

WORKSHOP GUIDE

JUNE 2018 BEST LIFE MOVEMENT WORKSHOP “PRODUCTIVITY HACKS: STOP THE BUSYWORK + SUPERCHARGE WHAT MATTERS”

PRIORITIES: KNOW WHAT’S IMPORTANT BEFORE USING PRODUCTIVITY HACKS:

IDENTIFY YOUR MANY LIFE DREAMS AND GOALS:

Flip this page over to do so.

BRAINSTORM YOUR LIFE PRIORITIES, CIRCLE YOUR TOP SIX, THEN RANK THEM.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

IDENTIFY THE “MUST DO TASKS:”

List out the tasks that are not obviously associated with a life goal or dream. You do these tasks no matter what. Some could be necessary for survival (i.e., grocery shopping), others might be tied to the chapter of life you’re in (i.e., taking the kids to school), or are necessary for basic self-care (i.e., teeth brushing).

DUMP: Cross out the tasks you don’t need. DELEGATE: Circle those that others can do. REPLACE: Box those that can be done differently. KEEP: Leave those that are necessary.

WRITE OUT 100 LIFE DREAMS OR GOALS.

- | | | |
|-----|-----|------|
| 1. | 35. | 68. |
| 2. | 36. | 69. |
| 3. | 37. | 70. |
| 4. | 38. | 71. |
| 5. | 39. | 72. |
| 6. | 40. | 73. |
| 7. | 41. | 74. |
| 8. | 42. | 75. |
| 9. | 43. | 76. |
| 10. | 44. | 77. |
| 11. | 45. | 78. |
| 12. | 46. | 79. |
| 13. | 47. | 80. |
| 14. | 48. | 81. |
| 15. | 49. | 82. |
| 16. | 50. | 83. |
| 17. | 51. | 84. |
| 18. | 52. | 85. |
| 19. | 53. | 86. |
| 20. | 54. | 87. |
| 21. | 55. | 88. |
| 22. | 56. | 89. |
| 23. | 57. | 90. |
| 24. | 58. | 91. |
| 25. | 59. | 92. |
| 26. | 60. | 93. |
| 27. | 61. | 94. |
| 28. | 62. | 95. |
| 29. | 63. | 96. |
| 30. | 64. | 97. |
| 31. | 65. | 98. |
| 32. | 66. | 99. |
| 33. | 67. | 100. |
| 34. | | |

PRIORITIES + TIME MANAGEMENT = PRODUCTIVITY

TIME MANAGEMENT: BE PRODUCTIVE IN THE THINGS THAT MATTER.

WHAT IS YOUR PROJECT'S (ETC.) PROLIFIC QUALITY OUTPUT?

WHAT ARE THE MOST IMPORTANT FIVE MOVES TO PRODUCE THIS OUTPUT?

1. _____
2. _____
3. _____
4. _____
5. _____

WHAT ARE THE DEADLINES AND DELIVERABLES ASSOCIATED WITH THESE MOVES?

MOVE #1	DELIVERABLE	DEADLINE
MOVE #2		
MOVE #3		
MOVE #4		
MOVE #5		

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