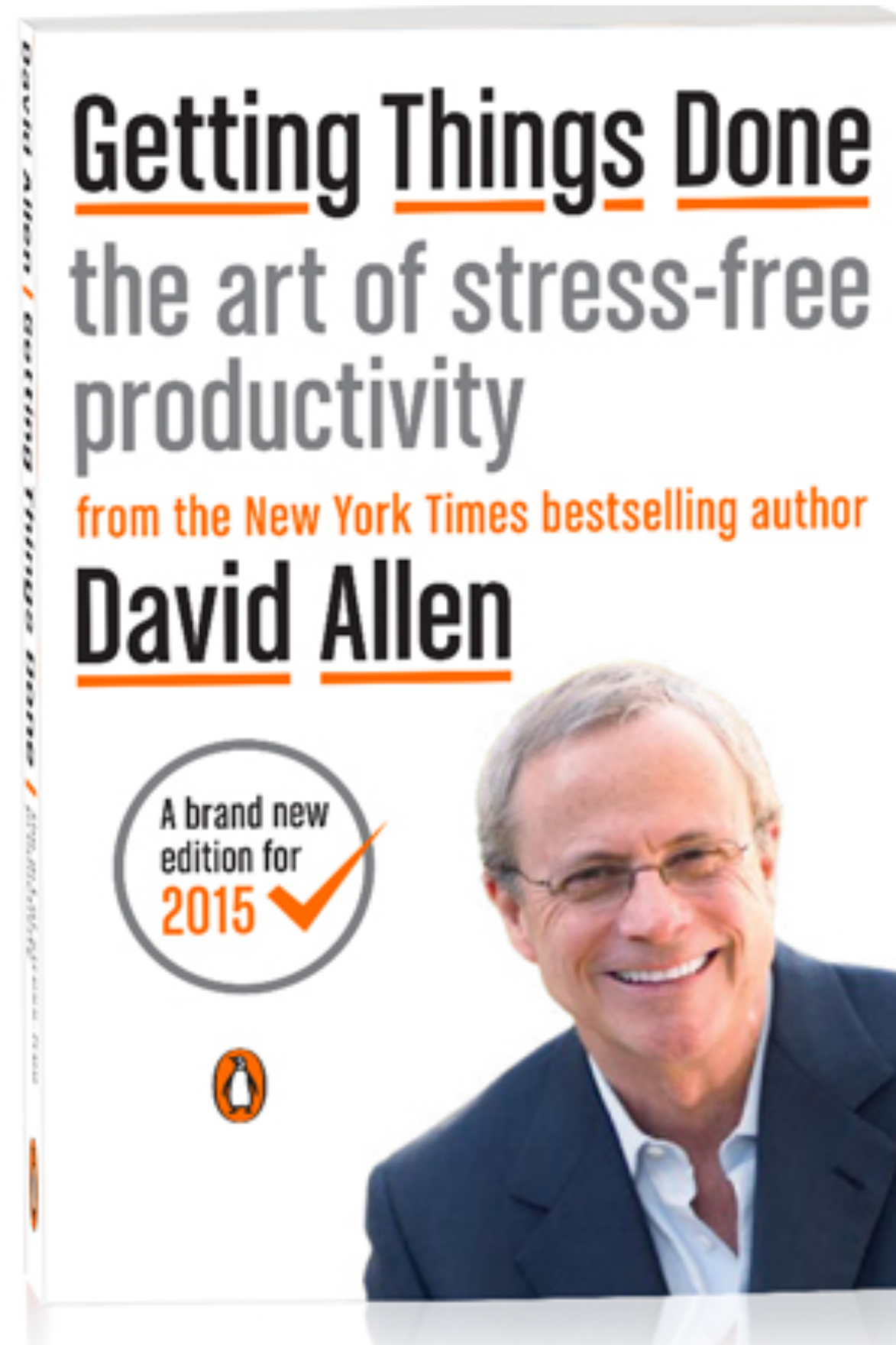
Productivity Systems



Productivity is an Elective



Learning Productivity



Learning Productivity





Thinking and Doing



Thinking and Doing



30,000 Feet vs Ground Level



Thinking and Doing



“Use your creativity and mental horsepower to figure out how to do the work, not what the work is.”

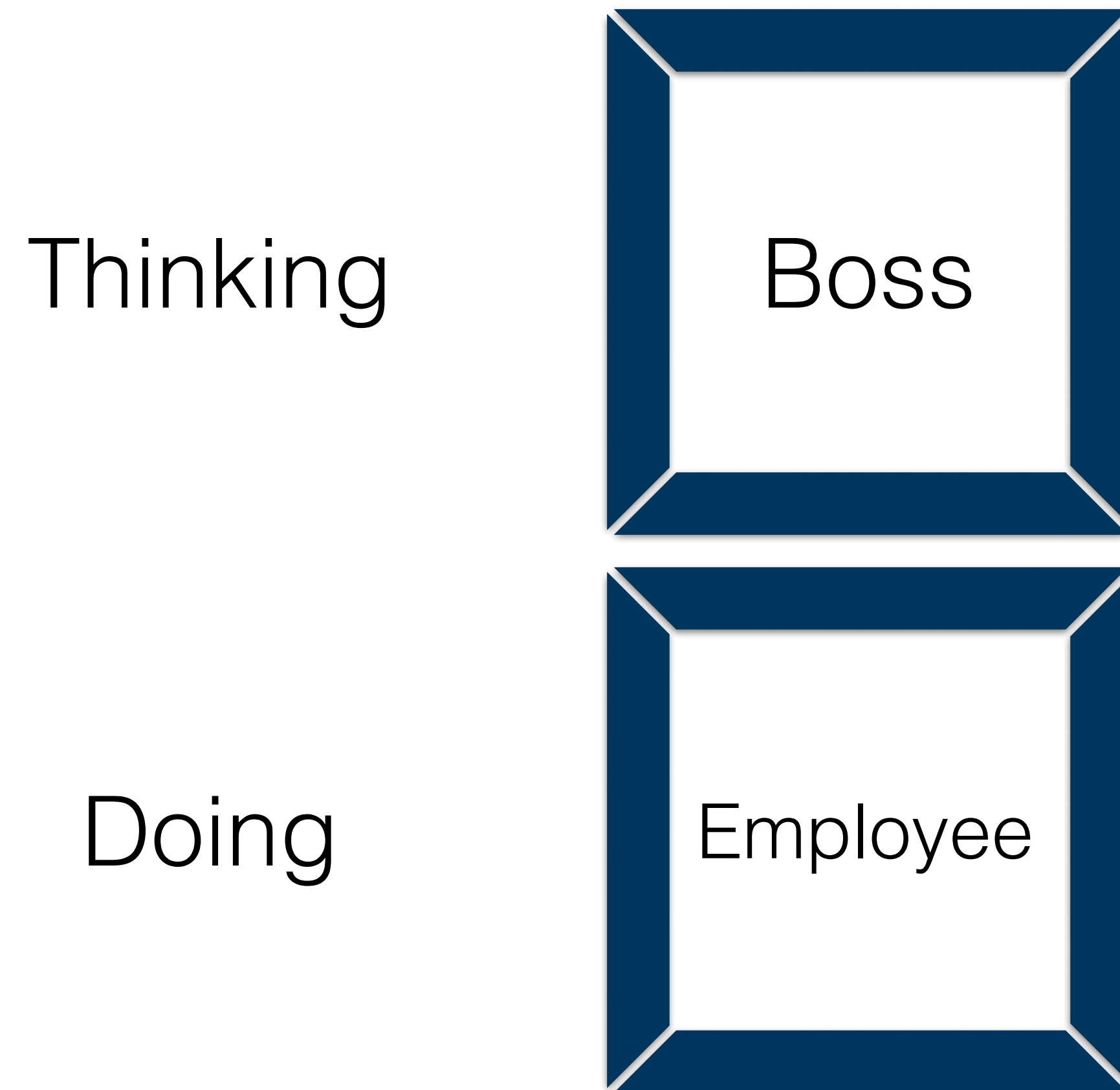


- Charlie Gilkey

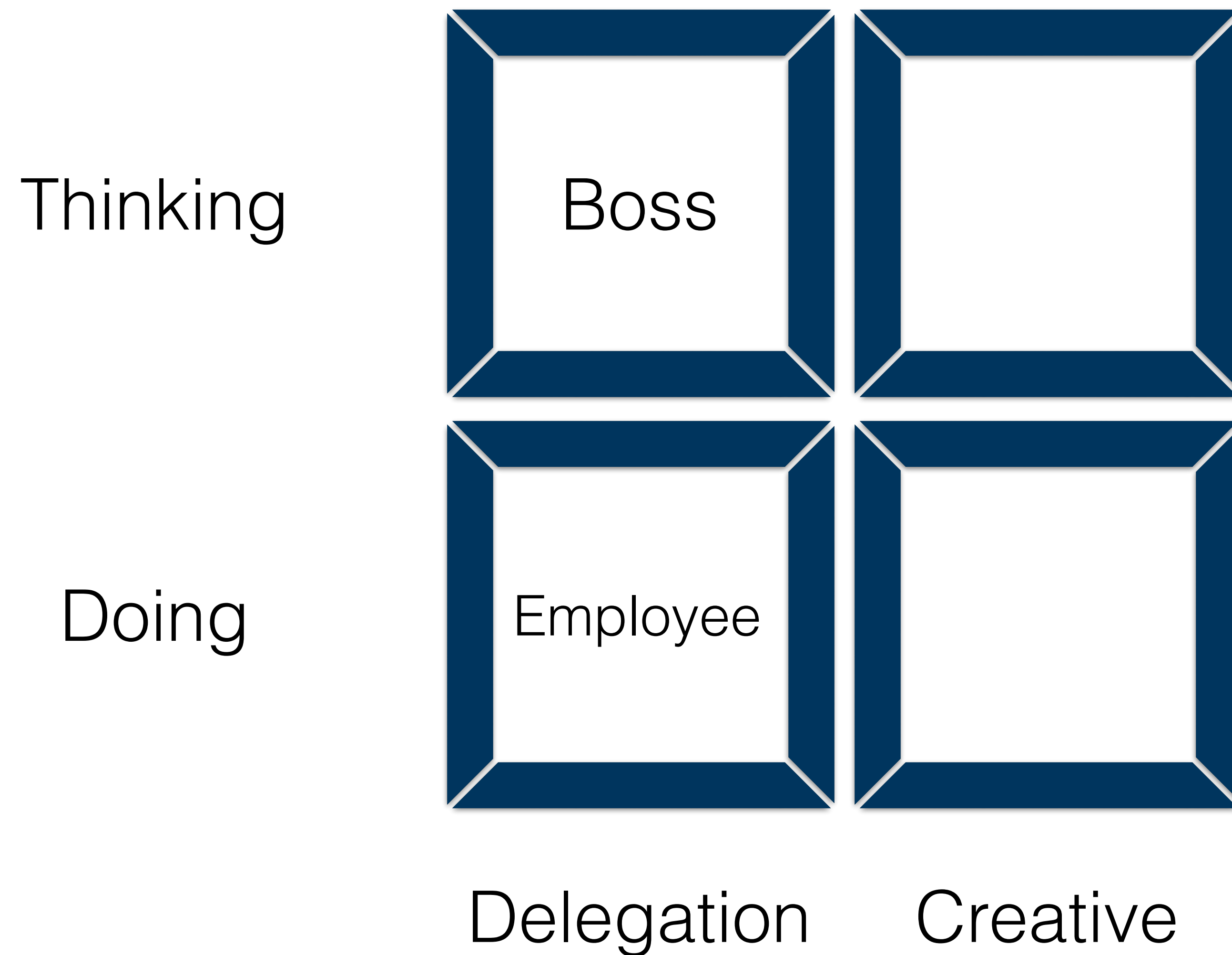


Image courtesy of Gizmodo

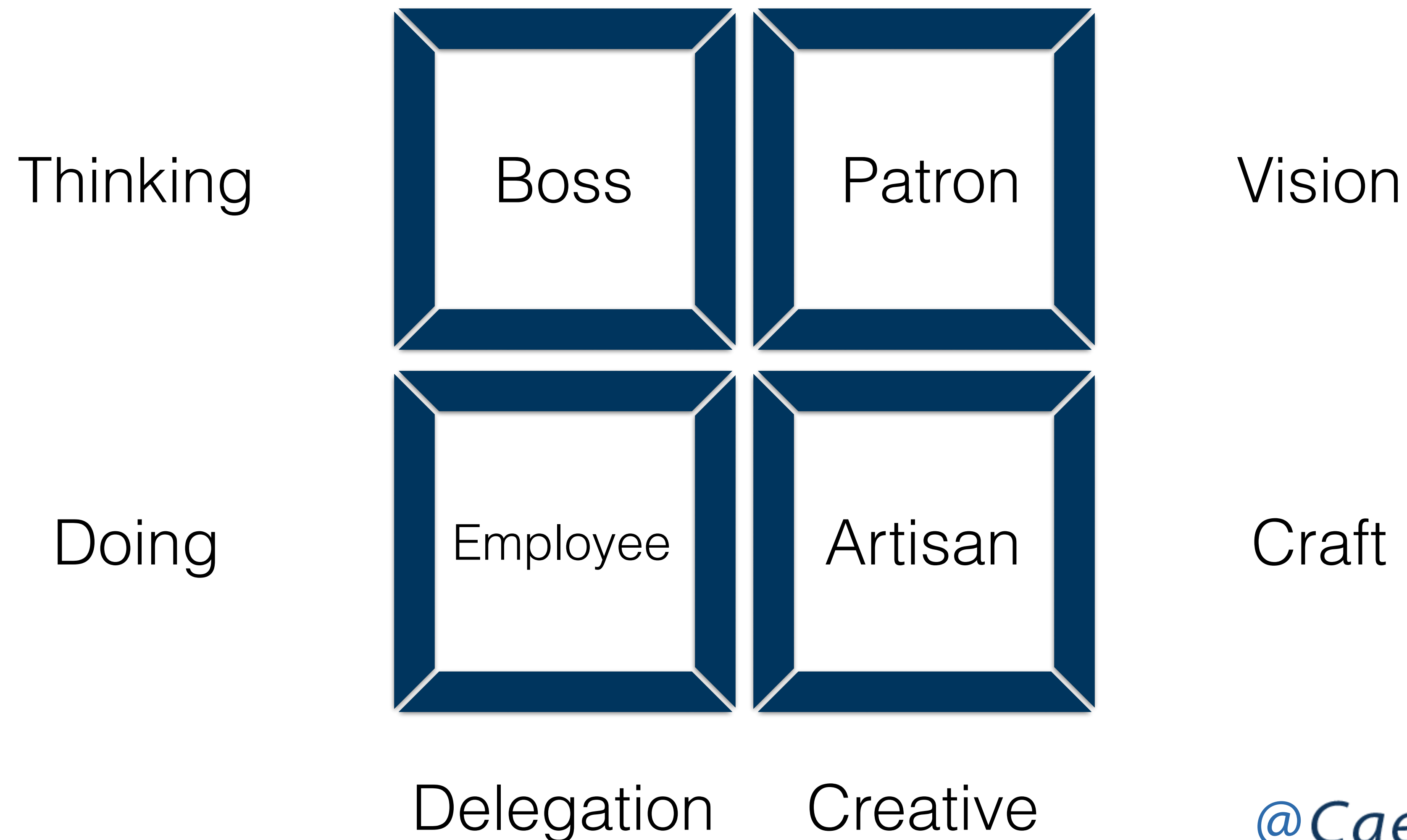
Mindsets and Roles



Mindsets and Roles



Mindsets and Roles



Goal Setting

What is the most important
priority for me today?

Goal Setting



Goal Setting

Written Goals Increases the
Likelihood of Achievement
by 42%

“A goal
is a dream
with a deadline.”



- Napoleon Hill

SMART Goals

- ◆ Specific
- ◆ Measurable
- ◆ Assignable
- ◆ Relevant
- ◆ Time-bound

SMART Goals Variations

- ◆ Specific
- ◆ Measurable
- ◆ Assignable / Achievable / Ambitious
- ◆ Relevant / Realistic / Resourced
- ◆ Time-bound / Trackable / Timely

SMARTER Goals Variations

- ◆ Specific
- ◆ Measurable
- ◆ Assignable / Achievable / Ambitious
- ◆ Relevant / Realistic / Resourced
- ◆ Time-bound / Trackable / Timely
- ◆ Evaluated / Exciting
- ◆ Reviewed / Recorded

Goal Setting And Review



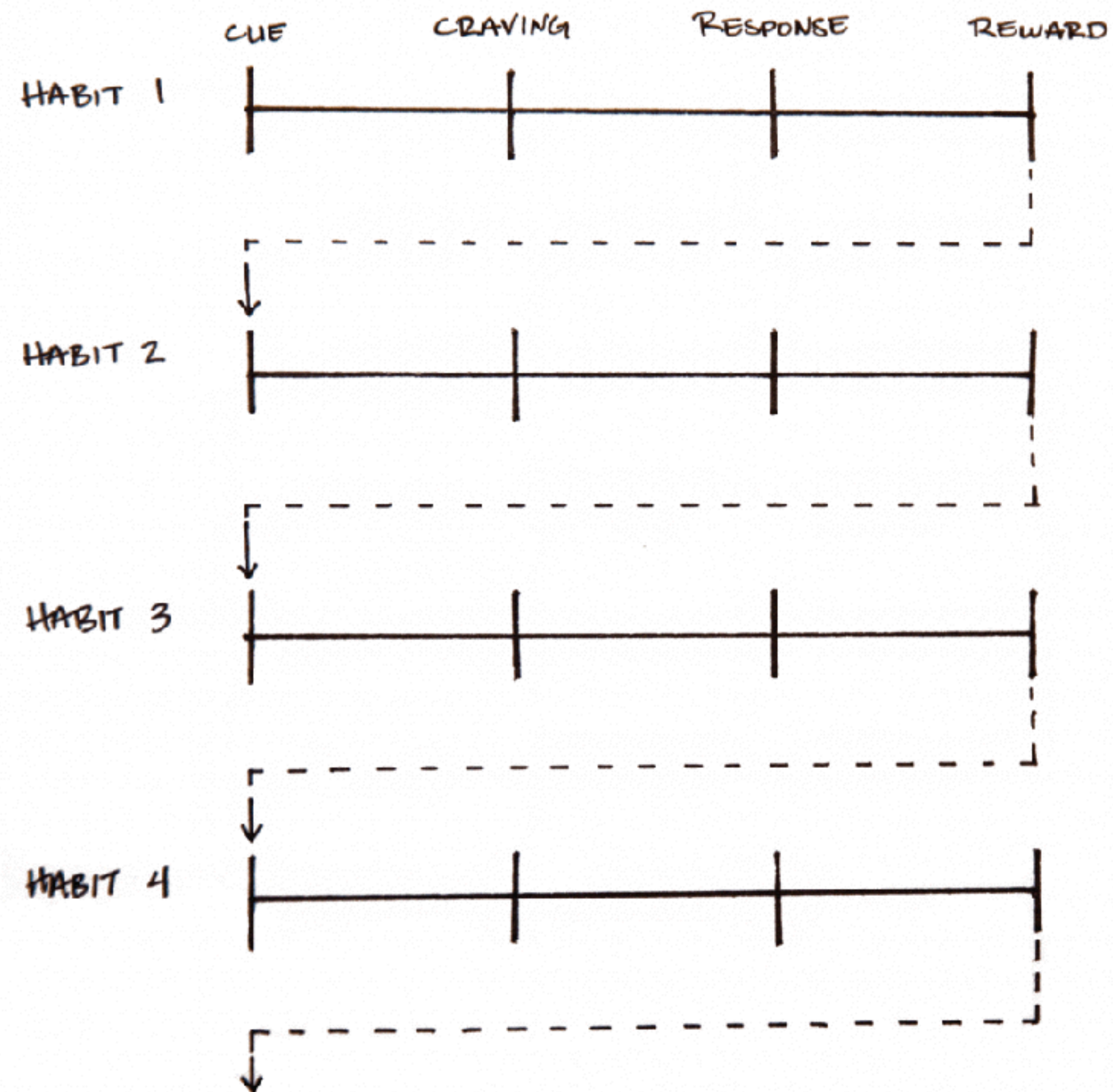
List Your Biggest Priorities

- ◆ List for the Day
- ◆ List for the Week
- ◆ List for the Month
- ◆ List for the Quarter
- ◆ List for the Year

Ivy Lee's Index Card



James Clear's Habit Stacking



BUSYNESS



“If You’re Busy, You’re
Doing Something
Wrong.”



- Cal Newport

Productivity Stages

Busy

Productivity Stages

Efficient

Busy

Productivity Stages

Effective

Efficient

Busy

“There is nothing so
useless as doing
efficiently that which
should not be done at all.”



- Peter Drucker

Productivity Stages

Effective

Efficient

Busy

Productivity Stages

Leveraged

Effective

Efficient

Busy

Productivity Stages

Leveraged

4DX

Effective

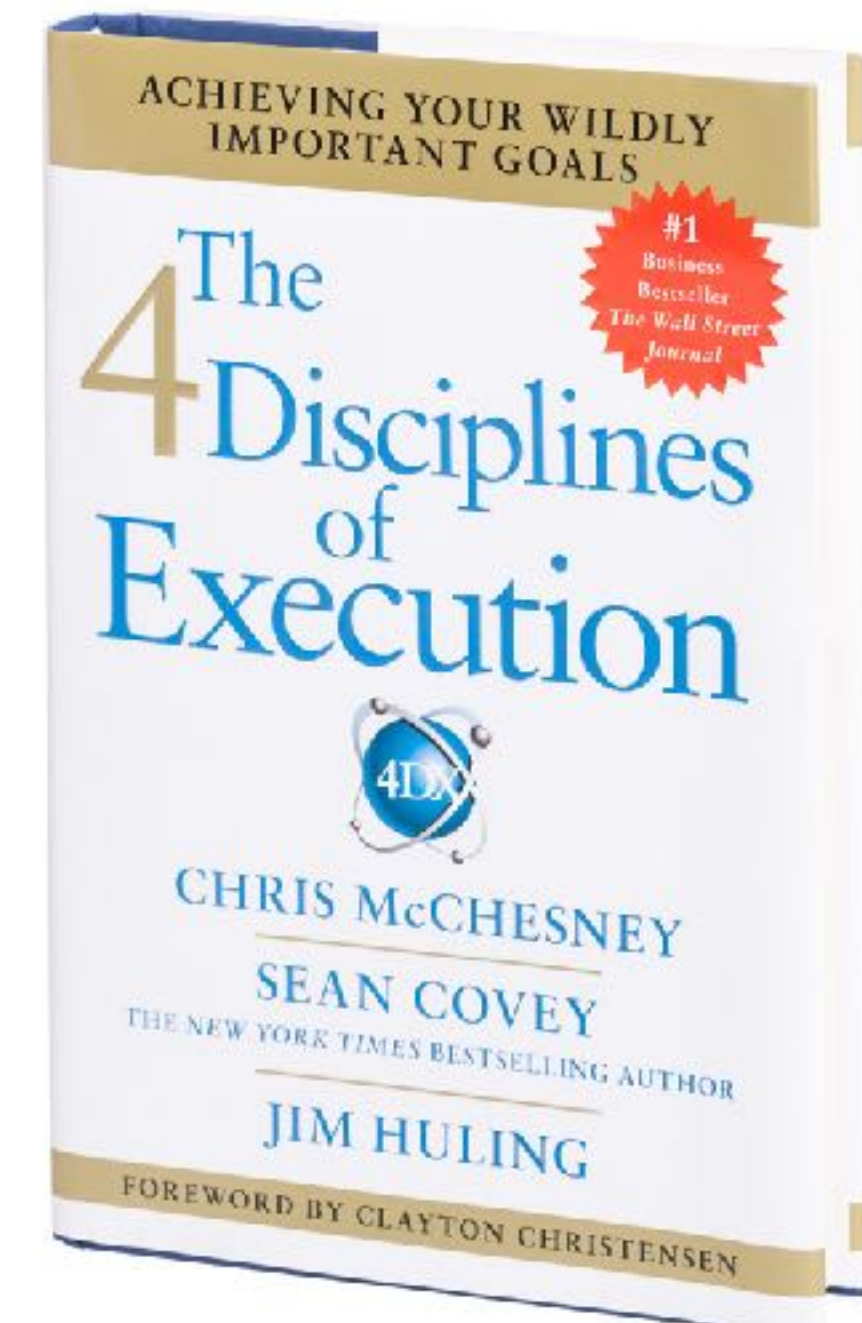
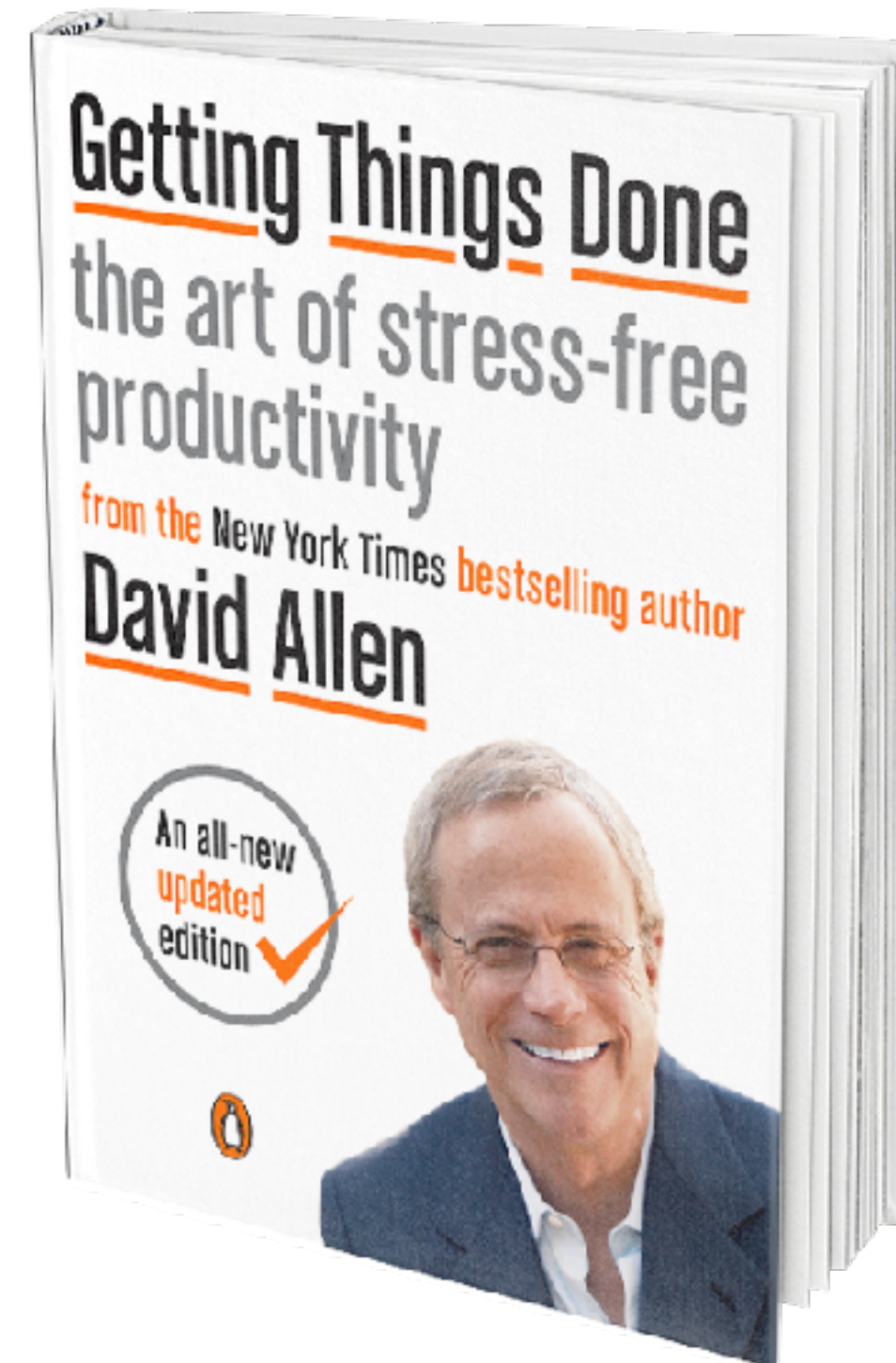
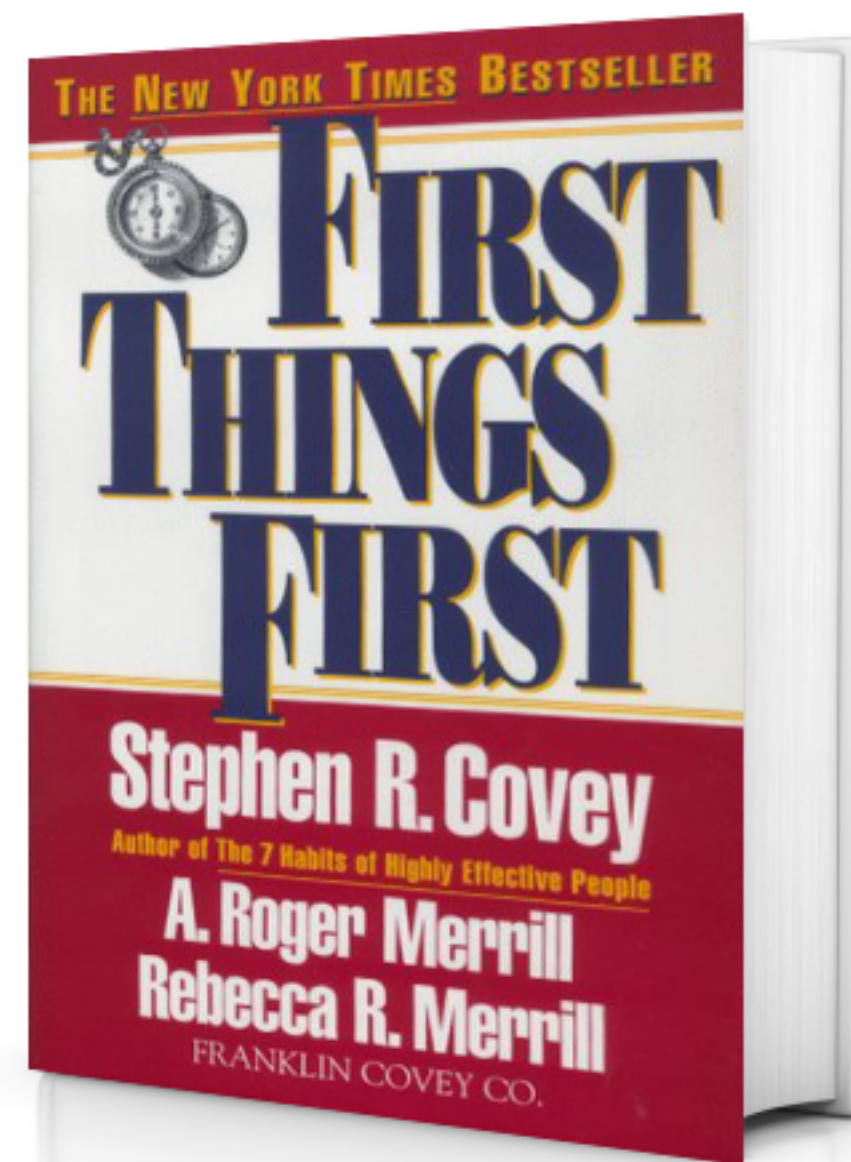
FTF

Efficient

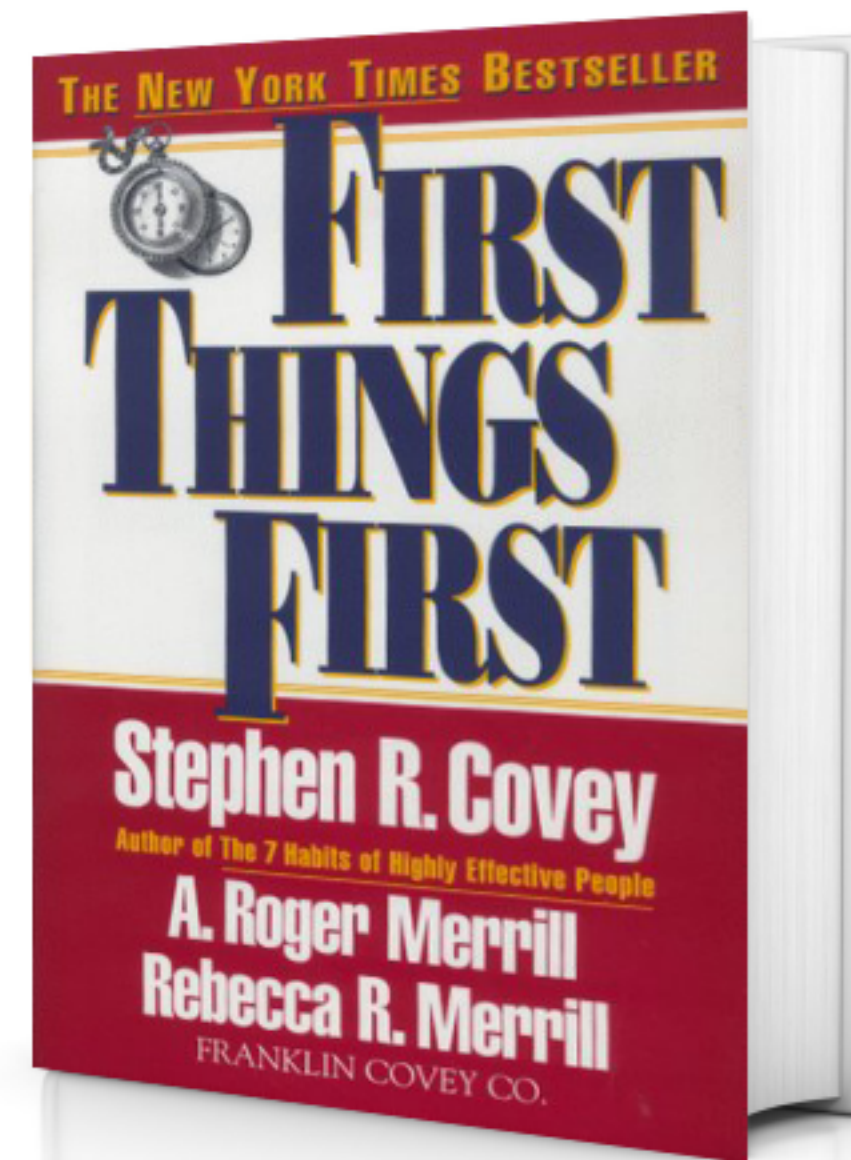
GTD

Busy

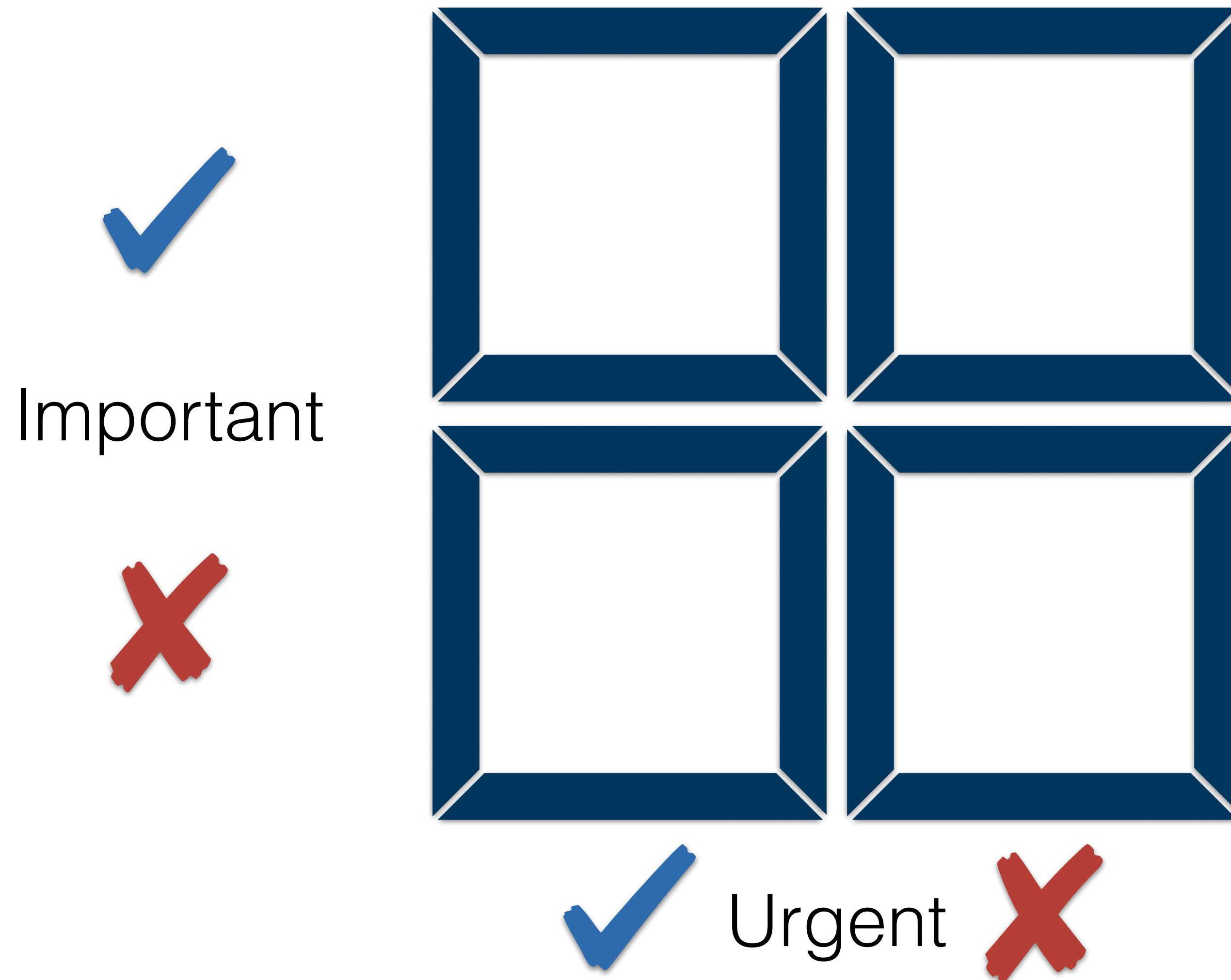
Three Books



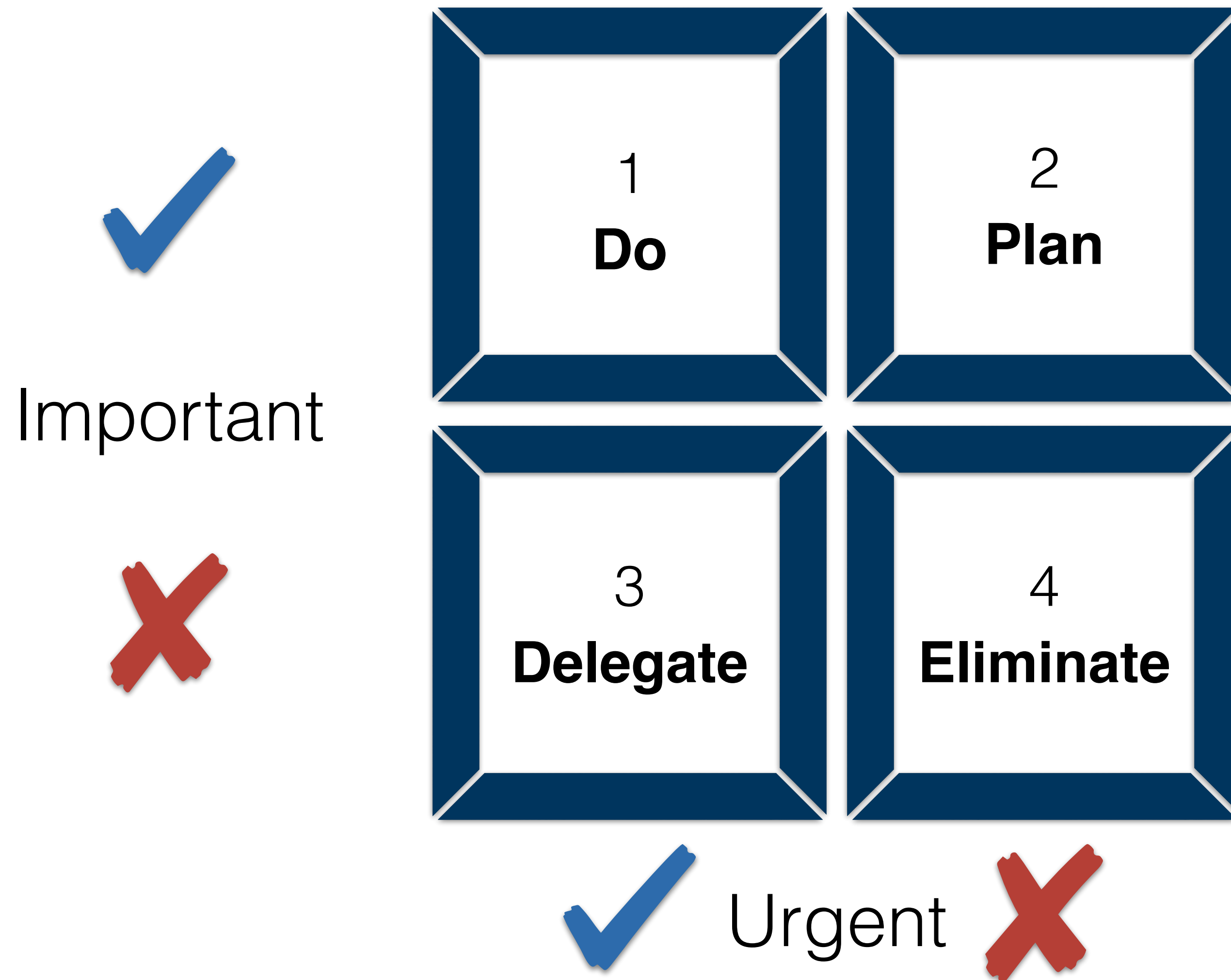
First Book



Importance and Urgency



Importance and Urgency



Importance and Urgency

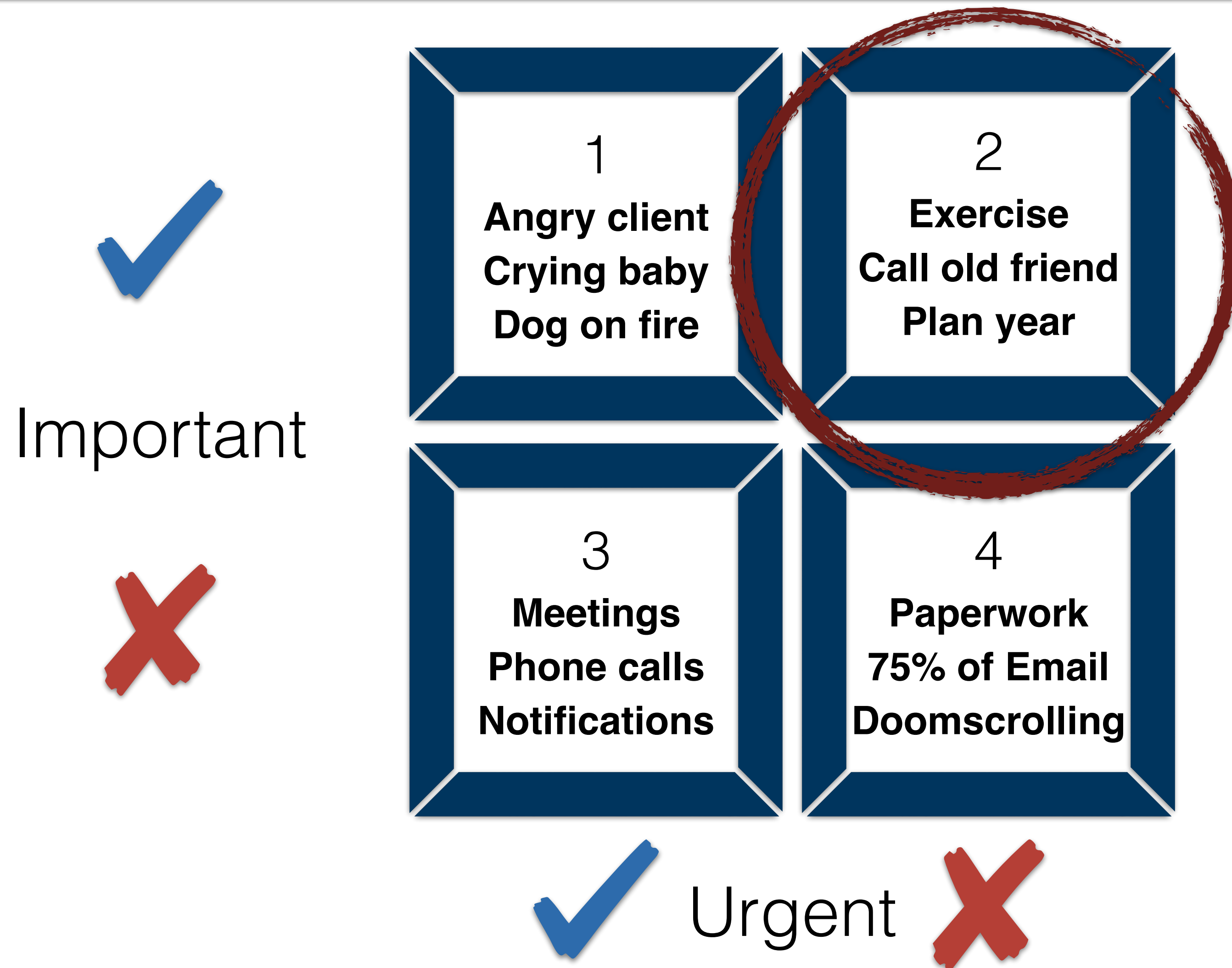


“Most things which are urgent are not important, and most things which are important are not urgent.”



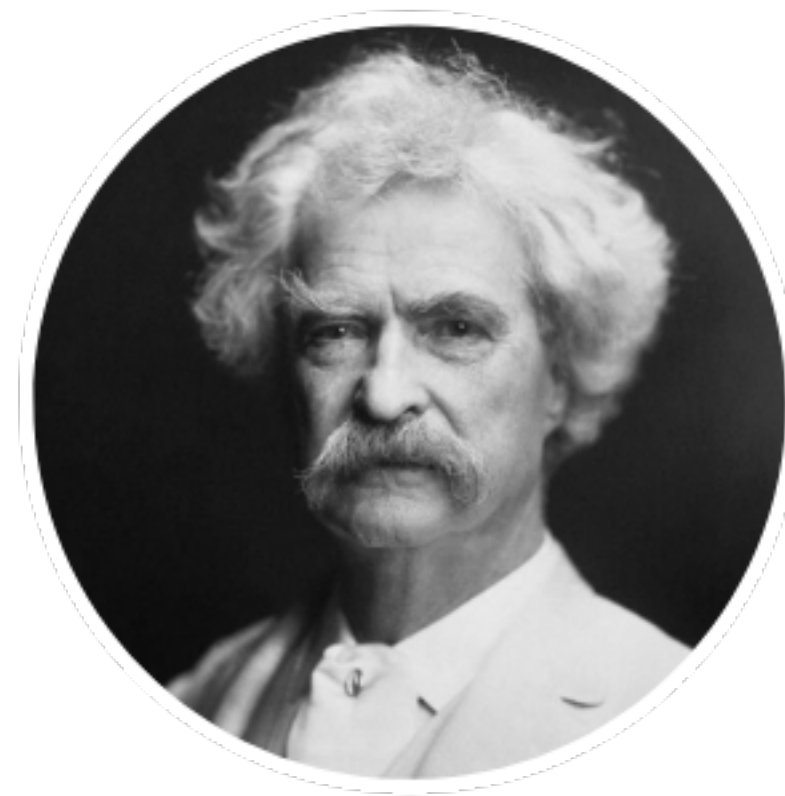
- Dwight Eisenhower

Importance and Urgency



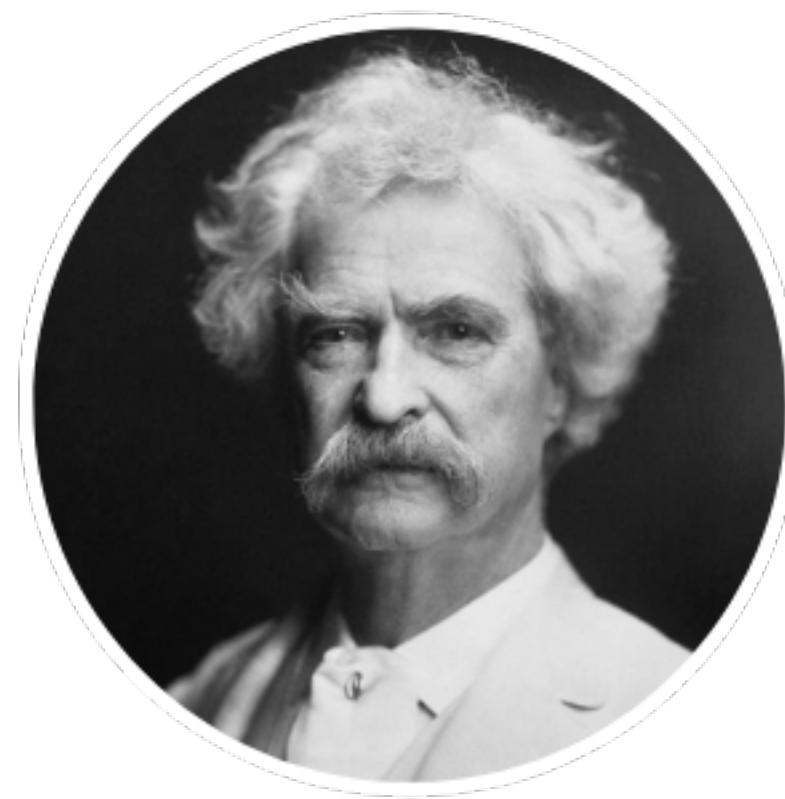


“If it's your job to eat a frog, it's best to do it first thing in the morning.



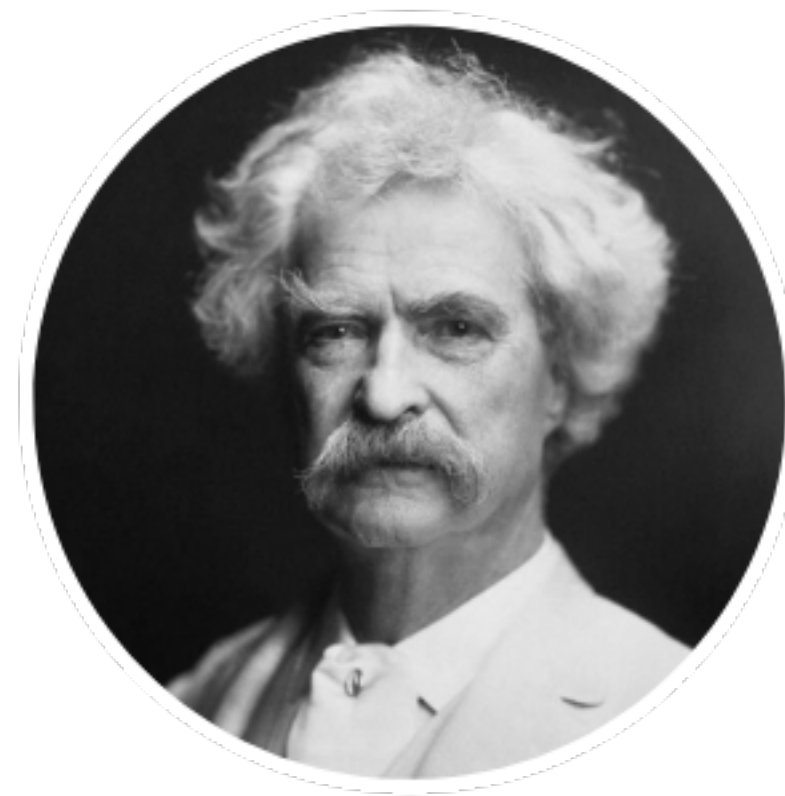
- Mark Twain

“If it's your job to eat a frog, it's best to do it first thing in the morning.
And if it's your job to eat two frogs, it's best to eat the biggest one first.”



- Mark Twain

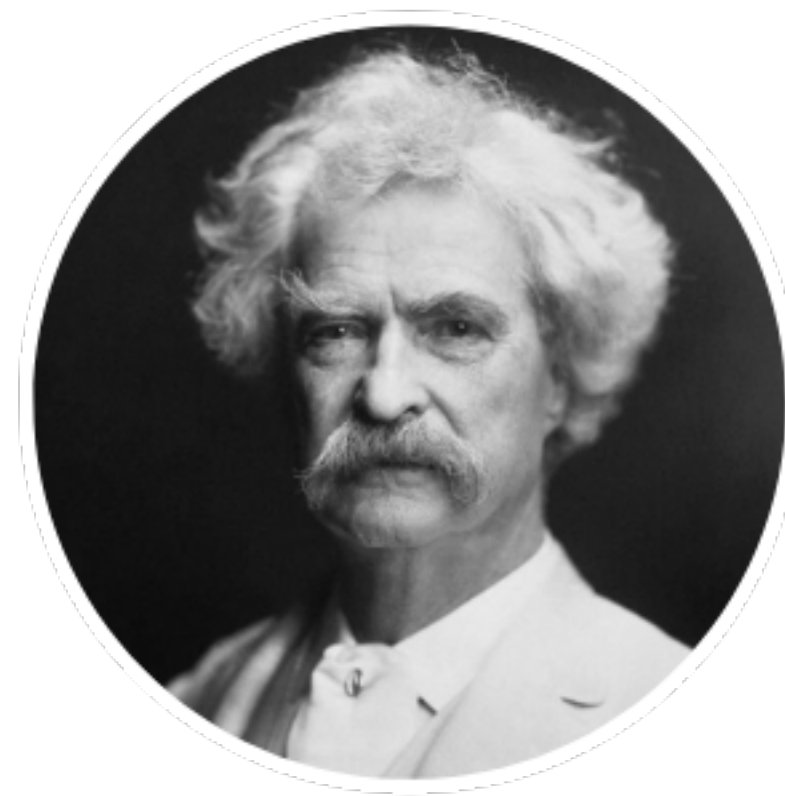
“Eat a live frog first thing in the morning
and nothing worse will happen to you
the rest of the day.”



- Mark Twain

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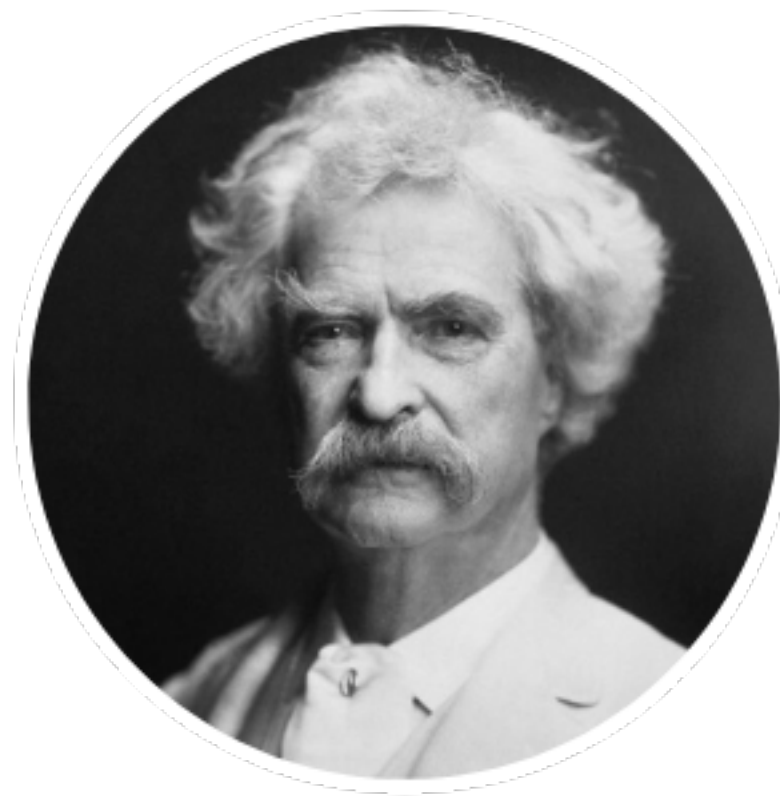
“If you have to swallow a frog, don't
stare at it too long.”



- Mark Twain

“Eat a live frog first thing in the morning
and nothing worse will happen to you
the rest of the day.”

“If you have to swallow a frog, don't
stare at it too long.”



- Mark Twain





Tasks & Time



“A plan is what,
a schedule is when.
It takes both a plan and a
schedule to get things done.”



- Peter Turla

Tasks & Time

	Register	Record	Review
Tasks	Plan	Checklist	Victories
Time	Schedule	Process	Reports

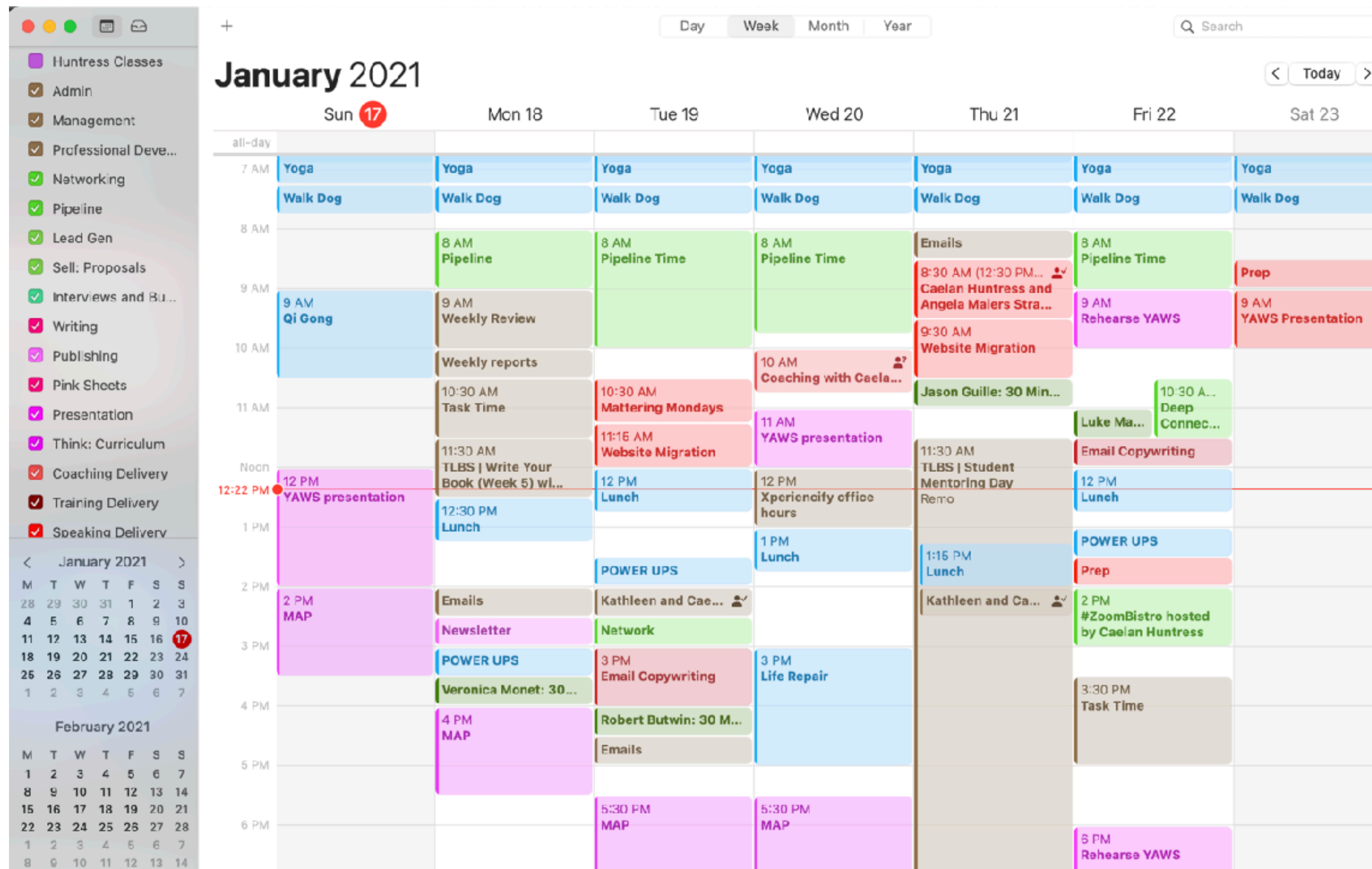
Time Tracking Apps



Rescue Time

Data from 50k users showed that most employees only spend an average of 38% of their time on their core skills

Plan Your Work, Work Your Plan



Plan Your Work, Work Your Plan

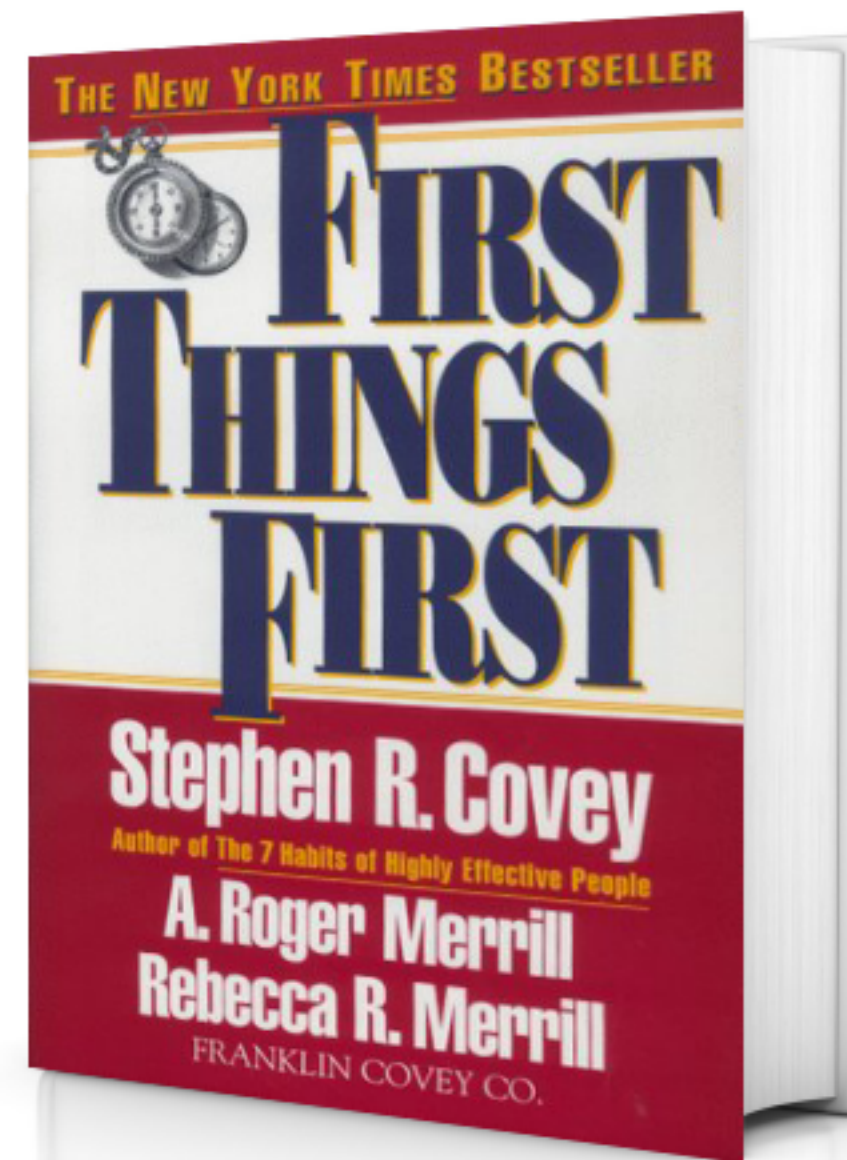


“What gets measured
gets managed.”

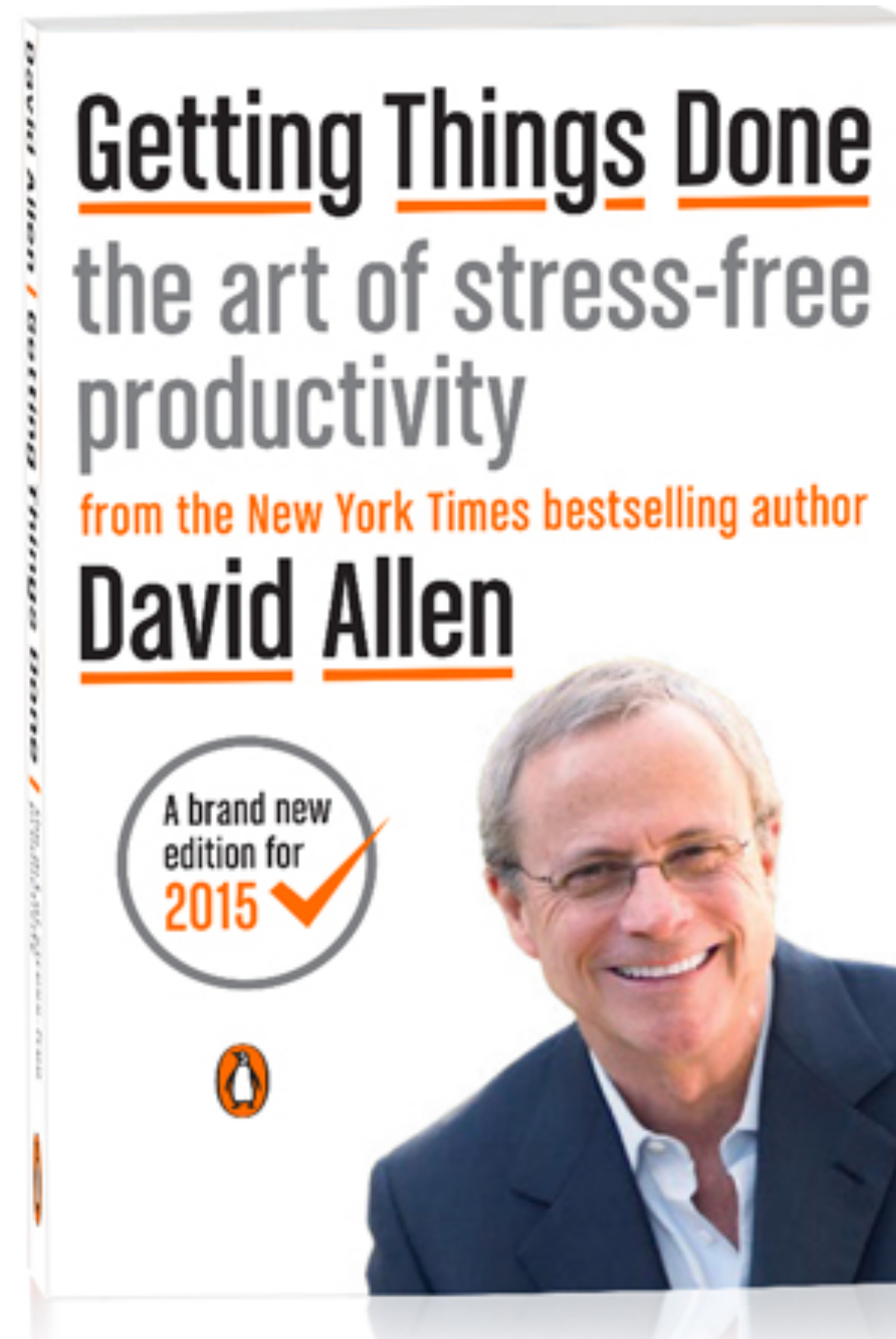


- Jim Rohn

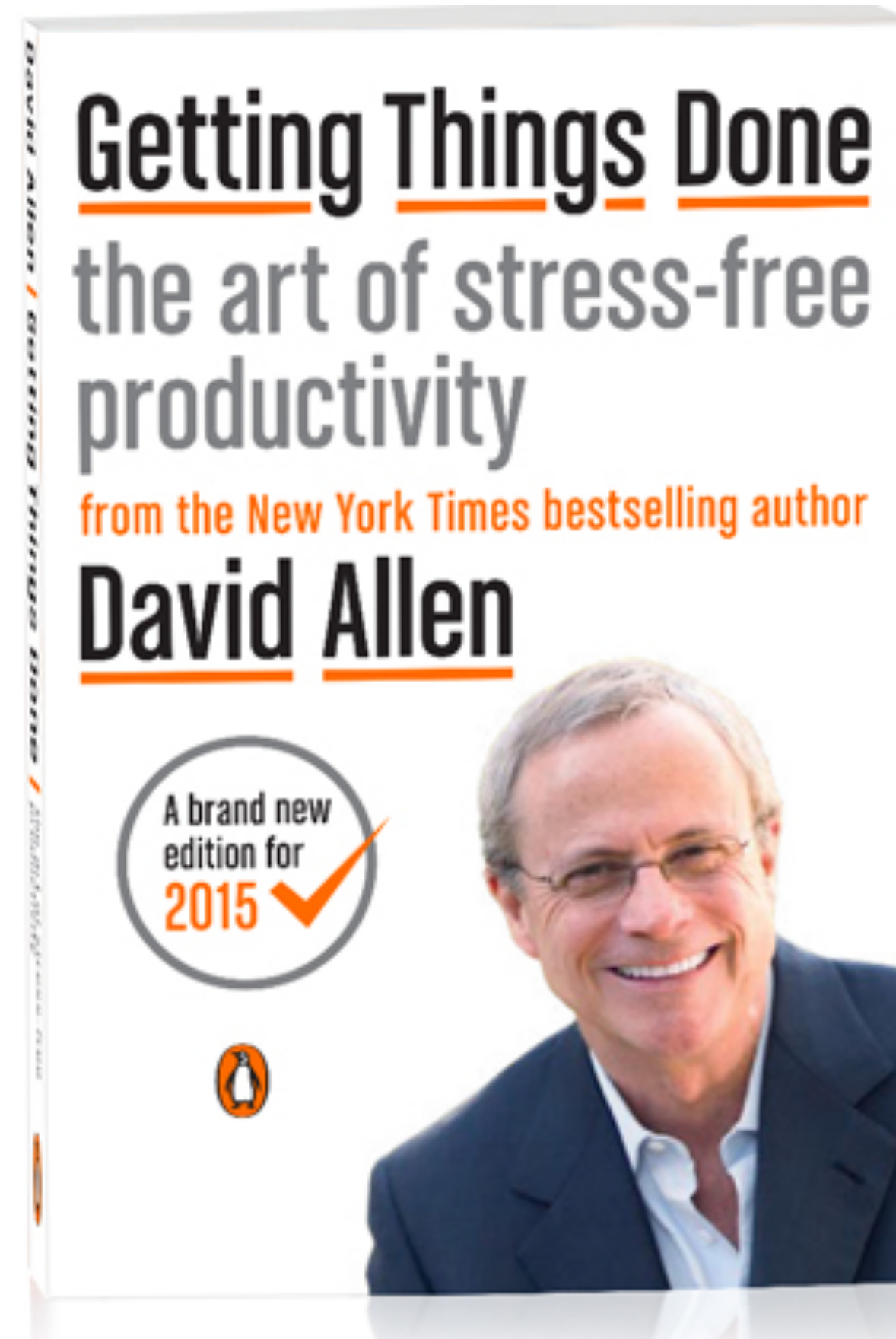
FTF Productivity



GTD Productivity



GTD Productivity

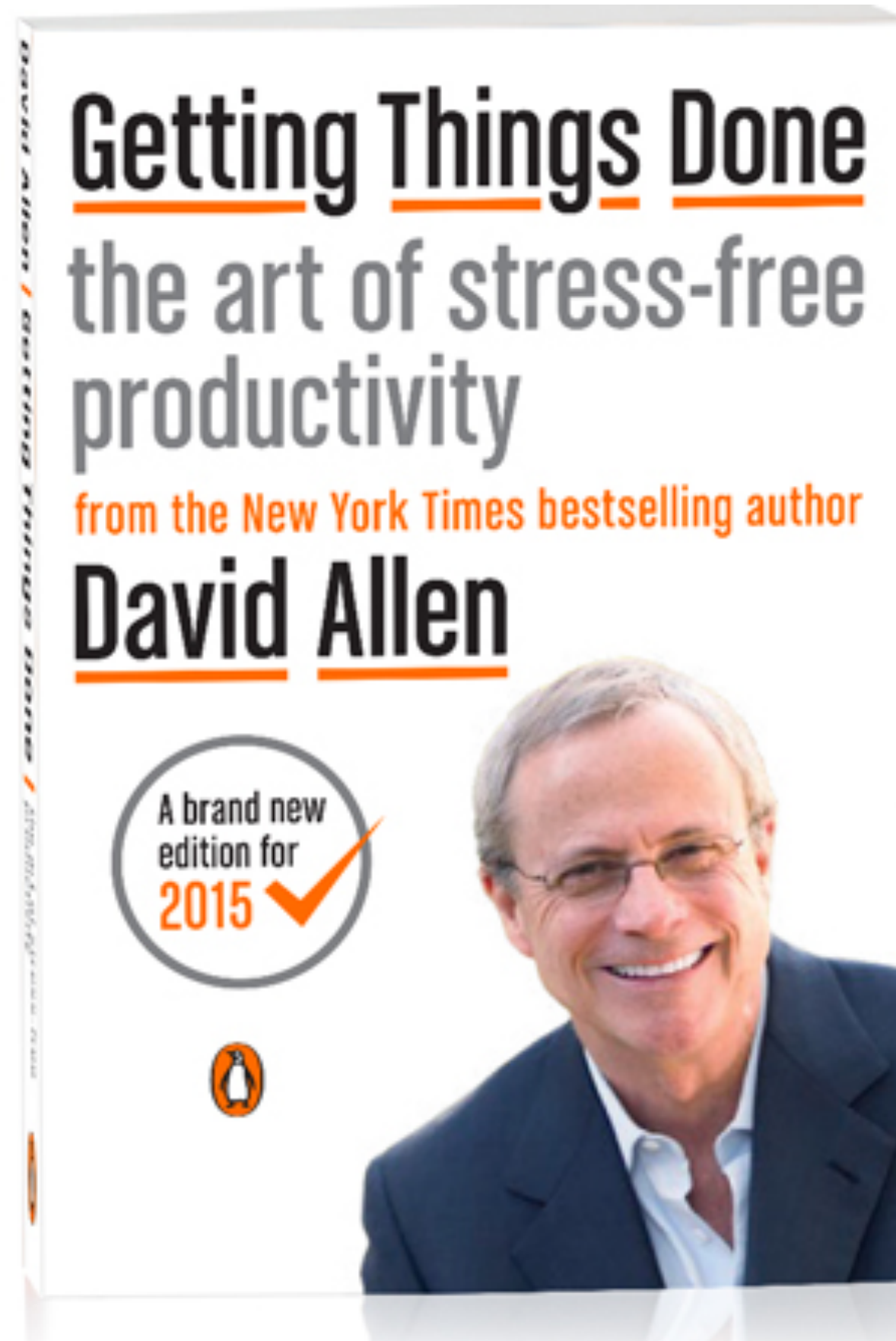


Capture

Clarify

Organize

GTD Productivity



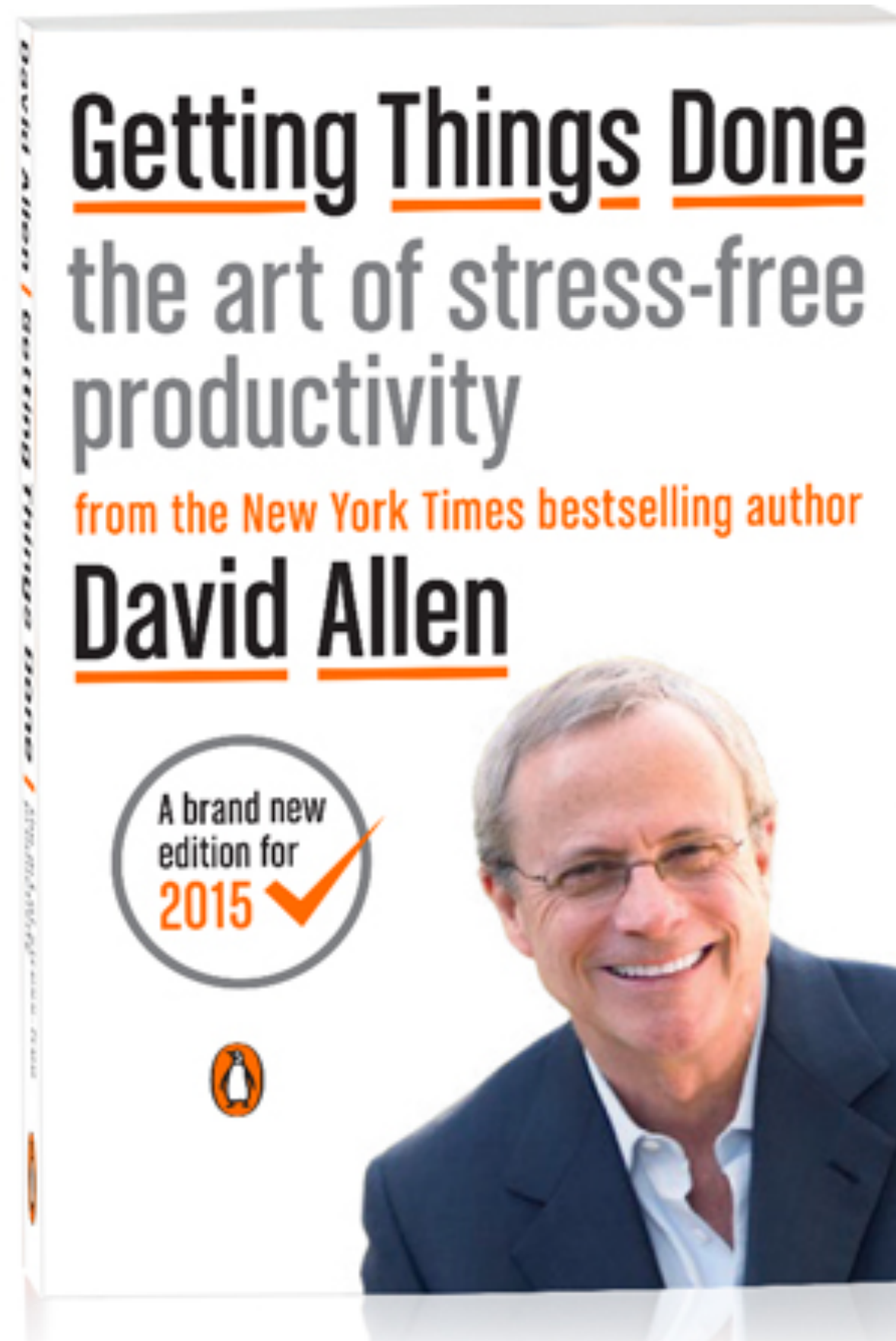
Inbox

Capture

Clarify

Organize

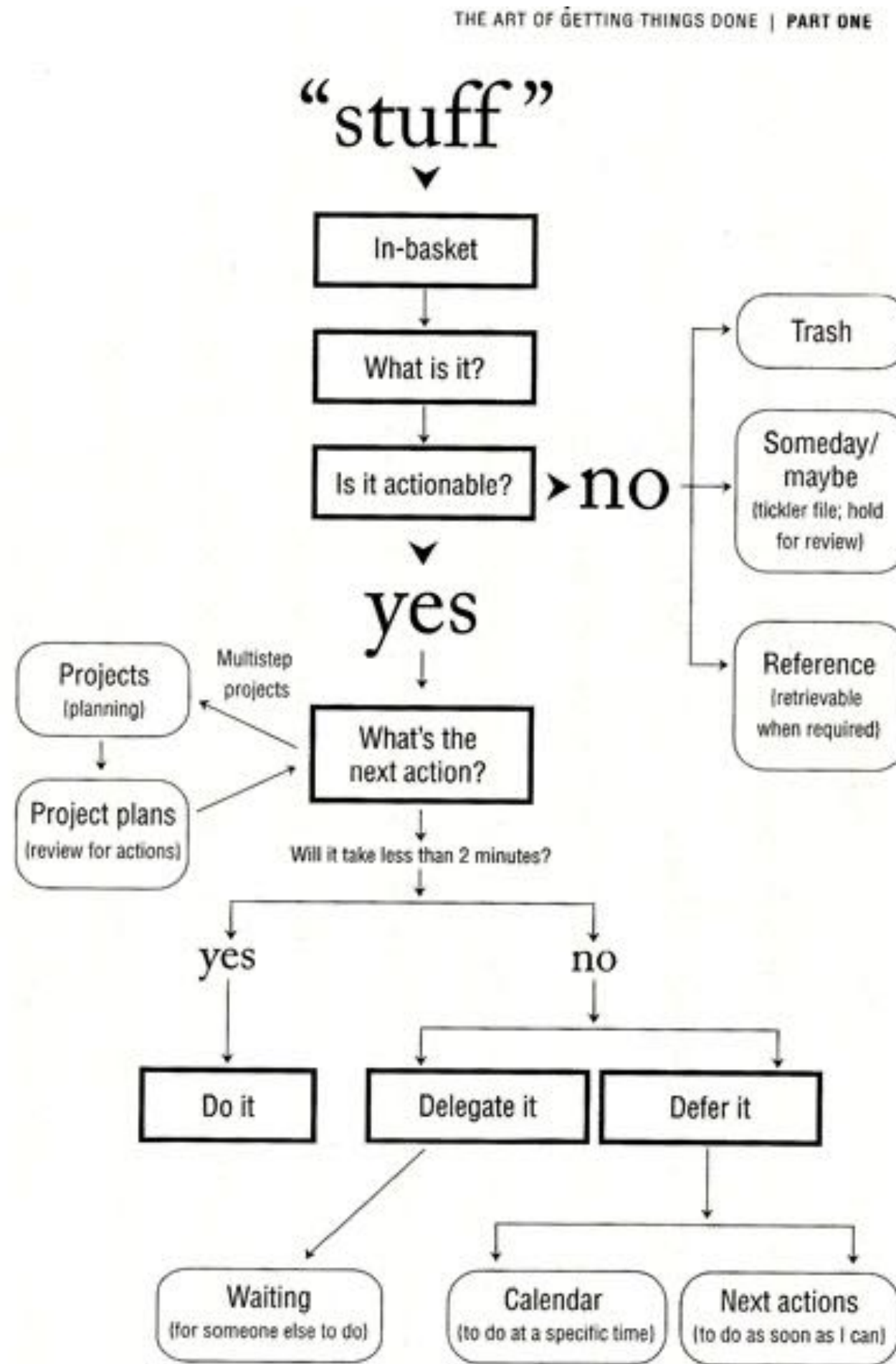
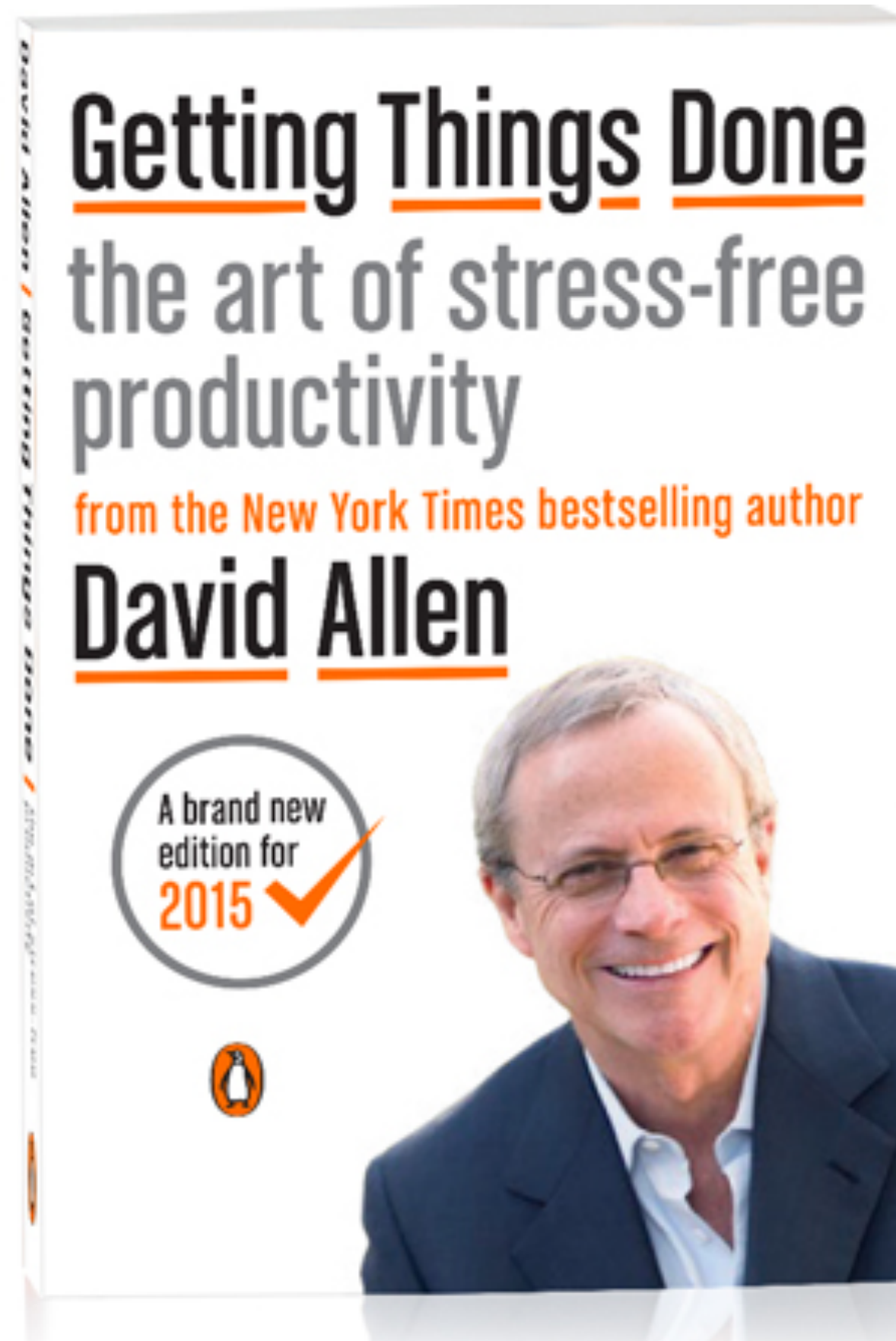
GTD Productivity



Inbox

- ◆ Do it
- ◆ Delegate it
- ◆ Defer it
- ◆ Delete it

GTD Productivity



- ◆ Do it
- ◆ Delegate it
- ◆ Defer it
- ◆ Delete it

GTD Productivity



Inbox

GTD Productivity

Two Minute
Rule



Inbox

What's The
Next Action?

The 2-Minute Rule



The 2-Minute Rule



If it takes less than
two minutes,
**DO IT RIGHT
THEN.**

The 2-Minute Rule



What's The Next Action?



What's The Next Action?

Tasks Begin With

VERBS

What's The Next Action?

Tasks Begin With

VERBS

GTD Productivity

Two Minute
Rule



Inbox

What's The
Next Action?

GTD Productivity

Weekly Review

Two Minute
Rule



What's The
Next Action?

Inbox

GTD Productivity

Do it, Delegate it, Defer it, Delete it

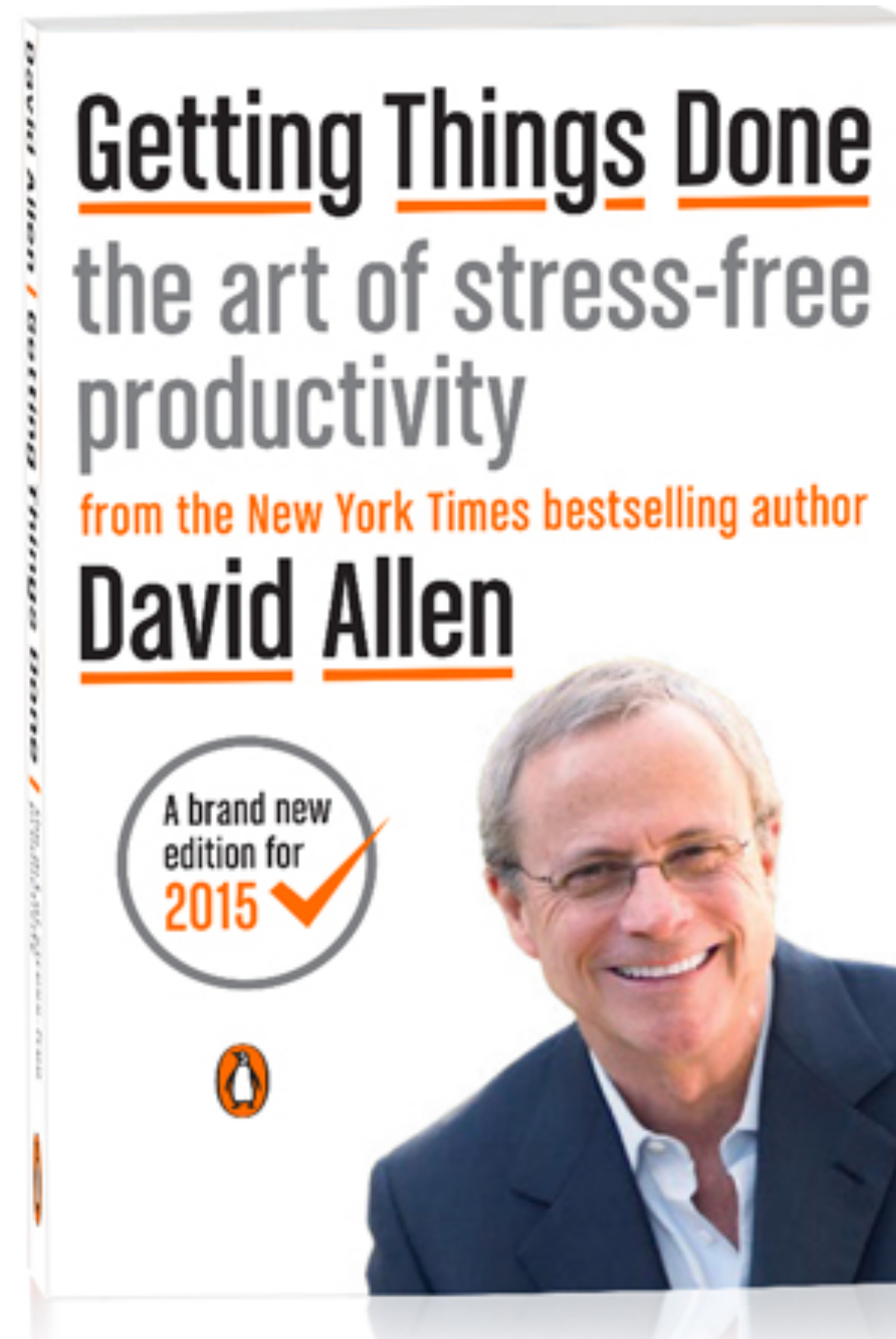
Two Minute
Rule



Inbox

What's The
Next Action?

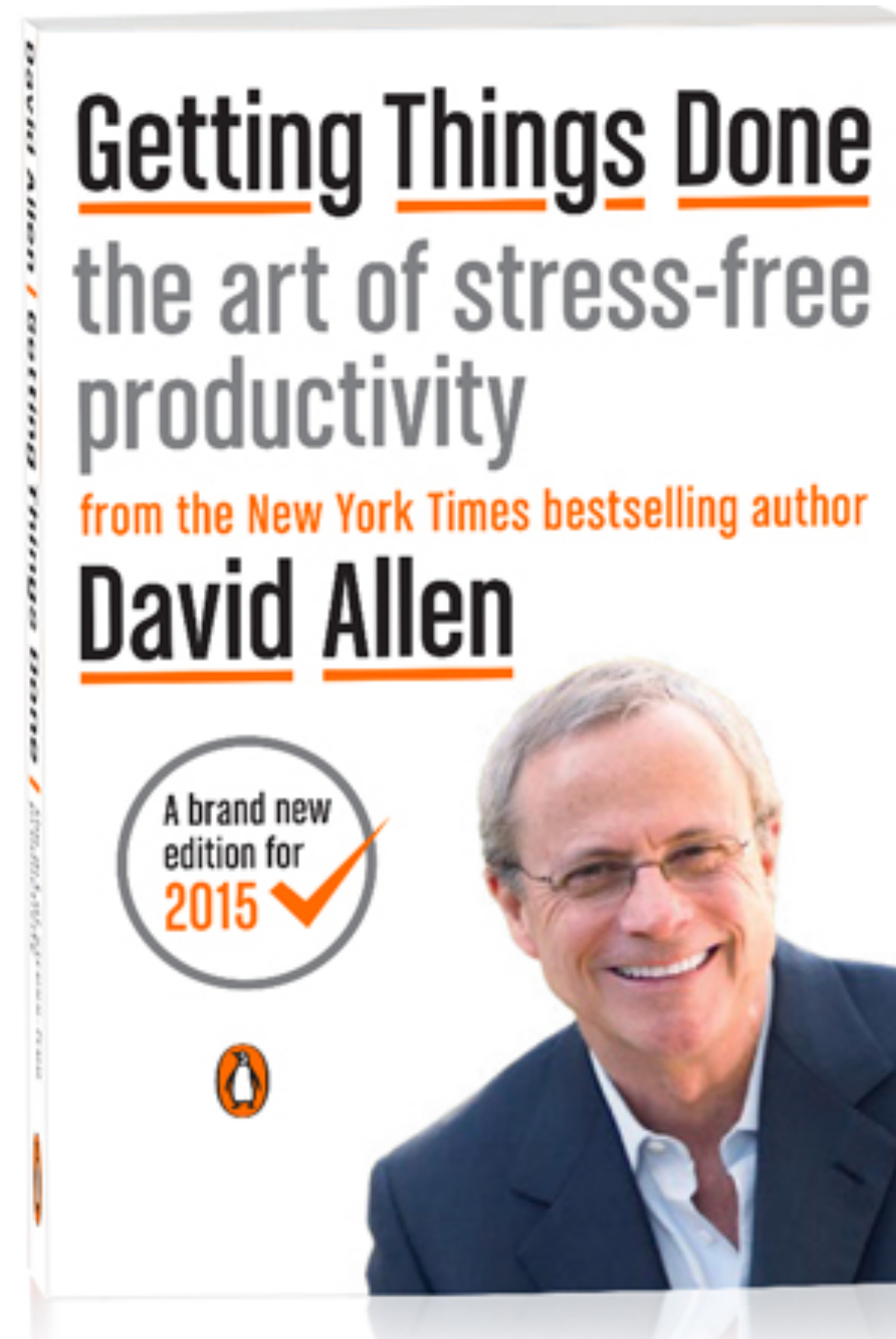
GTD Productivity



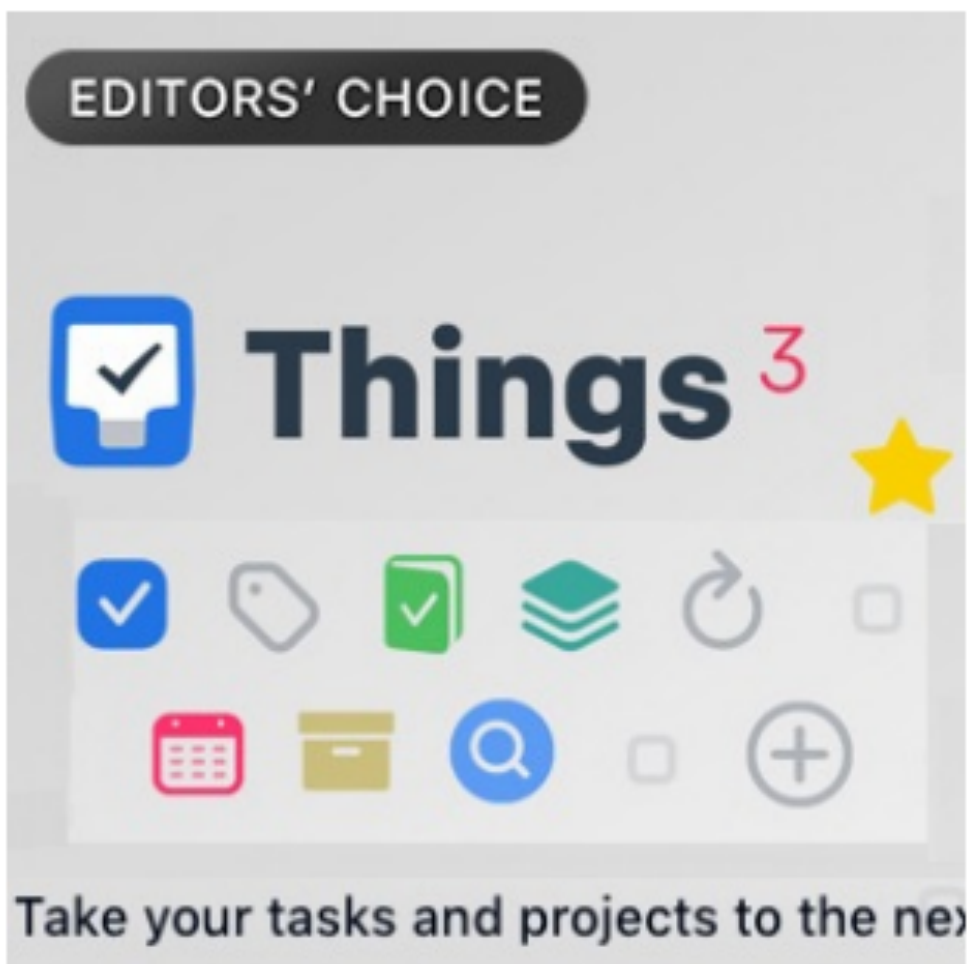
What should I do with this?

<i>Can I take the next action?</i>			
		Yes	No
<i>Can I do this in 2 minutes?</i>	Yes	Do It	Delegate It
	No	Defer It	Delete It

GTD Productivity



GTD apps



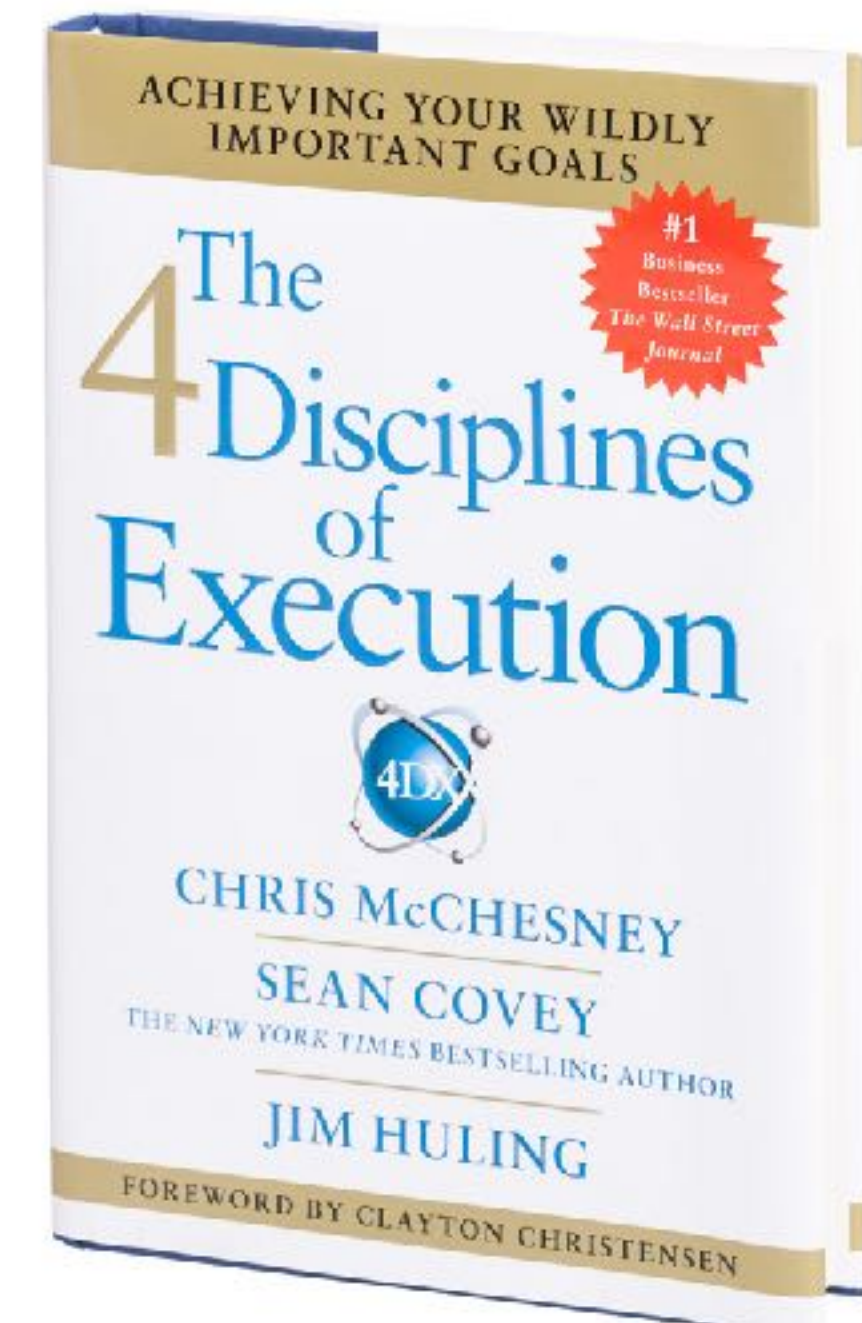
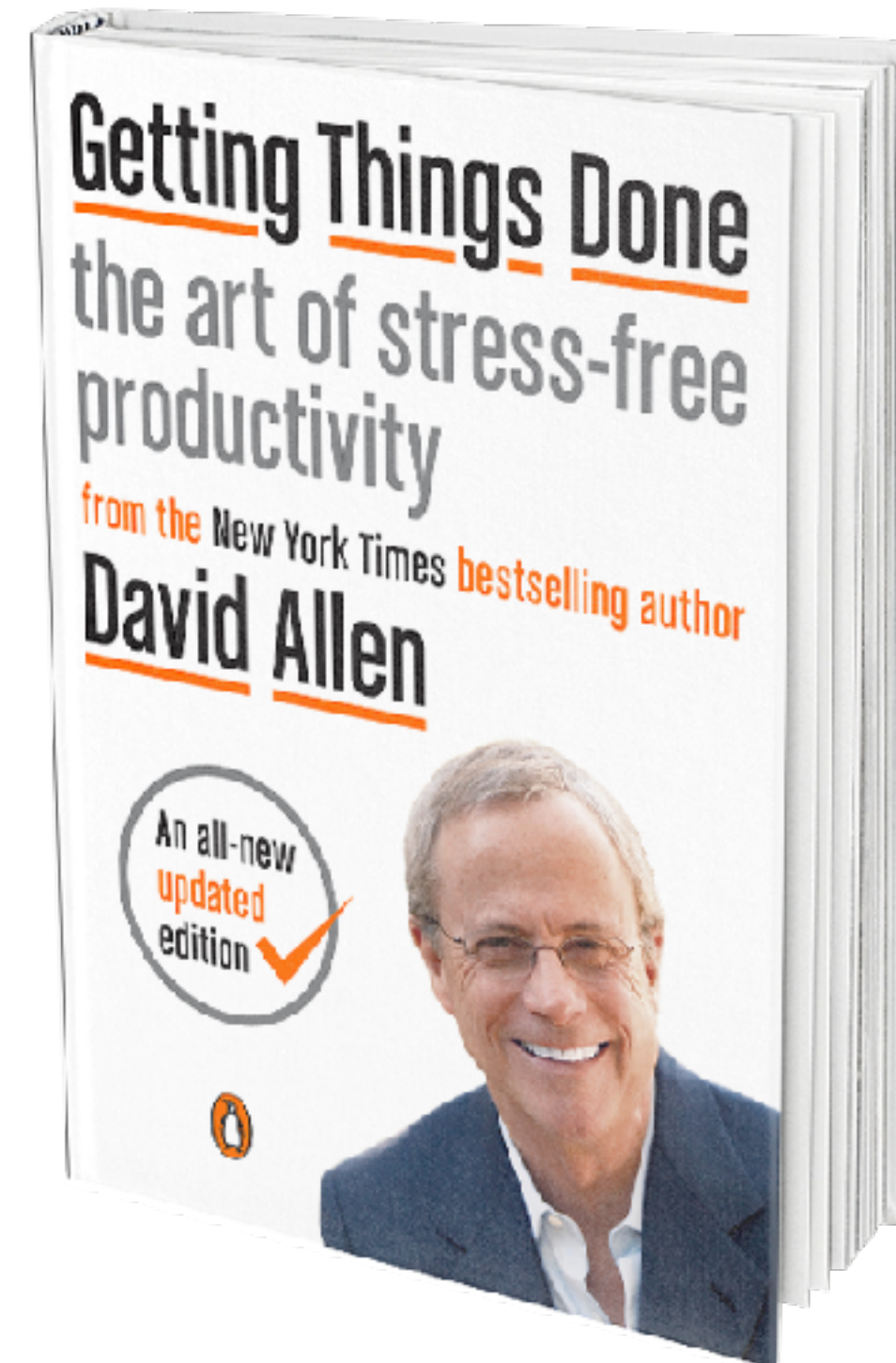
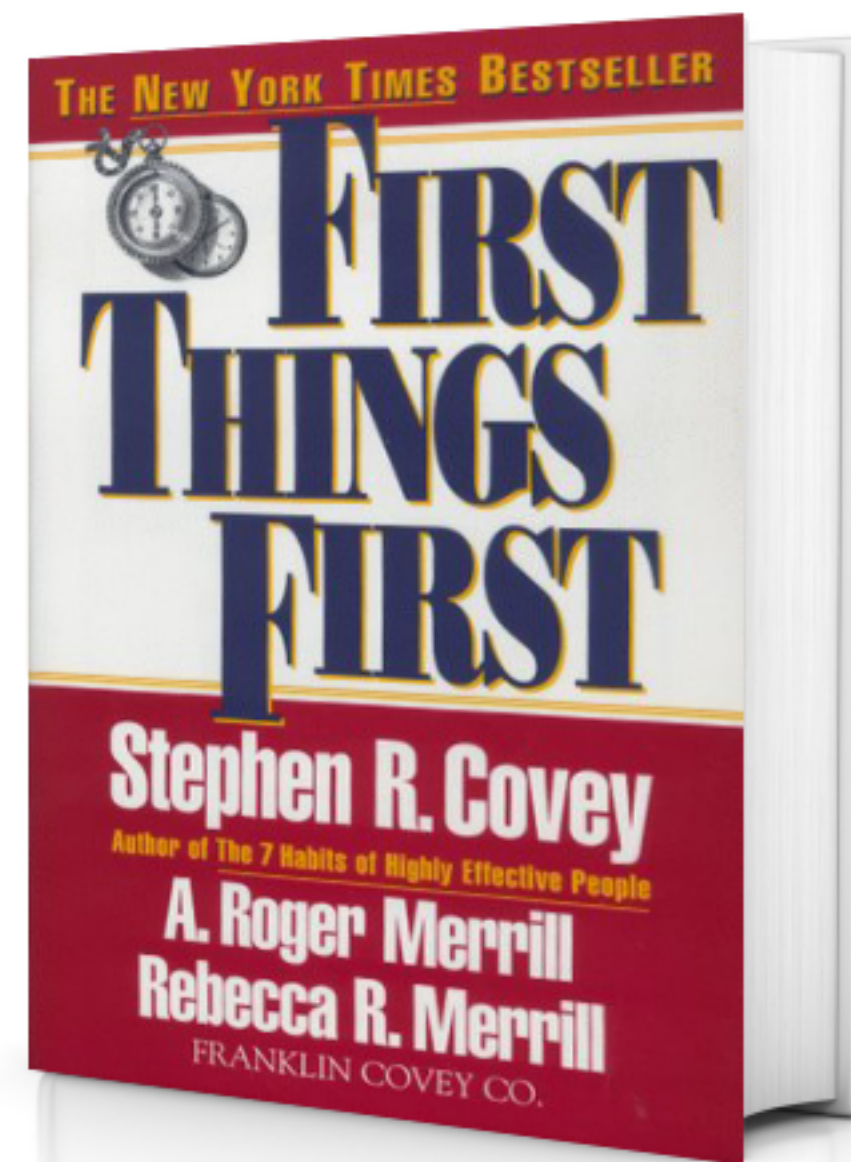


“Your mind is for
having ideas, not
holding them.”

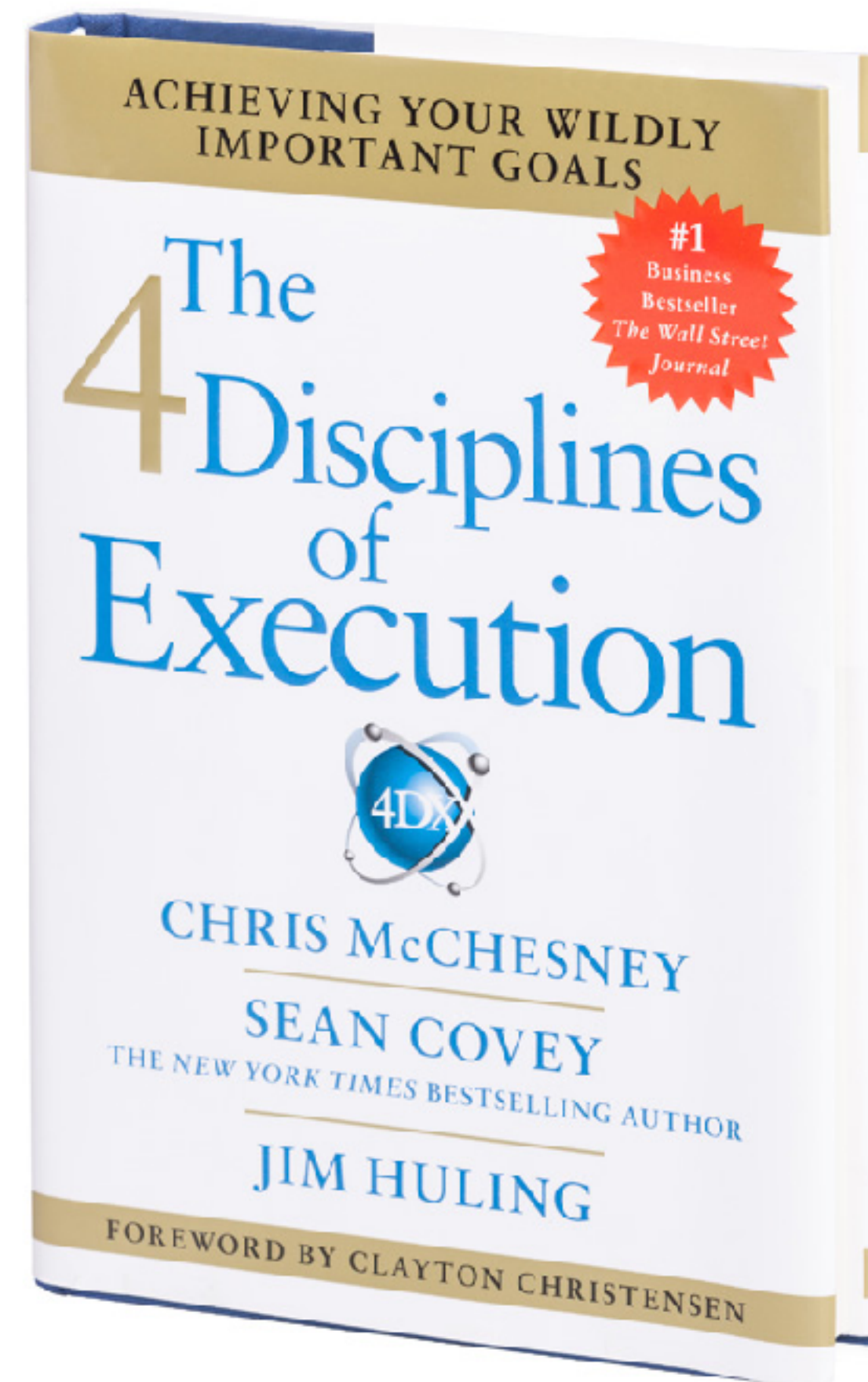


- David Allen

Three Books



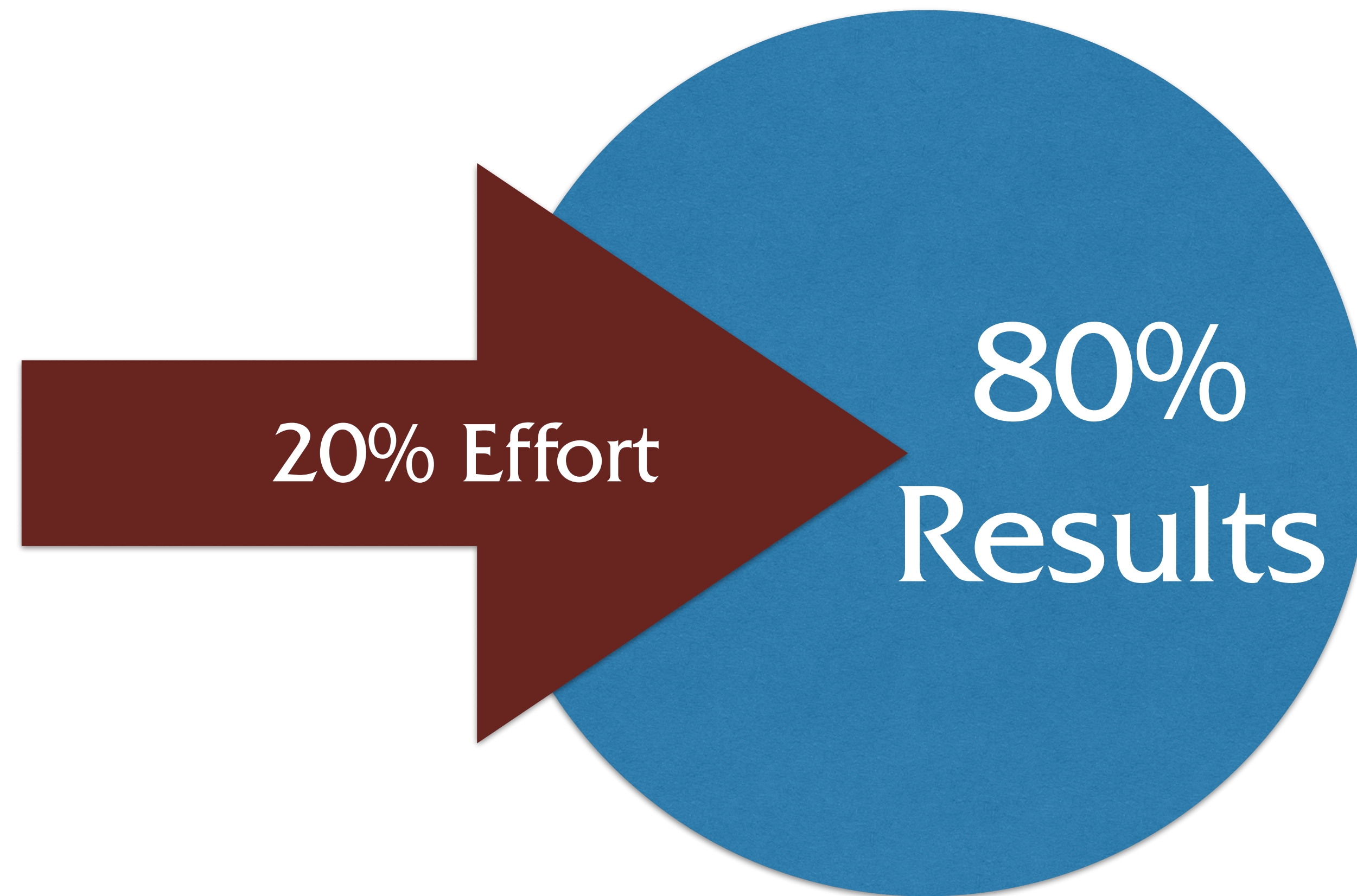
4DX



4 Disciplines of Execution

1. Focus on the Wildly Important
2. Act on the Lead Measures
3. Keep a Compelling Scoreboard
4. Create a Cadence of Accountability

1. Focus on the Wildly Important



2. Act on the Lead Measures

Lead

- ◆ Activity
- ◆ Predictive
- ◆ Controllable
- ◆ Habit

Lag

- ◆ Results
- ◆ Unpredictable
- ◆ Uncontrollable
- ◆ Achievement

3. Keep a Compelling Scoreboard



4. Create a Cadence of Accountability



Regular Reports

	Daily	Weekly	Monthly
Plan	Production	Priorities	Projects
Review	Particulars	Problems	Progress

Timer Techniques



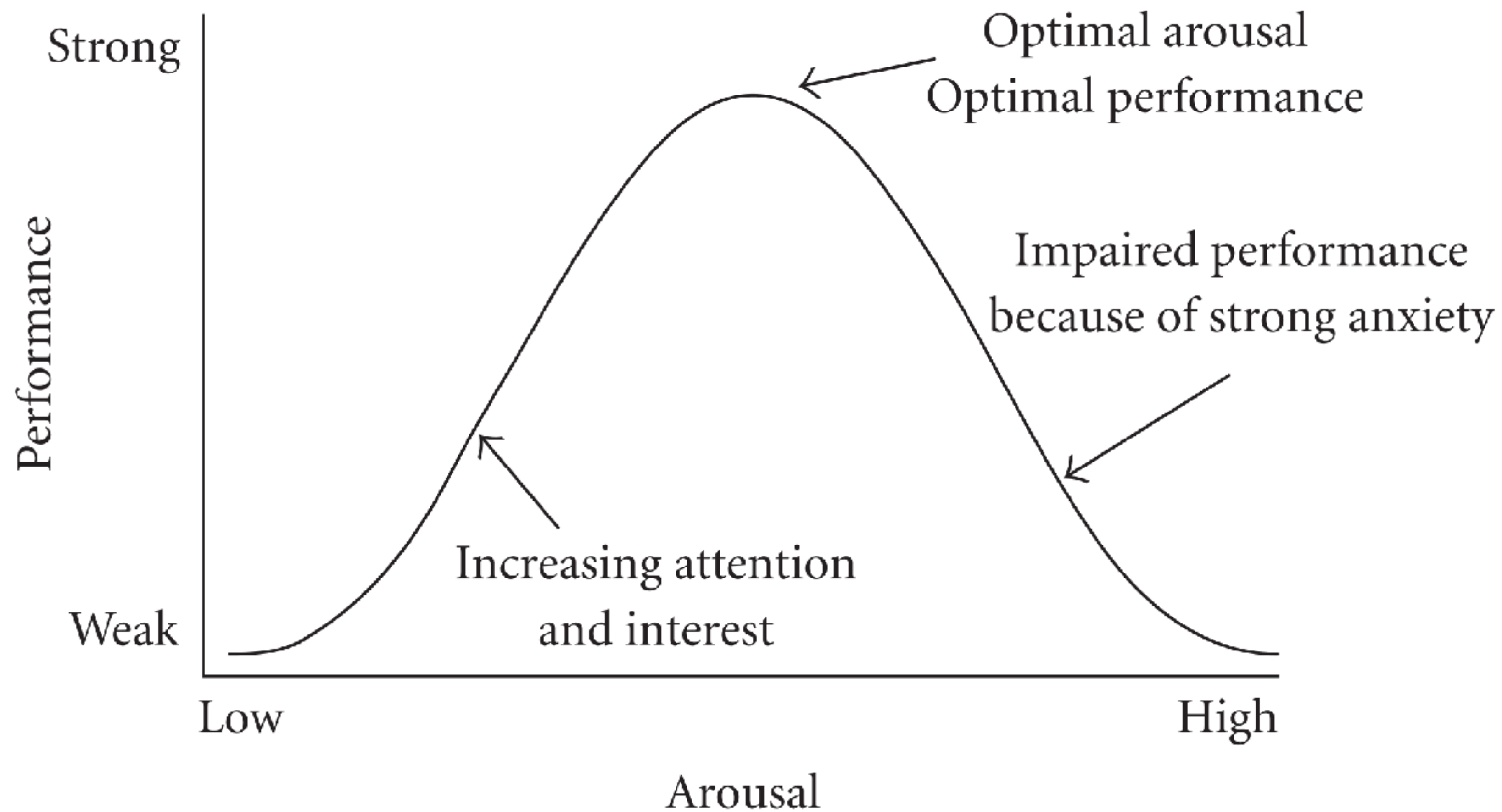
Timer Techniques

- ♦ Pomodoro Technique: 25 min / 5 min
- ♦ Ultradian Rhythm: 90 min / 20 min
- ♦ Draugiem results: 52 min / 17 min

Alternating States



Yerkes-Dodson Law



Alternating States

	Stress	Relaxation
Speed	Fast	Slow
Emotion	Anxiety	Flow
Focus	Doing	Being
Work	Shallow	Deep

Personal Power-Up List



20-Minute Qi Gong



20-Minute Qi Gong



Deep Work vs Shallow Work



Deep Work vs Shallow Work

Deep Work: Professional activities performed in a state of distraction-free concentration that push your cognitive abilities to the limit.

Shallow Work: Noncognitively demanding, logistical-style tasks, often performed while distracted.

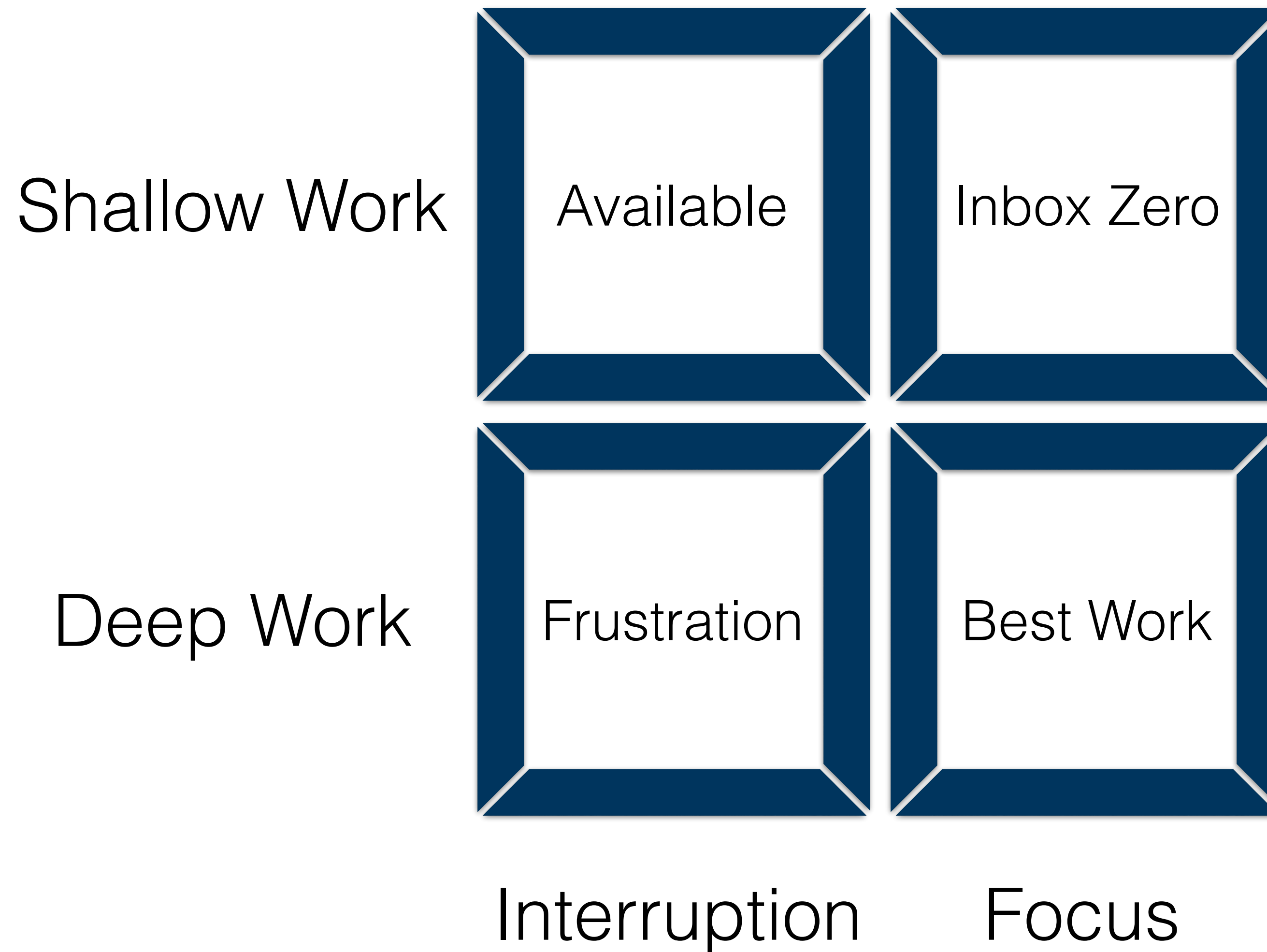
Deep Work vs Shallow Work

	Deep	Shallow
Activities	Deciding	Responding
Expectations	Focus	Interruptions
Goals	Yours	Others

Office Hours



Deep Work vs Shallow Work



Deep Work vs Shallow Work



Don't be the bottleneck



Panopto Survey

We spend an average of 5 hours
per week waiting for information

Don't be the bottleneck



Punctuality Creates Trust



Triple Your Productivity

Manage Your Tasks,
Time, & Priorities



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