# PRODUCTIVITY/DISCIPLINE

DAVID KINGSBURY FITNESS
BE YOUR OWN HERO

# Productivity/discipline

**Beat procrastination and also learn to embrace the moment. Design a schedule that frees up your time for the things that matter most to you and achieve your best ever results on the way.**

Whether it be getting focussed and getting deep work done, or being able to switch off and enjoy family time being in the right zone at the right time is a powerful skill.

So if you struggle to switch off or to get focussed we create a system for you to be who you want to be.

**How we help create this?**

**Goal setting**

People often say results don't happen overnight. But we know they do. Small progress everyday adds up to the big results you will see and feel. This means that our long term goals are the result of us achieving our short and medium size goals on a consistent basis.

**Project planning**

Creating a schedule for goals and making all of goals specific, measurable and achievable. When we get can precise with our goals we can build out an exact step by step plan on getting there. This applies to work, our body, our fitness and any area we want to improve.

**Segmenting schedule**

Prioritising tasks and designating specific time slots for activities to create a productive structure and also time for you to enjoy.

**Managing time**

Within your schedule you can learn to optimise your time with focus tools, structured time out and deadlines.

**How we do this?**

We look at your goals and what it will take to reach them. We then look at your time management to help you to optimise your days.

**How we set this?**

A daily schedule. Every day with a structure of what needs to be done at what times.

**How we track this?**

Weekly project reporting.

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## goals this month

o lus een lock uit
o mediteur & doe aan yoga
o wees positief & stress less!

## NOVEMBER

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

**Goal setting**

Long term goals are the goals you set for your future, and short-term goals are an integral part of the planning to achieve them. Long term goals can't be met in a matter of hours, days, or months. It takes years of dedication, hard work, and planning. Envisioning things you want to achieve in the future can be exciting, but practically executing the plan can be daunting. So, to create an effective strategy to achieve your long term goals, you set several short term goals.

Short terms goals act as a milestone in your journey to reach the long term goal of your life. They help you gauge how far you have come and how long you still have to travel to reach your ultimate destination.

Also, to achieve the long term goals, you need to break them down into short term goals.

When you don't have short term goals, you lack a clear vision of what you want you to achieve. Short term goals help you see your ultimate goals clearly and sets specific guidelines to help you attain your long term goals.

Failures, discouragement, and rejection are some of the hurdles you may face while working towards your goals. Also, sometimes it takes way too long to successfully achieve your long term goals, which can take a toll on your confidence. This is where short term goals come into play. They keep reminding you the purpose of all the hard work you put in and keeps you focused. If you have a long term goal comprising of valid short term goals, you can be assured of success. After completing your short term goals, you can set rewards for yourself to enjoy this success, and that will help you keep moving towards your goals.

The secret of success is not just to keep moving. The secret is to keep moving according to a plan to reach to a particular destination in life. The plan is often a combination of many short-term goals pointing in the direction of an ultimate goal.

In order to prioritize your task list efficiently, you need a master to-do list that contains all of the tasks you need to prioritise.

Once all of your tasks are on a single list, you can start analyzing and preparing to prioritise them.

**Analyse Your Task List**

Now it's time to go through your list, review each task, and decide what you want to do with it. You have four options:

Do: complete the task now

Defer: complete it later

Delegate: assign it to someone else

Delete: remove it from your list

This is a quick way to narrow down your list to those harder-to-complete, higher-priority tasks.

Delegation is a great way to cut down your task list. Assign delegatable tasks to other people, and if there's anything you're waiting on others for, get it off your list. Create reminders to follow up on it later or add it to a shared project: Removing it from your task list will relieve the pressure of it there all the time.

Next up, delete anything that you don't need to do. Things that are worth deleting include tasks that have been on your list for a long time that you know you won't get round to. Or things that provide little value compared to the effort involved to complete them.

If you don't want to completely forget a task you're deleting, just move it to a separate "someday" list of things you want to do if you find the time.

Now you're finished doing, deleting, and delegating tasks, what you have left are your deferred tasks. These are the things you need to do that will take longer than two minutes to complete. With this list you are ready to get started.

**Prioritising Your Tasks**

There are plenty of ways to prioritise your tasks, and some may work better for you than others. We have a few options we can work with you to utilise.

Project planning

1. Use a priority matrix

Take all of your tasks and assign each a priority based on this priority matrix

Anything that's due soon or overdue counts as urgent. As for what's truly important and what's more of a "nice to do" use your very best judgement on this.

This tool is really helpful for those times when you're stuck with a million things to do, as it helps you focus on what is really important and what can wait.

Once you've laid it out, aim to get through the urgent and important tasks first so you're making the best progress. Next you can focus on the most productive quadrant: not urgent and important. The tasks that fall here are easy to put off but provide lots of value when they do get done.

Lastly, whatever you do, avoid the busy work and time wasters that land in the not urgent and not important quadrant until the others are done.

**Use relative prioritisation**

Using the priority matrix helps a lot, but what if you still have dozens of tasks in your urgent and important queue? How do you know where to start to get the most done?

Now it's time to assign each task a priority number. If you have ten tasks, each task gets a number 1-10. You can't have two number ones. The exercise here is to weigh each task against the others in order to determine where to start first.

**Segmenting schedule**

Focus on three big tasks for the day — starting with your worst.

If you're constantly juggling work and looking at smaller tasks, you won't be able to work on your larger goals.

Whether you do this the night before or well ahead of time, list your three big and most important tasks for the day. These should be at the top of your to-do-list. You should base your schedule around these three tasks and eliminate all others until these are complete that day.

For example, if you schedule out from 8 am to 10 am in your calendar to work on your first big task, then turn

off your phone and all notifications from email or social media.

Not sure where to start? Get the worst task out the way.

Focus on the thing that you don't want to do, but absolutely need to get done. You may not want to do this task because it's challenging or not a task or unpleasant. But, if you don't complete it, it will linger with you all day.

This way the rest of the day will be much easier, enjoyable and productive. Not only will you feel like a weight has been lifted off your shoulders, you will also feel accomplished. And you can now use that drive to tick-off the remaining tasks you planned for the day.

Schedule calls and meetings in the afternoon.

Thanks to our natural circadian rhythm, we all tend to experience afternoon brain fog.

Speaking of which. Because your energy is not at high in the afternoon, you should spend busy work instead of more creative and challenging work. This means working on soft tasks like returning calls and attending meetings. In fact, 3pm has been found to be the best time for meetings.

Follow the 52-17 rule.

We all need to take frequent breaks throughout the day in order to stay productive and operate at a high level. This is why so many people have embraced the Pomodoro Technique.

After tracking the habits of the top 10 percent most productive users, It was found that the ideal average for success is 52 minutes of work followed by 17 minutes of rest.

Even if you don't work for the full 52 minutes exactly, the concept is that you need breaks to recharge, refocus, and avoid burnout.

**Create theme days.**

Jack Dorsey, CEO of Twitter and Square, spends 8-hours per day at each company. How on Earth can he productive then?

"The only way to do this is to be very disciplined and very practiced and the way I found that works for me is I theme my days," explains Dorsey.

"So on Monday at both companies I focus on management and running the company which is—we have our directional meeting at Square and we have our OpCom meeting at Twitter. I do all my management one-on-ones on that day," he adds.

"Tuesday is focused on product. Wednesday is focused on marketing and communications and growth. Thursday is focused on developers and partnerships and Friday is focused on the company and the culture and recruiting."

The reason why these theme days are so effective is that it can keep you focused.

**Avoid decisions.**

Why do Mark Zuckerberg, Barack Obama, and Steve Jobs always wear the same outfits? They were simply reserving their mental energy.

We have limited capabilities for decision making. As the day goes on, the ability to make smart decisions decreases. By making fewer decisions on simple tasks, productive people are preventing decision fatigue.

Productive people avoid decision fatigue by automating and streamlining as many non-essential decisions as possible. This could be laying out your clothes before bed, making all of your meals on Sunday, and using calendar software to automatically schedule meetings.

**Batch tasks together**.

Multitasking reduces the quality of your work. Why? You're switching attention between tasks, you're not giving your full focus to each task. In fact, the University of Michigan found that productivity decreases by 40 percent when people attempted to do two or more things at once.

Additional research from Stanford also shows that multitaskers may be a price cognitively.

Instead of multitasking, try batching.

Instead group similar tasks together and work on them during one chunk of time. For example, this could be making all of your phones in an hour block of time or cranking out all of your content in the same afternoon. levels [13].

In one study, cold-exposed rats burned so many extra calories that they ate 50% more than control rats but still weighed less than controls [14].

2) Fights Inflammation

Exposure to cold temperatures raises adiponectin, a protein that combats inflammation [15].

Another study found that exercising in the cold reduced the inflammatory response seen in regular temperature environments [16].

This same study found that exercising past a certain time in the cold can actually increase the inflammatory response, so moderation is important [16].

3) May Support Longevity

A study found that flies lived twice as long when kept at 21°C than 27°C [17].

Similarly, research on worms found that a 5 °C drop in temperature increased lifespan by 75% [18].

A number of studies on insects have also found a negative relationship between temperature and lifespan [19, 20, 21].

Fish also seem to live longer at lower temperatures. For example, one study showed that a 6 °C drop in temperature increased the average fish lifespan by 75 % [22, 23].

In 1986, one researcher immersed his lab rats in shallow, cool water for four hours per day. The rats burned so many extra calories that they ate 50% more than control rats. The cold-exposed rats still weighed less than the control rats and lived 10% longer [14].

Another study lowered the core temperature of mice by 0.3 °C (males) and 0.34 °C (females), resulting in an increase in the average lifespan of 12 and 20% respectively [24].

Increased longevity via cold-exposure could be due to hormesis. Hormesis refers to the paradoxical adaptation that makes animals stronger and more efficient if they are exposed to environmental stresses [25].

Other researchers prefer the 'rate of living hypothesis'. This theory suggests that lower temperature promotes longevity by slowing down the rate of reaction of various metabolic processes. This means fewer by-products of metabolism, such as reactive oxygen species (ROS) [6].

Alternatively, increased longevity from cold exposure

may be due to a modulation of genes, such as TRPA-1 and DAF-16 [26].

Promising animal research in this field should spark further investigation and clinical trials that would examine the anti-aging effects of cold exposure in humans.

4) Strengthens the Nervous System

The increase in fat burning during cold exposure is modulated by the sympathetic nervous system. Cold temperatures act as a mild "workout" for the nervous system, which adapts and strengthens [27, 28].

5) May Support and Speed up Recovery

The physiological effects of cold therapy include reductions in blood flow, swelling, inflammation, muscle spasm, and metabolic demand [29].

# What we track.

**How we measure this**

**Score 1-5 each section**
**Weekly total = score**

**Goal Setting**

| 👎 | 1 | 2 | 3 | 4 | 5 | 👍 |

**Planning**

| 👎 | 1 | 2 | 3 | 4 | 5 | 👍 |

**Segmenting schedule**

| 👎 | 1 | 2 | 3 | 4 | 5 | 👍 |

**Manage time**

| 👎 | 1 | 2 | 3 | 4 | 5 | 👍 |

**SCORE TOTAL**

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