# Productivity

## Making Your Goals a Reality

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THE CAREER RESET

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# A New Way to Think About Productivity

This isn't going to be like any regular productivity or time management training you've ever taken.

Most of the time, when people talk '*productivity*' it's all about tips, tools and actions you need to take to get more productive.

This isn't that.  Well... not for the most part.

Tips are good.  New tools and software are always welcome.  But tips, tools and processes aren't making you more productive.

Believe me, I used to try every new productivity tool and process that's came out over the years.  Every few months I'd go through the same cycle.

> » *Revamp my entire productivity process.*
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> » *Work with it for a few weeks.*
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> » *Slowly fall off the wagon.*
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> » *Give it up completely.*
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> » *Get super-disorganized and stressed out until I become more unproductive than I could manage*
>
> » *Then find a new process and start over.*

And the reason it didn't work was because I was only dealing with the process through *actions*.

**If you want to change your eating habits long-term, you need to constantly be managing your thoughts about what you're eating and why you're eating it. Same with productivity.**

I was managing my productivity in my *A-line*.

I was taking all these actions, but I wasn't managing or getting aware of how my thoughts and feelings were fighting against me.  And even still I would make it work for a while.  But then slowly, I'd get tired of white-knuckling and pushing myself and I'd let things go.

I wasn't managing and improving my thinking as I went.  I was just fighting thoughts I didn't even know were there.

It's like when you're on a diet.

We eat the salad, even though in our minds we're thinking I'd much rather have a pizza.

And then guess what happens?

Sooner or later, you're sprawled out on the couch with an empty pizza box.

If you want to change your eating habits long-term, you need to constantly be managing your thoughts about what you're eating and why you're eating it.

Same with productivity.

I know productivity sounds like it's technical.  But just like everything else you do, it's largely mental.

Success is 80% mindset

If you want to be productive, you need to intentionally manage your mind throughout the process

So this entire program is about developing your mental strength in the areas that most challenge you when it comes to productivity.

What are the main reasons we don't get things done?
  » *We don't have time or we think we are too busy.*
  » *We procrastinate because we don't know how to start*
  » *We're scared of failing*
  » *We're overwhelmed by everything we need to do*
  » *We think other people control our time*
  » *We overwork things because we don't think our work good enough*

These are all **mental** challenges my friend.

It's definitely NOT because there isn't an decent tools to keep you organized.

There are tools everywhere.

And you don't really need them all.  You don't need to get fancy with the tools.

I'm going to teach you how to do this with a good ol' digital calendar and piece of paper.

*I know productivity sounds like it's technical.  But just like everything else you do, it's largely mental.*

So the main difference with this program vs. any other program that you've taken, is that when I teach time management, it's not just so you can be a little better at getting things done.

*This is all about living a conscious and deliberate life.*

Lots of people want to work for organizations that help them have better work-life balance.

That's BS.

That's you looking for a solution outside of yourself.

No company is going to give you work-life balance.

You have to take control of your own time. This is about you being purposeful and deliberate about your time, what you do with it, and how you honour it.

This is about you achieving your goals in your work and in your life.

Because you need both to be effective in either.

So how can a thoughtful productivity process help you?

The benefits of this entire process are very simple.

**YOU ACHIEVE YOUR GOALS QUICKLY.**

That's it.

Now there is a little side benefit to this. And that's self-esteem.

As you start ticking things off your list and staying committed to the things you tell yourself you will achieve, you start feeling pretty awesome about yourself.

You're getting it done.

> *This productivity training is not just about getting things done. It's about living a conscous and deliberate life.*

You're achieving success. Your goals. Your dreams. In a way that doesn't sacrifice your life.

You start this upward cycle of success. The more productive you are, the more you achieve, the better you feel about yourself, the more productive you are... and so on.

It feels pretty awesome.

So here are the four main topics that we're going to cover in this program.

1. The Four Myths that you believe about productivity
2. The Three Mindset Shifts You Must Make to Be Productive
3. How to Effectively Plan a Project
4. How to Effectively Plan Your Week

This is what we are covering my friends. And of course, all the exercises are broken down into 15 min increments. But you feel free to go as quickly as you like.

Now one head's up before you continue.

Watching the videos for this program is important.  Particularly in sections 3 and 4.  I will visually demonstrate how to plan effectively both on paper and in your calendar.  Make sure you watch that part of the video to maximize your clarity on the process.

Let's get started with setting the foundation for what you believe about productivity.

## EXERCISES: Productivity Beliefs

This section of exercises is about identifying your overall beliefs about productivity and deciding what you want to believe moving forward.

This exercise section is designed to help you take small consistent steps forward EVERY DAY.  It's laid out in mini exercises so you don't get overwhelmed.  That's how our brain develops strong habits and gets comfortable with new behaviours.

Each daily exercise is designed to take you about 10-15 minutes.  However, I invite you to take as long as feels right for you.  If you feel like you can do more, then do more.

Prioritize the time on your calendar at the beginning of the week to remind you of your daily commitment to yourself. And keep it sacred. Your commitment to yourself is the most important commitment to keep.

## DAY 1: CURRENT BELIEFS

**What do you believe about productivity?** Your beliefs are simply your thoughts that you think a lot.

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**What do you believe about your current level of productivity?** Write down all the thoughts and beliefs that come to mind. Consider your abilities and inabilities, chronic roadblocks, influences, feedback, areas of growth or stagnation, how easy or hard things are, and any other thoughts you have about your level of productivity.

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**What have people told you about your productivity?**

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What do you believe about your ability to be productive?

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Why do you think you have your current results around productivity?

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## DAY 2: FUTURE BELIEFS

What are the results you want most when it comes to productivity?

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What are the beliefs that have kept you from getting those results?

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What do you need to believe to get those results?

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Why don't you believe this yet?

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## DAY 3: VISUALIZE YOUR FUTURE

Think about the changes you want to make aned visualize yourself having already made them.  What's different about you?

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How do you handle productivity differently?

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How do you feel differently?

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How will you know when things have clicked for you?

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# The 4 Myths You Believe About Productivity

Whenever I talk to people about productivity, I hear these four myths over and over again.

And when I say myths, what I really mean are *thought errors*.

I'm not saying your thoughts are wrong.  That's not what I mean by thought errors.

You get to choose what you think.

But it becomes a thought error when your thought actually is creating a different result than you think it's going to create.

These are thought errors.

And the reason I'm calling these *thought errors* myths is because there are some people who **believe** these thought errors really hard.

They think these thought errors are the truth.

But they're not.

So myths are just popular thoughts errors that don't give you the result you think they give you.

*A thought error is when your thought actually creates a different result than the one you intend.*

Think of it like the popular girls in your high school.  Everyone really liked them, but that didn't mean they were any better than you or any more worthy.  And it definitely didn't make them any more secure or confident because everyone liked them.

It was a facade.

Everyone really believed something so we thought it was true, but it wasn't.

So we'll go through each of these mythical thoughts one by one and then you can decide what you choose to believe.

## MYTH #1: I'm Too Busy or I Don't Have Enough Time

Time is the most important asset we have, and the one we spend the least amount of time figuring out how to manage.

We tend to live our lives at the effect of time.  We're chasing it.  We're a victim to it.  We

don't often try to manage it.

And if we do try to manage it, we're often trying to manage it from the *A-Line*... meaning, we're trying to manage it through *actions* rather than mindset or thoughts (the T-Line).

But time is actually a *circumstance* (sorta). It belongs in the *C-Line*.

Time is simply a construct. Meaning a bunch of humans got together and constructed how we measure time.

So because we all agree on how time is measured in seconds, minutes, days, etc., we can put it on the C-Line. I'm not sure Stephen Hawking would agree, but for our purposes, time is a circumstance.

And if time is a circumstance, then everything we think about time is optional.

And what are the main things people think about time?

>> *I don't have enough time*

>> *I'm so busy*

>> *There isn't any time*

>> *I have too much to do for the time I have available*

When I worked at McDonald's, I'd see people in the hall, or in the elevator and I'd say *'hey, how you doing?'* Now you'd think that people would say fine. But at McDonald's the standard answer was *"I'm so busy"* or *"It's crazy"*.

Or people would say *"It's so busy, isn't it?"*, almost like a brag.

I said all of those things.

We don't think abundantly about time. We're mostly thinking from a place of scarcity.

*Once you define yourself through a belief, it becomes harder to change the belief because it means you have to rethink your value.*

There's never enough time.

**The truth is, you have all the time you need.**

Let's say you have a full calendar for the day. Back to back meetings that you have to go to. And you have a To-Do-List that spills onto several pages.

And then the school calls. Your child doesn't feel well and needs to be picked up.

All of a sudden you figure out how to manage it. You move things around. You delegate authority. You figure it out because you have to.

Many of the decisions you make in that moment could have been made without your child getting sick.

Many of the meetings you had to attend, didn't actually need you there.

So if you tell yourself that you don't have time, and that you're just so busy, that's a belief for yourself that doesn't need to be true.

Yet people believe it hard.  Like, really really hard.

And people use it to define their identity and their value.

The busier you are - the more important you are.

The more meetings you go to, the busier and more important you are.

And once you define your value through a thought or belief, it becomes harder to change that thought.  Because if you change your thought, you have to rethink your value.

*(take a moment to let that sink in)*

Here's a question for you.

**Can you be a valuable person if you think you have all the time you need?**

How you identify yourself and how you identify your life is going to affect how you show up in it.

The truth isn't that you don't have time.

*The truth is you're not taking control and managing your time effectively.*

The biggest problem is that you don't use time in a way that is planned, purposeful and deliberate

And that can change right now.


## MYTH #2: Planning leaves no space for creativity

People say, *"I don't really want to do this planning process. I don't really want to sit down and do all these things. It's very tedious. I'd rather be spontaneous."*

The thought error is that being overly planned doesn't leave time for creativity or spontaneity.

Here's the funny thing *(and I don't mean funny-ha-ha).*

When people unexpectedly have a little "found" free time, they don't know what to do with it.  When you haven't planned your free time, most people just waste it away. They watch Netflix, eat or waste time on social media … or check work emails.

Have you ever found yourself home early from work and not known what to do with yourself?

Sometimes a conference would end early and I'd find myself at home at 4 or 5 o'clock, and I wouldn't know what to do with myself.

I mean I have a million things that I'd love to do in my free time, but I could never think of one in that moment that I was motivated to do.

Has that ever happened to you?

The truth is when people don't plan their time, they are disorganized.

They're using up brain space trying to remember the 20 things they have to get done. They have to redo stuff over and over because they didn't think of project goals or dependencies. They worry. They're stressed out.

*The more planned out you are, the more freedom you give yourself to be creative and inspired.*

Ironically, they actually have less energy and brain power for spontaneity and creativity.

Here's a thought you can choose to believe that will not only change your productivity, but your enjoyment of life.

*When you plan your time effectively, it leaves more time for spontaneity and creativity.*

The problem with how most people plan time, is you only plan the work things that need to be done.  And then you try to plan your life around it.

But what if you flipped that on its head?

What if you started with planning your free time?  And then what if you added in time to think and connect? And *then* what if you added in your work action items - what would happen?

The most creative ideas come from having a clear mind.  And you can't have a clear mind when you're thinking of the 20 things you have to do.  You can't have a clear mind when you're chasing time.

When you follow the process we share in this training, you'll start to plan ALL your time.  And I mean all of it. **When you sleep.  When you eat.  When you play. When you plan. When you work.**

It sounds structured.  But it creates freedom.

You get purposeful.  You have the energy to do awesome things.  You get creative. You're not stressed and thinking about the 20 things b/c it's all captured somewhere.

You have clarity and you can lean into everything you're doing.

Last example.

Think of it like a high-functioning team. It could be a team at work, or even a sports team.

The more structured the team is the better they perform.

The more everyone knows their role and what's expected of them, the more creative and inspired they can be with their performance.

It's the same with planning your schedule.

The more planned you are, the more freedom and creativity you create for yourself.

## MYTH #3: You have to put in the time to be successful

OMG, I believed this for years.

I believed that if I put in the time it demonstrated I was committed.

I cared more.

It was a badge of honour.

I would sit at my desk until 7pm. Not always because I had to. But because I thought I should. I wanted to be seen.

But the truth is, it didn't make me any more successful than the people who went home at 5 every day.

For many people working hard means you work long hours. And that means you're busy and important.

But here's a crazy thought *(or is it?)*. **What if NOT being busy meant you were important?**

What if being *'important'* meant you were doing your work and getting stuff done, but didn't walk around with a *busy badge* on your chest?

What if getting all your work done in 8 hours and being super-efficient and effective was the celebrated goal?

What if that was the thing every employee strived for and every manager helped their employee to learn?

*When you learn to achieve your goals during your work hours, people are going to want you to show them how you do it.*

Ultimately, the most important thing to your organization is to get your work done, and get it done well.

When push comes to shove, they don't really care if you do it in 40 hours or 80 hours.

I have seen people be successful doing both within the same company. And I'm sure you have too.

How is that possible?

Because the belief that *being successful means 'working hard/late'* is a thought.

It's not the truth.

And the fact is the longer you work hard and late, the more burnt out you are, and the less effective you are on the job.

So I don't know about you, but I want to work 40 hours a week. Not 60-70.

And at the end of the day, does it really matter how many hours you work if you get all your work done?

**Believe me, when you learn how to make this process work in your job, office and life, people are going to want you to teach them how to do it.**

They're not going to be mad that you're not there at 7pm having chit chats or gossiping.

They're gonna say - can you teach me how you get all this shit done in 40 hours?

Pretty. Please.

## MYTH #4: I'm not in control of my time

If you're thinking that there's no use in planning my time because my boss or my family or someone else is going to come along and blow up my schedule, then you're not alone.

Lots of people think this.

They think *my boss controls my time*. Or *my kids control my time*. Or *I have no time for myself*.

But the problem isn't that other people control your time.

**The problem is you give up control of your time to others.**

The real problem is either you don't know how to say NO effectively, or you're not planning effectively.

And I know what you're thinking. *You're calling BS.*

You're thinking, wait a minute! *If my boss calls a meeting or asks me to do something, what do you expect me to do? Tell them "sorry I have something else planned on my calendar right now?"*

*How am I supposed to predict what my boss is going to do?*

Now you may think you have no choice, but how you respond to this situation is always your choice.

> ## The truth isn't that you don't control your time.  The truth is that you're NOT controlling your time.

You are always making a choice.

The problem is you don't like your options.

Here are two *other* options that are available to you when you plan your time effectively.

**Option 1;** when your boss pops in and blows up your schedule, you can simply say *"no problem, but here's the impact.  I had time scheduled to do this other thing, and that will have to get pushed back."*

That's a real option.

The fact is when you have your plans laid out, you have proof.  You can show your boss the impact of their 'pop in'.

I recommend using this option whenever you can.  It's not always the best option.  But it is more often than you think.

The reason your boss is popping in and doing this is because THEY are not organized.  And while it's not your job to get them organized, it is your job to show them the impact of their actions and then *let them decide*.

Quite often what will happen is they'll say - *Ok, no problem, let's do it later* (e.g. at a time that works for both of you), because it wasn't an emergency in the first place.  It's just them not planning.

The **second option** is accounting for the reality of your situation.

If you know you work in an organization or for a boss, who comes with emergency requests at least 3 times/wk, then you can block off time for that.  You can block off 2-3 hours of Boss Time/wk (or whatever is realistic).

My recommendation is to lean heavily on option one, and only use option 2 as a back up plan.  You know your situation, but if you try option one, you'll see that your boss will be less and less inclined to interrupt your schedule, and more inclined to book time with you.

**So the truth isn't that you DON'T control your time.**

**The truth is that you're NOT controlling your time.**

It's time to become the boss of your own time.

In summary, here are the four myths or thought errors that might be holding back your ability to show up the most productive version of you.

1. I don't have time
2. I don't like planning my time
3. I need to put in my time
4. I don't control my time

It's very powerful to see your thoughts in this way.  It really helps you see how you might be showing up.

Seeing my thought errors in black and white helps me see how they may be holding me back.  And when that happens, I often try to turn those thought errors into an *empowering question.*

So for example, *I don't have time* becomes *how can I think about time so I have more of it?*

Or *I don't like planning my time* becomes *How can I think about the planning process as a benefit?*

## EXERCISES: Myths and Thought Errors

## DAY 4: TIME

**Do you believe you have enough time to do what you need to do?**

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**Why or why not?**

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What takes up your time, and why?

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Why do you manage your time the way you do?

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Do you believe it's the best way to manage your time?

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Why or why not?

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What do you choose to think about time moving forward?

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Now, I invite you to look at where you are with your current thoughts and beliefs about time. The way you are currently spending your time is a reflection of those thoughts and beliefs.

Take a moment and do both an unintentional and intentional model around time to decide what you want to change about the way you think.

**UNINTENTIONAL MODEL:**

**(C)** _____

**(T)** _____

**(F)** _____

**(A)** _____

**(R)** _____

**INTENTIONAL MODEL:**

**(C)** _____

**(T)** _____

**(F)** _____

**(A)** _____

**(R)** _____

## DAY 5: TOO STRUCTURED

What do you think about planning all your time?

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Do you believe you can be spontaneous or creative by planning all your time?

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Why or why not?

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What are your biggest concerns with planning out your time?

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Do those concerns need to be true?  Why or why not?

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What do you choose to think about planning your time moving forward?

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Now, I invite you to look at where you are with your current thoughts and beliefs about planning your time. Take a moment and decide what you want to change about the way you think (if at all).

**UNINTENTIONAL MODEL:**

**INTENTIONAL MODEL:**

**C** _____     **C** _____

**T** _____     **T** _____

**F** _____     **F** _____

**A** _____     **A** _____

**R** _____     **R** _____

## DAY 6: HARD WORK (Put in my time)

Do believe success means you must put in extra time? Explain.

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Is it possible for people to be successful without putting in 'extra' time? Why or why not?

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Would you want to work for a manager who believed in getting all your work done in normal business hours? Why or why not?

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Do you believe you could get all your work done in regular business hours? Why or why not? What would need to change for this to happen?

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What do you choose to believe about what it takes to be successful?

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Now, I invite you to look at where you are with your current thoughts and beliefs around what it takes to be successful. Take a moment and decide what you want to change about the way you think (if at all).

**UNINTENTIONAL MODEL:**

**C** _____

**T** _____

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**A** _____

**R** _____

**INTENTIONAL MODEL:**

**C** _____

**T** _____

**F** _____

**A** _____

**R** _____

## DAY 7: NO CONTROL OVER MY TIME

On a scale of 1-10, how much do you believe you control your time? (10 is high).

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If it's not a 10, explain why not.

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What do you believe about your ability to control your time?

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Assuming (for a moment) you believe you CAN control your time, how would you handle your boss if they consistently interrupted your planned time?

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Assuming (for a moment) you believe you CAN control your time, how would you handle your team if they consistently interrupted your planned time?

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What do you choose to think about your ability to control your time?

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Now, I invite you to look at where you are with your current thoughts and beliefs around what it takes to be successful. Take a moment and decide what you want to change about the way you think (if at all).

## UNINTENTIONAL MODEL:

**C** _____

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## INTENTIONAL MODEL:

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# 3 Mindset Shifts
# You Must Make

So you've heard me say it about a million times by now; *productivity is all about mindset.* I mean we are well into this training, and we haven't even shared a process yet.

And we will. But the process is really the easy part.

It's *taking action in the process* that requires you to get your head in the game.

I invite you to imagine your life where you do every single thing you say you're going to do. Just picture your life like that for a few seconds.

You say, I'm going to work out on Tuesday, and you work out on Tuesday.

You say, I'm going to finish this project by 3pm and you finish the project by 3pm

You say you're going to be home for dinner by 6 and you're home for dinner by 6

Imagine your life where you do every single thing you plan to do. How would your life be different than it is right now?

Being able to plan is one thing. Being able to follow through is entirely another thing. It's night and day.

And so in order to help you follow through, you must practice making three mindset shifts.

And when I say practice, I mean practice. It will take practice and focus. You will struggle through it. You will fail and not get it perfect.

No problem. Keep practicing. Keep failing forward.

Now before I go into the mindset shifts, I want to revisit how the primitive brain or *baby brain* (as I call it) is wired to function.

While your pre-frontal cortex or your ADULT BRAIN is wired to reason, weight pros and cons, think logically and make informed decisions, your cerebellum, or BABY BRAIN is wired to do three things;

» *Avoid pain*
» *Seek pleasure*
» *Conserve energy*

That's how we survived thousands of years.

But in today's world, our BABY BRAINS are continuing to want to avoid things that take a lot of brain power. It's trying to conserve energy.

So when you face a project that you think is hard, or you don't know exactly what to do, your brain doesn't want to take it on. It wants to avoid it.

Instead it wants you to seek pleasure or rest. So you do random little things that are easy to do, like check Facebook or send a few emails. Go get a coffee. Chat with friends.

*Imagine your life where you do every single thing you say you're going to do in the time you say you'll do it in. How would your life be different?*

Anything to avoid doing that thing that's going to suck up more brain power.

I share this with you because being aware of how your Baby Brain is working in your productivity process is important for you to make the mindset shifts you want to make.

Let's start with the first mindset shift, and probably the most important one.

## MINDSET SHIFT #1: Fighting through resistance

Fighting through resistance is the tax you must pay to reach your goals. It's the currency of reaching your dreams.

Anytime you need to push yourself slightly out of your comfort zone, you must pay the toll by fighting through resistance.

That is the only way forward.

Not just with work goals. With any goals.

I used to do lots of Self-Reset Models to find thoughts that would make my worksout feel easy. I was feeling resistance to go for my run or do my strength training. I felt like everyday was a battle with my baby brain.

And it was!

That was the point. If I wanted to get my body in shape to run a 10K, I had to fight through the resistance of being uncomfortable.

You know that saying *"get comfortable with being uncomfortable"*? Did you ever stop and actually think about how to do that?

Do you it by using your thoughts to get used to the feeling of resistance in your body.

Now the good news is it does actually get easier. *Eventually.*

The length of time you must fight through resistance is relative to how uncomfortable you are with the task in front of you.

*Your dreams lie on the other side of resistance my friends.*

I'm sure you've heard people say *I used to have to push myself to workout, but now I love it. I look forward to it now* (and that's when you want to punch them in the face :-).

So it's really important that you are aware that you will feel resistance every step of the way for a while. Maybe a few months. Maybe less.

So here's how it's going to go when it comes to this productivity process.

You will feel resistance to use this process. But you'll push through that.

Then you'll feel resistance to start planning out your to do list. But you'll push through that.

Then you'll feel resistance to plan out one of the projects you need to do. Whatever it is. But you overcome that and you plan it. Well done by the way.

Then it's time to do one of the things you planned out, and you'll again feel resistance to do that.

Your mind will tell you to go for a walk, or a coffee break or get something to eat, or whatever. It will be constant. Not on every step or planned activity, but on many of them.

But when you feel this resistance, what does it actually mean?

**It means you gotta do the thing. Whatever it is.**

Once you push through and do it, you feel A-MAZ-ING.

You feel so empowered, you have the energy to keep going!

As Napoleon Hill says " The Obstacle is the Way".

Your dreams lie on the other side of resistance, my friends.


## MINDSET SHIFT #2: Letting go of perfectionism

If you're a steadfast perfectionist, you're gonna have a hard time with productivity. In fact, it may never work.

You're going to have to make a choice.

If you are going to reach your goals, you must let go of the perfectionism and do something I refer to as B- work.

And as a recovering perfectionist myself, I want you to know that I still feel the

blasphemous-ness of what I just said. Take if from an A student.

But the truth is perfectionism will not serve you as well as B- work.

This is counter to everything we learned as children. A+ means you're a star.

A+ means gifts from your parents

A+ means your teachers love you and you're on the honour roll.

A+ means all good things.

Why would anyone want to do B- work?

Well when it comes to productivity, striving for A+ work is your enemy. The problem is that you keep reworking your work over and over to the point where it doesn't get done.

You never think it's good enough. You don't adhere to your own timelines. You always want just a little more time to get it right.

So let me ask you this. Is it better to get out B- work and tweak it after the fact. Or continuously strive for A+ work and never get it out.

All your other work (and personal commitments) suffer because you can't let go of perfectionism?

*Is it better to get out B- work? Or never get out A+ work?*

And by the way, just because *you* think something's perfect doesn't mean it is. Others will want to add value to it as well.

Besides, as a recovering perfectionist, I know that the minute you put your work out there, you're gonna want to tweak it again anyways.

So just get it out there!

Turn in B- work. Get it done.

And if you want to schedule time later to make it a B+ or A, I'm all in.

But don't prevent yourself from finishing because it's not an A+ yet.


## MINDSET SHIFT #3: Trusting that you'll say what you will do

You want to start believing that you are the kind of person that does what they say they're going to do.

So many people make a commitment and in their minds they already know that they won't be following through on the commitment.

You say you'll bake the cupcakes for the bake sale, but you know that you'll be going to

the bakery to buy them.

You put a time in your calendar to write the presentation, but you know you'll be looking for reasons to push that off.

You say you'll get something done this week, but you already think that's impossible.

The goal here is to learn to make commitments and believe that you will follow through with them.  The more you trust what you say you're going to do, the stronger you are.

You must start to believe that you're someone who always does what they say they're going to do.

If this is not what you're currently doing, then this will take practice.  Focus on getting better every day, and finding evidence that this is who you are now.

## DAY 8: RESISTANCE

For each of the three mindset shifts, answer the following questions.

**What do you believe about your ability to push through resistance?**

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**Why do you believe this?**

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**Give some examples when you've struggled to push through resistance**

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What observations do you have about these situations?

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Give some examples of when you've been able to push through resistance.

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What observations do you have about these situations?

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What were you thinking when you were able to push through resistance?

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What are the obstacles that you see for youself in pushing yourself through resistance?

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How will you overcome those obstacles?

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Do an unintentional and intentional model.  Pick a real circumstance you faced in the past or are about to face when it comes to resisting something you must do to reach a goal.

**UNINTENTIONAL MODEL:**

**C** _____

**T** _____

**F** _____

**A** _____

**R** _____

**INTENTIONAL MODEL:**

**C** _____

**T** _____

**F** _____

**A** _____

**R** _____

## DAY 9: PERFECTIONISM

For each of the three mindset shifts, answer the following questions.

**What do you believe about your ability to let go of perfectionism?**

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**Why do you believe this?**

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**Give some examples when you've struggled to let go of perfectionism.**

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**What observations do you have about these situations?**

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**Give some examples of when you've been able to let go of perfectionism.**

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**What observations do you have about these situations?**

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What were you thinking when you were able to let go of perfectionism?

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What are the obstacles that you see for youself in letting go of perfectionism (and doing B- work)?

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How will you overcome those obstacles?

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Do an unintentional and intentional model.  Pick a real circumstance you faced in the past or are about to face when it comes to letting go of perfectionism and doing your version of B- work.

**UNINTENTIONAL MODEL:**

**C** _____

**T** _____

**F** _____

**A** _____

**R** _____

**INTENTIONAL MODEL:**

**C** _____

**T** _____

**F** _____

**A** _____

**R** _____

## DAY 10: TRUST

For each of the three mindset shifts, answer the following questions.

**What do you believe about your ability to fulfill your commitments?**

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**Why do you believe this?**

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**Give some examples when you've struggled to fulfill your commitments.**

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What observations do you have about these situations?

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Give some examples of when you've been able to fulfill your commitments.

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What observations do you have about these situations?

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What were you thinking when you were able to fulfill your commitments?

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What are the obstacles that you see for youself in fulfilling your commitments in the future?

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How will you overcome those obstacles?

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Do an unintentional and intentional model. Pick a real circumstance you faced in the past or are about to face when it comes to trusting that you will follow through the commitments you make

**UNINTENTIONAL MODEL:**

**C** _____

**T** _____

**F** _____

**A** _____

**R** _____

**INTENTIONAL MODEL:**

**C** _____

**T** _____

**F** _____

**A** _____

**R** _____

# Your Productivity Process

Now that you know what to expect, it's time to work your planning process.

As I've said before, any planning process will work as long as you manage your mindset as an ongoing part of your productivity process

In fact, you may want to add a *'mindset reset'* to the beginning of each specific task to make sure your head's in the game (e.g. do a model before you start each task).

I love that idea.

You'll definitely get a lot of practice that way.

Now there are three things you need to do as part of this process.

1.  Make sure you have a list of all the big projects you need to accomplish. I'm not talking about all the steps in each project. Just the projects themselves. And one you have those, make sure you prioritize them.

2.  Next, you will take each project and blow out the steps and how long each step will take.

3.  And then finally, you will eventually plot these tasks on your calendar.

I recommend that you watch the video for the live demonstration of steps 2 and 3. There will be more texture there than you will get in the workbook.

## PLANNING OUT YOUR PROJECT

For each big project, make a detailed list of all the steps you will take or delegate to complete the project. Prioritize your list of steps, and then add a time allocation for each step.

Do this for each project you have.

Here are the steps we reviewed in the video.

1.  Pick a project

2.  Randomly list all the things you need to do or need to delegate

3.  Then put them in order

4.  Assign a timeframe to each one

5.  Review the obstacles

## PLANNING OUT YOUR WEEK

Here are the steps to planning out your week.

1.  Write everything down on your to do list.  Grab all the pieces of paper and lists you have with your deliverables.  This would include;

    »   Projects

    »   Personal stuff

    »   Career stuff (e.g. allocating time every day to work on your career)

2.  Pick a tool to plan in - You can use any calendar tool to plan out your week. I use google calendar. It's what I use in my business anyways, so there is no additional investment in software.

3.  Plot in any appts or meetings that you have agreed to be in.  My rule for meetings is if I'm not a presenter, contributor or decision maker, I don't attend. If I'm just there to listen, someone can inform me at another time.

4.  Then start plotting things in your calendar in this order;

    »   FREE TIME: Sleeping, Eating, Playing, Self-Care, Career, Socializing, Commute time, Etc.

    »   DAILY TASKS: Add in any daily tasks, e.g. check email twice/day, Boss time, Check LinkedIn

    »   PROJECTS: Plot in your projects based on your task list.