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#### **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

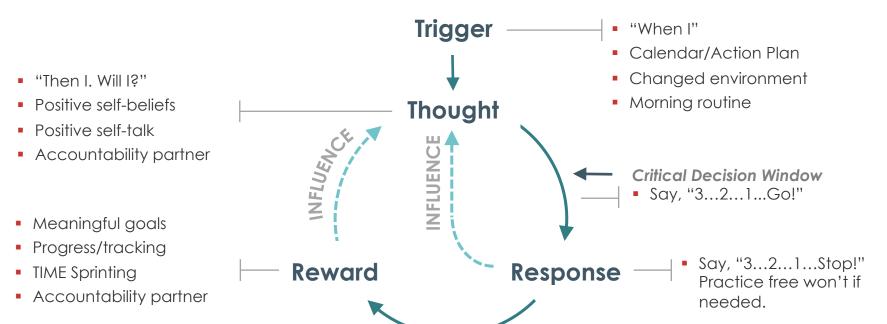
- Sprint. Work obsessively on one planned task only for 20 to 90 minutes with a visual stopwatch on and counting up. If you reach 90 minutes, take a break.
- **Relay.** Perform four TIME Sprints in a row with up to sixminute breaks in between. Each four-sprint-in-a-row sequence is a relay.
- Block distraction by keeping a distraction capture list: If 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
  - Our TIME tracker
  - Notebook
  - Various apps and software

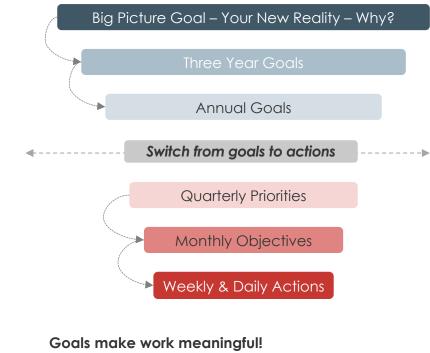
#### THE 4 ELEMENTS OF HABIT<sup>TM</sup>



### 4 LEVELS OF TIME TM

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
Level 2: <b>Mandatory</b>	Time you feel you must spend	Minimize/Outsource
Level 1: <b>Empty</b>	Time you waste	Eliminate/Minimize

#### GOAL AND ACTION PLANNING FRAMEWORK



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

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

XP3		9 Habits	Hacks
		1. Recruit Your Drive	<ul> <li>Choose your New Reality</li> <li>Plan actions weekly</li> <li>Track progress weekly</li> </ul>
1	Manufacture Motivation	2. Ignite Your Proactivity	<ul> <li>Calendar Investment time</li> <li>Talk to yourself</li> <li>Say, "321Go!"</li> </ul>
		3. Reengineer Your Habits	<ul> <li>Say, "When I, Then I. Will I?"</li> <li>Change your environment</li> <li>Make your morning routine sacred</li> </ul>
		4. Obsess Over TIME	<ul> <li>Take T, Increase I, Minimize M, Eliminate E</li> <li>Put your GIA first</li> <li>Track your TIME</li> </ul>
2	Control Your TIME	5. Say No	<ul> <li>Do less: If it's not gung ho, it's no</li> <li>Practice saying no</li> <li>Keep a to-don't list</li> </ul>
		6. Play Hard to Get	<ul> <li>Be free from the shackles of alerts</li> <li>Signal "do not disturb"</li> <li>Be someplace else</li> </ul>
		7. Sprint into the Zone	<ul> <li>Establish a daily routine of obsessed, planned sprints</li> <li>Relay: Do 4 successive sprints</li> <li>Block distraction: Keep a distraction capture list</li> </ul>
3	Execute in the Zone	8. Fuel Your Energy	<ul> <li>Mind: Practice positive self-talk and mindfulness</li> <li>Body: Eat well, sleep well, and take care of your body</li> <li>Spirit: Take Treasured time, find your spiritual path</li> </ul>
		9. Right the Ship	<ul> <li>Say, "321Stop!" Practice free won't</li> <li>Make micro change</li> <li>Sign a commitment contract</li> </ul>