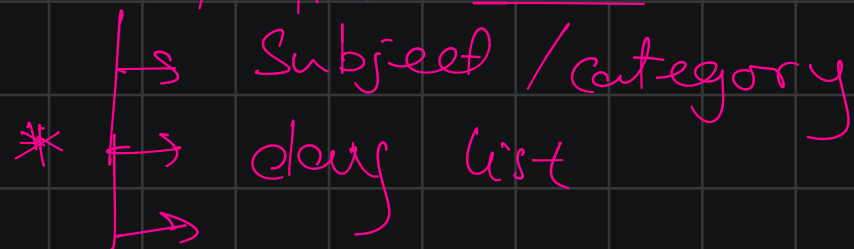




## a) → Task Management

- Trust the system (No need to remember)
- Resist the Entropy / Chaos
- Use - Sub / Mini - lists

Essentials \* 

- Make it Easier to add in
- Sections / Modularity
- Customizable Views.

Recommended : To-doist, Google Tasks, Google Keep

## \* Recursion / Recursive Action :-

\* SET TEMPLATES

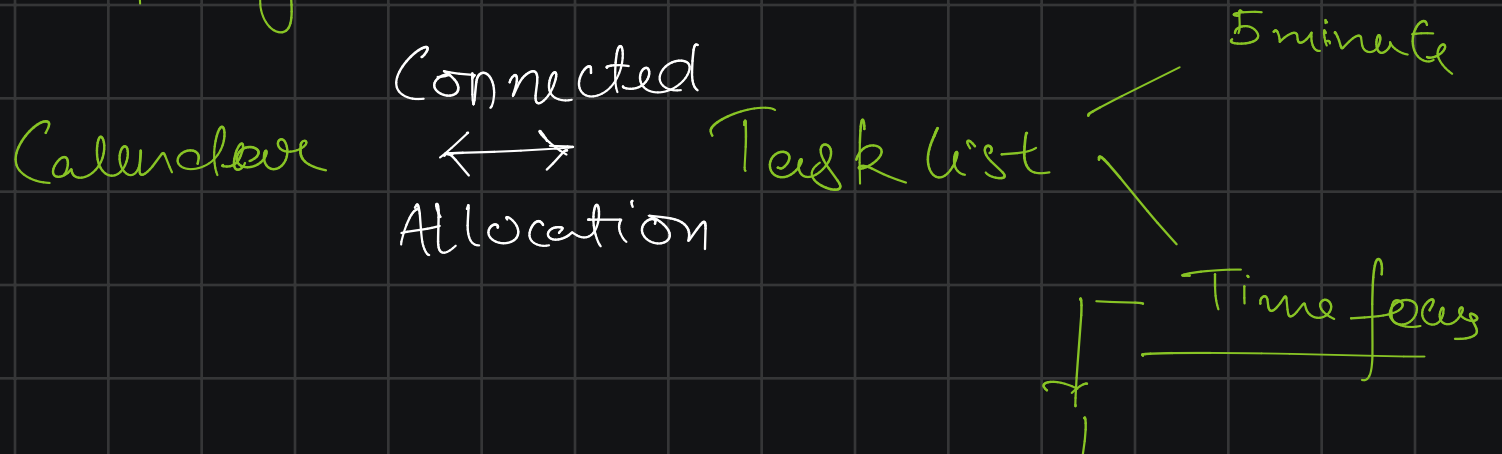
\* "Chores" TAKE Action

- Choose Tool
- Add Proj.
- Get started - Daily Routine

## b) Calendar

→ Record holder @ (a time)

→ Time Management



## Life Buckets

- School / work
- Relationships
- Self
- Health

Tip :- hidden Calendars

## c) Note Taking System

→ Brain is for having ideas, not storing them.

→ Make it Easier

Noteshare

Apps :- OneNote, Evernote, Notion, Apple Notes,  
Documentation :- Docs, Word



c) Physical documents

→ Keep been

- Stationary
- Transportable

digitize → CamScanner / Adobe Scan / Evernote / Rocketbook

→ Important Paper Work

f > Emails

→ Archive, delete, Unsubscribe

→ Inbox 0 : Take Actions

→ Tags / Folders

→ Extensions

g) Quick Capture

→ Pocket Notebook

→ Siri, Google home, Alex

→ Apple Notes

→ Daily Note

h> Review List

Once in 1/2 weeks — 0.67 hrs — 2 hrs — Control Entropy

— Sunday : Planning day

→ Task list

→ Quick Access Removal

→ Delete

→ Add for next week

## 2. Real Productivity:

### How to Build Habits That Last.

<A> Perfect vs. Good - Voltaire

- Perfectionism x

- Pace for yourself

Goals

Sustainable for yourself

Regularization for Progression

<B> Determining Goals

- Impossible List

↳ Categorize

(Joel Runyon, T.F.)

Iterative List

- Ask Why?

Intrinsic Motivation for Long term

- How many & which ones?

4-5 max.





## (d) External Systems

→ Habit Tracking → Streaks 🔥

- Habitica

- Martin System

Writing

- 750 Words

Bee minder

IFTTT

→ Consequences

→ Accountability Partner

## (e) Pain Points

→ Suck the Pain

→ Commit to smaller goals  
↓ then

→ Improve on the  
Processes

Push-Past that

→ Automate

→ Template

→ 10 minute - Rule [Wheezy Waiter]



### 3. Productivity

for Creative Mindset

#### <a> Professional Mindset

- Schedule work - Consistency
- "You do not rise to the level of your goals, you fall to the level of your systems" — James Clear
- Useful Constraints

#### <b> Environment / Workspace

→ Physical

→ Digital

\* Activation Energy → 20-second Rule

→ When to upgrade? Increase in final impact

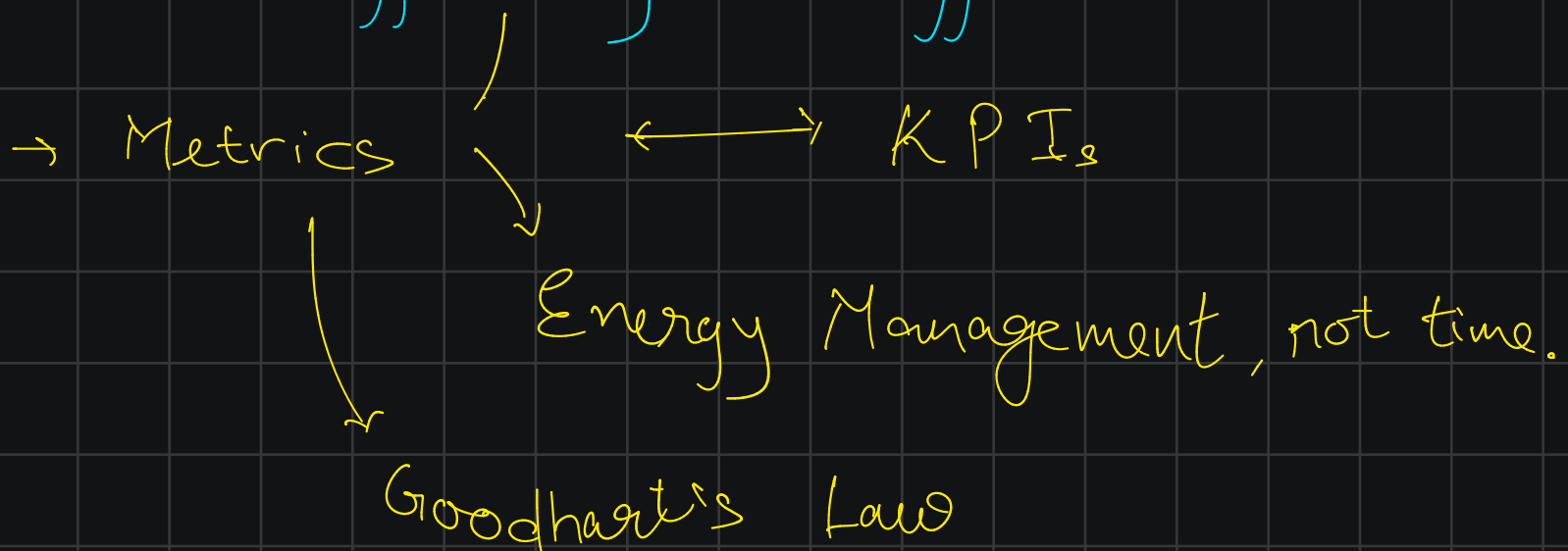
- Mise En Place -

Thomas Frank Explains Windows Epic Pen

### <C> Inspiration/Motivation is a Muscle

- Schedule → Productive Limitations
- Imitate, Assimilate, Innovate
- Technique / Tool improvement

### <d> Efficiency & Effectiveness



### <e> Collaboration & Delegation

- Independents
- Tactical delegation

-

## Appendix A.

Second Brain



Downy Hatcher

Capture

Storage

Organize

Calendar

Distill

Action

Explore

Notes

S

- External Storage / drives

- Gdrive

- Obsidian Local (N)

- Journal

- Audio

- Video

C

- Google Calendar

(- Not GTasks)

A

- Molokine Action To do list

- GTasks

- MS To-Do

N

- Obsidian

- Notion

- Noteshelf2

- One Note

-

