



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

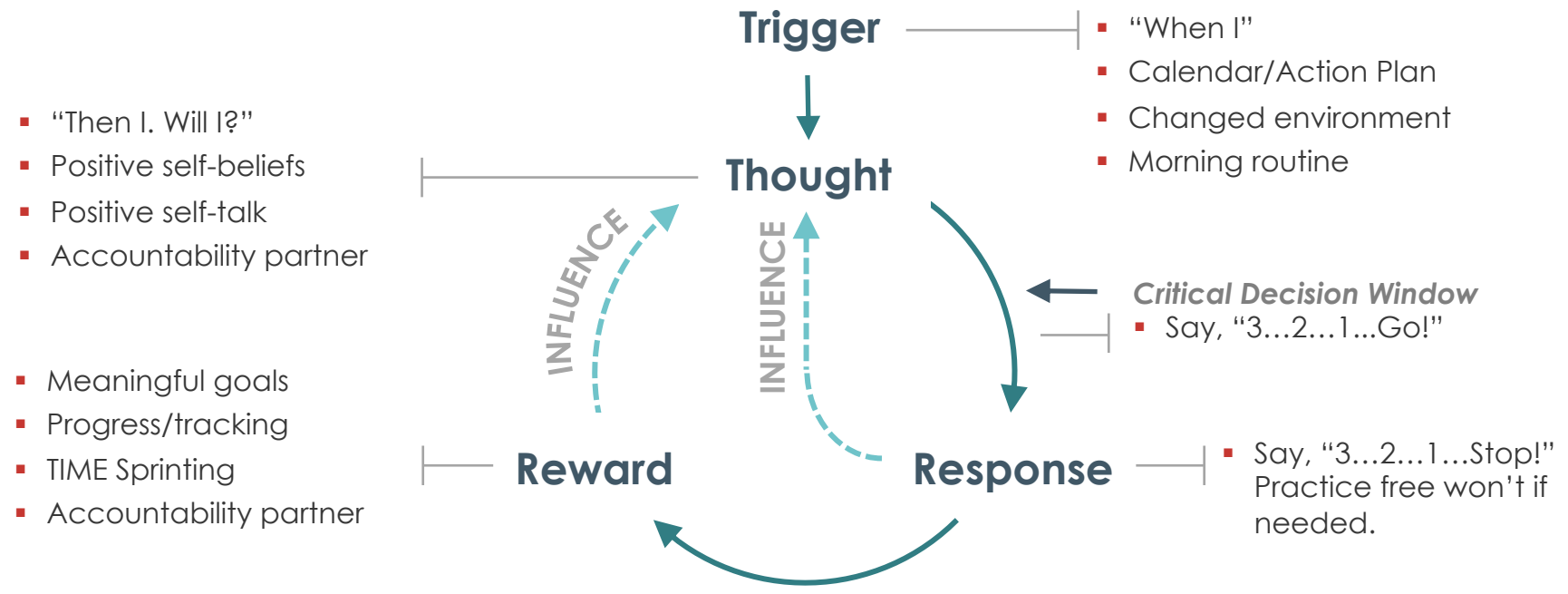
- 1 **Sprint.** Work obsessively on one planned task only for 20 to 90 minutes with a visual stopwatch on and counting up. If you reach 90 minutes, take a break.
- 2 **Relay.** Perform four TIME Sprints in a row with up to six-minute breaks in between. Each four-sprint-in-a-row sequence is a relay.
- 3 **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™



4 LEVELS OF TIME™

Level	Description	Action
Level 4: Treasured	Time you hold dear	Take some now, maximize for future
Level 3: Investment	Time that generates outsized returns	Increase: prioritize, calendar, maximize
Level 2: Mandatory	Time you feel you must spend	Minimize/Outsource
Level 1: Empty	Time you waste	Eliminate/Minimize

GOAL AND ACTION PLANNING FRAMEWORK



Goals make work meaningful!

- 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

