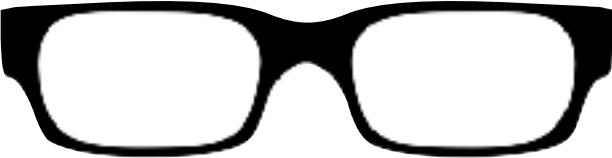


# Work Smarter Summit



## WORK SMARTER, NOT HARDER:

30+ Productivity Hacks to Get More Work Done in Less Time

# INTRODUCTION

In this short guide, we're going to walk through the most effective tactic for doing more great work. I've surveyed a variety of experts from thought leaders to entrepreneurs, from employees to the self-employed to find out what they do to work smarter and compiled them in this handy ebook.

You'll learn the precise strategies and tactics that some of the brightest minds are using to get more and better work done in less and less time (and not just a regurgitation of tried and failed, outdated tips).

Getting a handle on your work flow and figuring out how to work smarter can seem like an insurmountable task, but it is achievable. It is doable. And this book, and the Work Smarter Summit can help get you started on your climb.

Be on the look out for all the interviews in the Work Smarter Summit, you won't want to miss them. And if you don't have time to watch them all in one week, make sure you check out the All-Access Pass to get lifetime access to this amazing tools.

Work Smarter,

A handwritten signature in black ink, appearing to read "David".

David



# Dan Ariely

## Why We Actually Work

“

I try to connect my morning coffee, which is a ritual routine that I love, with productivity.

What I do is I come to the office, I make my macchiato, and I think about the grinding of the beans. I smell the coffee. I don't try to make it as the regular coffee. I try to be extra thoughtful about it. When I take it to the office.

When I come to my office, I put it to the side of the computer and I start working. I work on something that is important. I engage in something that is complex and thoughtful that I need to make progress on. As long as there's coffee in the cup, I don't do anything. Sometimes I make myself a second one and continue with this. I try to connect a trigger, coffee that I love, with something that is important to do. Also, there's a timing element to that. It basically gets me to start the day in a good way.

”



# Mark Babbitt

## How Working Social Is Working Smarter

I still use an old fashion Google sheets. I time block. I don't build a to-do list. I time block. I'm a morning person so I know first thing in the morning I'm going to get all my social media and email all caught up. I'm going to get all my personal communications done and I block out time for that. Nothing impacts that time. That's my time. Then I spend a little time with my family. Then I do my normal 9-5 work and then at the end of the day I go back and refresh on this time blocking thing.

I know exactly where my time will be spent the next day and the next week. That allows me to stay focused on what's important, specifically the why and the who. It also keeps me focused on ... because it's pretty easy, boy look at this presidential election going on, pretty easy to get sucked into the whole Trump thing and the whole Clinton thing and pretty soon two hours has gone by and you're still arguing with someone on the other side of the political island and you've done nothing to help your business. You've done nothing to help your people, your customers.

By time blocking, it's like, "all right I know it's time to get off social. Time to get some work done." That's my tool. I block out in half an hour, one hour, or one and a half hour increments. Everything I do, everyday.

,,



# Warren Berger

## Why Asking Better Questions Gets Better Work Done

“

One thing I do that's very, very sort of anti-technology and old fashioned. I will cut myself off from all technology, including my computer and my laptop, anything, and I will go to a remote room somewhere with only a pen and a pad. I will work on pen and paper, sometimes for hours at a stretch, organizing what I'm working on, thinking about what I'm working on, looking at stuff that I've brought with me, maybe a file of stuff.

I find that that is a ... I do my best work during those periods. I think it's because a combination of not having any interruption to my thinking process. Then the handwritten stuff, I don't know what it is, I seem to be more creative when I'm using a pen and pad. Somehow I feel free to jot anything down or sketch something if an idea comes up, or scribble something, whatever.

That absolute freedom, which I don't seem to have at the keypad, but that absolute freedom to scribble or do whatever I want on a scrap of paper, that seems to really get my juices flowing. Later on obviously I go back to the keypad and the computer and I start to organize stuff and type it out and get it good ... Make sense of it that way.

I just find it's really valuable to start out in this very low-tech, cut off way. That seems to bring my best ideas forth and my best thinking forth.

”



# Jenny Blake

## How To Make A Career Pivot

I place a huge premium on self care, physical practices. I really believe your body is your business. Certainly for me as the solopreneur. That if my body is operating at 50% then so is my sole employee and CEO. I don't want that. I sleep. I don't use an alarm clock. I wake up. I have really long morning rituals. I have tea. I read nonfiction. I meditate for 30 minutes. Journal. I just have no apologies about taking two or three hours in the morning. Then I don't even check email, not in any of that window. I also prioritize my most important work for my best energy window which for me is early in the morning before I get in to email and phone calls.

Then I have a significant wind down routine as well. I try and leave by three or four pm and go to a yoga or Pilates class or walk and talk with a friend. I don't check email after that. I know I'm too nervous. If it's rattling around in my brain I like won't be able to relax at night. So at night I just focus on having dinner, have tea, watch maybe one show, and I go to bed ridiculously early, embarrassingly so for living in New York like at sometimes 8:30 not 9 o'clock.

That helps keep me really focused and sharp. Of all those I would say meditation has been the killer app. That's the thing that has rewired my brain. I did a Pivot podcast as my show and I did one on how meditation rewired my brain and five ways to make the habit stick because I think a lot of people who have big active minds, it's exciting. We can harness it for things like writing a book, but it's also can be really nuts just to live with yourself, at least it was for me. Meditation's the thing that really keeps me sharp and focused and clear and calm.

,



# Dr. Chris Bray

## How To Find The Best Job Ever

I've laughed at people who have said this before but in the last probably two to three years I am a huge believer in meditation in the morning. That is one thing I'm a huge believer of for some reason. I'm high energy, so if I start out my day by calming down ... and I'll be honest with you; I do it 10 minutes. 10 minutes a day I meditate, think about what I want to do today, what I want to accomplish.

I'm also a big fan of planning the day. Sometimes I know that goes total old school, but I like to plan out, "What do I want to accomplish today?" When I say that, it's usually two items. What are the two big things if everything else falls apart, what two things am I going to accomplish, and I'll feel great if I accomplished one. I'll put them in priority, "Okay, I'm going to do number one first and then number two," because then when the day ends I've found-your a productivity expert-is that I did whole bunch of stuff that didn't matter in my long term goals. That's when I think, "Chris, that was the wrong thing to do. Let's do at least one thing that moves me toward my one year, three year, five year plan that I need to do."

Another thing that I'm a big fan of is exercise. I think exercise clears the mind. It helps you with your depression when we get sad but also ups your health. It's like an upper. It makes you feel good. I'm a big believer every morning meditate, and do some working out, and the day usually goes pretty well.

,



# Jeff Brown

## Why Leaders Really Are Readers

“

About a year and a half, almost two years ago, I got away from depending so much, and nearly 100 percent, on apps. I was very much someone who everything was digital. My calendar was digital. My To-Do lists were digital. I leveraged a number of different apps. I still do, but about a year and a half, almost two years ago, I went back to using a day planner, an analog Day-Timer, with the encouragement from a guy named Lee Cockerell, former executive at Walt Disney World.

I kind of couple this with again analog. I've got a looking ahead and a looking back sheet that looks ahead at the week and I write down the three main things I want to accomplish this week at the top. Under that is the tasks I need to do to accomplish those three things. Folks I want to meet with.

Once I fill that out on a Sunday afternoon, I then go to the day planner and then I'm making sure I schedule time out of my week to make sure I'm allowing to work on those things. Because I've identified these as the most important, right? If I don't do that and schedule it out, then clients and whomever and guests or what have you are going to start taking up some of that time.

Once all that's done, it gets transferred to a digital calendar so that the time I've carved out for the most important things doesn't even show up when clients or whomever are looking at that calendar and scheduling time for us to be together.

It's a little bit of both, but I have accomplished more I think in the last couple of the years than in any time previously in large part because I was willing to marry the analog with the digital. For me, there's something about writing things, physically writing things out and writing things down. That comes to just daily stuff and goals as well.

”



# Oliver Burkeman

## Why Positive Thinking Isn't The Answer

“

A couple of quick things. I hate to be the person who says what everyone says, which is, that meditation helps, but all these meditation related things, whether it's apps for meditation or just five minutes a day, whatever. They all have in common, this idea of learning to be with feelings of anxiety or be with this sense that you want to do more than you can do. That's like a super power. It's not some kind of wooly path away from an ambitious life. I think it's absolutely a tool for it because it enables you to contain all these emotions as they arise.

The other thing that I've been experimenting with is based on some stuff by a guy called Mark Forster, F-O-R-S-T-E-R who sort of invents time management methods that are fast clipped, just sort of as a hobby, as far as I can tell. Which is, kind of like abandoning your to-do list, and working with a to-do list but can only ever have five items on it. If you want to put something new on, you've either got to complete something or you've got to knock something else out. Maybe five is unrealistic for a lot of people but the basic idea there is, stop keeping these lists that are 8,000 items long and making you believe that you're some day going to get through it all. Force the focus on the things you're really going to have time for.

”



# Dorie Clark

## How To Get Your Work Recognized

“

When it comes to creating content quickly, whether it's blogging or podcast or videos or what have you. Develop a shortcut framework.

The basic idea that I would suggest for people if they want to create content rapidly is number one, this week's homework, take 30 minutes and write down all ... Just titles, just think of titles, as many titles as you can brainstorm for the blog post, the podcast, whatever you want to create. That's it. Million titles. Try to come up with 30. Try to come up with one a minute. There is no wrong answer.

Next week's homework is if you take two of those and for each of the titles, come up with three to five points that you want to make about them. All these should be is just bullet points, that's it. What are three to five things that you want to say about these topics?

Then, the third week, you take one of them and you actually just start to write it.

I guarantee you, that if you have the title and you know the points you're going to make, it becomes a lot easier. It becomes extraordinarily fast for you to fill in the dots, just boom, boom, boom. It will take no more than an hour to 90 minutes for you to finish that blog post and be able to knock it out rapidly. That's how you can get content creation done in a rapid and scalable way.

”



# Lee Cockerell

## How To Really Manage Your Time And Career

“ My recommended routine at work is to go around and see all your employees in the morning before you go turn on your computer and before you with paperwork. It's a routine. Make sure you see everybody. Get out of your office and meet your guests, your customers a few times a day. Have that routine, schedule it.

I like to work in a routine way because it helps me not forget to do things and it helps people trust me, because I'm more reliable when I have a routine. It keeps me trustworthy and on top of things, and I think that's really important in life. I want people to think good thoughts, not bad ones.”



# Susan Fowler

## Why Motivating People Doesn't Work...And What Does

“

One of the ways that everyday I see if I have, where my autonomy is, is I will look at my old school calendar. I look for the gaps and discretionary time. What I realize is that I have a high need for autonomy which I need to identify every single day even if it's just 30 minutes where I have discretionary time scheduled, where I can do whatever I feel like I need to do in that moment. It's not an app. It's nothing hi-tech. It's simply a visual and I'm also very visual, a vis

”



# Jeff Goins

## The Art of Working

I do write 500 words a day.

A hack is I follow what I call the three bucket system.

When I get an idea, and I go, "Oh, I've got an idea. I'm going to just pull out my iPhone, and I'm going to write it down on Evernote. The next time I open up my computer and open up Evernote, that's going to be in front of me." All throughout the day, I'm capturing ideas in an Evernote file. I sit down usually every morning, from 9:00 to 11:00. It used to be from 5:00 to 7:00, but I have kids now. That's breakfast time. Sometimes, I'm going to bed at 5:00, sadly, because the kids didn't sleep. 9:00 to 11:00 is my writing time every morning. I sit down. I pull an idea out of the idea bucket. That's the first bucket.

I move it to what I call the drafts bucket, and I usually write it in Byword. I write anywhere from 500 to about 2,000 words that are typically going to be a blog post or a chapter of a book or maybe just something that I don't know what it's going to be, but I'm going to write at least 500 words on it.

Then, I put that away. I pull out something else that was a draft from another day, and I edit that. That becomes something that I ship, so I turn that into a blog post, an article or whatever. Those are my three buckets that I fill everyday.

My job is to move something from the ether to the idea bucket, from the idea bucket to the drafts bucket, from the drafts bucket to the edits bucket that gets ready to be published. That's my main hack. That's how I get my writing done everyday. Those are the tools that I use, Evernote and Byword, to get it done. If it's complicated, I'm going to find reasons not to do it.



# Todd Henry

## How To Be Prolitic, Healthy, and Brilliant

I've been doing pretty much the same routine for years and years and years, the same morning routine. I get up, I make coffee, I go to my home office, I sit down, I study for about an hour, and I write about what I study in the morning. I've been doing that for years and years and years and years. Frankly, all of my work has come out of a time when I began sitting down every morning and reading and studying and paying attention to what was going on in the world around me.

If I can encourage people to do anything, it would be make sure you have some dedicated ... This doesn't have to be first thing in the morning. Have some dedicated time on your calendar for study and for reflection about how what you're reading, what you're studying applies to the work that you're doing. Or just to stop and notice the patterns of what's going on. It's, again, for leaders, critically important.



# Mitch Joel

## The Future of Working

“ The one tool that has changed my life that I think will change anybody's life is Pocket.

I really do believe that success truly is how much time you are afforded in your day to read, learn and then output that in some way, shape or form. For me it happens to be a blog or podcast or conversation. The Pocket app for me, just the ability to save and read the stuff offline. I've been on a plane where you may not get connectivity, you can read all this stuff.



# Whitney Johnson

## How To Disrupt Your Work and Career

“

Yes. I get up around 5:30 every morning...voluntarily.

I choose to get up early because I know that I'm really, really productive in the morning and that's the time of day when I can do thinking and I can write in my journal and I can basically, beat my anxiety to the workplace.

”



# Kevin Kermes

## How To Make A Late Career Leap

“

Absolutely. So, my day starts at 4:30. I get up, I work out for approximately an hour. I do not look at email, I don't touch it. I don't turn on the news. My wife's in PR and communications, so news is ... I can't fight that, that's like fighting gravity in this house, it's gonna be on. I find that for me that gives me some space to reflect, sometimes listen to a podcast, sometimes listen to nothing, but get my head on straight to start thinking about my priorities for the day and not get hijacked by somebody else's agenda.

”



# Greg and Max McKeown

## How To Focus On What's Essential Now

“ Max:

On the work smarter I have a rule that if I can't do it on my phone, I try not to do it at all for work. That's a way of sorting it out because it means the effort to work out how to do it on my phone means I get to save time and energy everywhere else in my life. So, from designing posters, to talking to people, to everything can be done nowadays, on your phone, and the time put in there means that you can sit on the beach. Indeed, you can be in the Mediterranean while talking to somebody. On Christmas, we had a web conference with Greg in the hot tub, so he was able to talk to us in the hot tub, on the phone and we were all able to eat Christmas dinner. Find out how you can do it on your phone. It's worth the effort.

”



# Greg and Max McKeown

## How To Focus On What's Essential Now

“

**Greg:**

One of the technologies that I've really come to appreciate over time is a journal. Of course, it's not the cutting edge technology that's familiar to where I live and the companies I work with here, but it's an immensely powerful technology in what it can and can't do. I don't think I've missed a day in the last six years, not many days in the last fifteen. Over time,

I've found that pause everyday to be one of my favorite moments to check in, to connect, to be grateful, to see what's happened, connect the dots; but then, over the years, and this has happened more recently, it gives me a chance to review and to look with greater perspective. In fact, I've had quite a profound moment about that not so long ago when I was flicking through a journal from several years ago.

I'm reading the days entries and I find that most of what's on there, just does not matter at all. It must've mattered at the moment, that's why I wrote about it, but it hadn't lasted even three, four, five years in terms of how I now felt about it. What mattered significantly more than anything else that day, in hindsight, was an entry I'd made of a game I had played with one of my daughters. I'd written in some detail, I hadn't just said how you play it, I happened to, and unusually had written what we played that we had played a certain kind of game and I was putting her head down on a pillow and I was making her laugh and then she wanted me to be a horse and then so on.

As I recalled that moment, it was an insightful life hack to go, that is ten times, a hundred times more important than these other [inaudible 00:28:58]. So that informs how I write now and it also informs how to pay attention to those moments so that when my son says, "Listen, can we play basketball?", and he says that every single day, but it's easy to go, "Well, I've got all these things on, you know, we'll do it later.", and now when he asks, I just stop and say, "Look, I'm going to go do that for just a few minutes." Those few minutes make it into my journal more than anything else now because that's it. That's life and it's so easy to have life pass you by, if you're just being reactive. So I find this is a technology that for me, has been very powerful.

”



# Sean Murphy

## How Optimism Makes Work Better

I plan my month, and I also plan my week and I do my weekly review.

So I have a planner that really guides me through some questions around what did you do this week, were you successful, what could you do differently next week? So I really stay focused on the high value actions and activities and then whatever I'm working on that day gets physically added, obviously, I add it to my calendar so it's not just my meetings but I chunk out I'm going to work on project x from 10 to 2.



# Cal Newport

## How To Get Deep Work Done

I've had a lot of success going about four to five weeks in advance of the current date and claiming deep work time on my calendar that far in advance, because what I discovered is that's basically at the edge of the window in which people at any given moment are trying to grab my time and attention. Once you get to about four or five weeks you're kind of in virgin territory that no one's going to try to claim, almost certainly. Once I started protecting, and I protect essentially whole days when I protect deep work, which is not going to be the case for all jobs but I think as you would probably agree for a research academic that's actually very reasonable. I try to get at least two days blocked off about up to a month in advance.

I've found this to have had a huge impact because what was happening was I would come to my week and say, "Let me put aside my deep work time," and it was too late. I agreed to this thing here, and this call here, and I have to come in to campus for this. Everything I agreed to is very reasonable at the time, but the aggregate of all those agreements was just enough fractured that I really was rarely able to get the four or five hours I craved. That's a hack that over the last two semesters have been very useful to me.

The thing is, no one else knows I'm doing it. If someone tries to schedule something with me, "Hey, can you do it, how about like Monday, or whatever, at three," and I have that date blocked off, I can be like, "Well, I'm not available then but here's when I am available," and they're like, "Okay. We'll book it there." No one knows. You're not out there putting it in people's faces like, "Hey I got this whole day blocked off. Ha, ha, ha." Like, "My time's more valuable than yours." They have no idea. They still get booked. If we still need to have a meeting or record a webinar, we still find time to do it, but it's really opened up a lot of breathing room. That's a hack recently I've been pretty happy with.



# Jeffrey Pfeffer

## On Fixing The BS In Leadership

I do believe one's physical environment matters a lot. There's a lot of evidence for that as well. I often work at home, I have a very comfortable house which is very nicely decorated. I have a very comfortable office.

Many people are working in cubes which is not okay at all, I think. People need to be in a place where either because of the art on the walls or the pictures or what you're out looking at or whatever, where you feel centered and good about your physical environment.

So my hack is make myself as physically comfortable and surround myself with as much beauty and nature as possible.



# Kelly and Robby Riggs

## How To Work With Other Generations

“

### **Kelly Riggs:**

I use an app called Due. It's a really inexpensive app I have on my iPhone. Of course it synchronizes across platforms, but when I make a promise or I tell somebody I'm going to do something or send them something or whatever, Due is a very simple app that I can voice record it very quickly. It makes sure that I don't drop some things between the cracks because doing what you say you're going to do is a big driver of trust. I see it as a help on both ends of the equation. Makes me more effective, it also makes me better as a leader.

### **Robby Riggs:**

My hack is a product called Mod Notebooks. M-O-D Notebooks. You have a notebook, you use it just like you would a normal notebook and it comes with an envelope in the pack. You kind of peel something back, it allows you to ship it to them, they digitize the entire notebook, and it is available to you 24/7, 365 on your iPhone.

That note you took four years ago when you were in that one meeting, you can see right where it's at on the page. You can actually go and pull it up on your phone, on your tablet or on your Macintosh. For me, Mod Notebooks is an incredible thing and I've continued to use that over the last about three and a half years.

”



# John Ruhlin

## How To Work Smarter By Giving Better

“

Everyday, I'm sending at least one thank you note out to people and so, we send probably on average 500 to 1,000 but a minimum of one everyday and I think that there's the ripple effect of showing gratitude and appreciation, not just with gifts but with the written word is powerful.

”



# Stephen Shapiro

## How Teams Can Work More Creatively

“

I don't have an app to do that. I don't actually use a lot of productivity apps. Here's the key thing I do, is the thing which I love about being in Orlando is I go to Disney as much as I can. I bring my iPad. I sit down and I observe what Disney has created. I observe people, human behavior. I try to observe all of that, so to me my best hacks are actually getting away from my desk, getting away from my normal environment. Going to Disney. Sitting in a hot tub. I get my best ideas when I'm just meditating in boiling water. That, to me, is, I guess, my best hack to come up with the best ideas because, again, I'm lazy and I just want to find the fastest way to get something done with the greatest result.

”



# Nick Skillicorn

## How To Turn Smart Ideas into Value

“

I love Evernote. Evernote and specifically the Web Clipper application from it. I try and get as much information from as many different sources as possible about how innovation works, how creativity works and if I see an interesting article online I will always clip the source, clip the vital information and store it to my personal reference database after which I can compare it to the other information out there.

But when I need to create something new, I do also like to start with a pen and paper and I just find it a lot more tactile to get your first draft of the outline of what you want to create down using a pen and a piece of paper because I like scribbling things out and making check boxes and just making it rough and ready.

So Evernote on the high-tech side, pen and paper on the super basic side of the things I use the most.

”



# Mark Sliwinski

## Why Motivating People Doesn't Work...And What Does

“

Yeah, for me a big change was this year to finally design my morning. Design my morning routine. I would really encourage everyone listening here to start thinking how they should create a few steps that you have to do everyday in the morning that they are yours. Wake up at a certain time, go somewhere, I mean you don't have to wake up at 5:00 a.m. all these things, no wake up at a certain time and start maybe 15 minutes before everyone else and design your morning, how you want this to proceed. Even practice it before going to sleep. What you're going to go first to the toilet, then you're going to journal something or then you're going to read something, but design your morning in a way that you're in control.

”



# Joshua Spodek

## Why Motivating People Doesn't Work...And What Does

“

Yes. There's by far, there's this concept I made up myself called SIDCHA—it stands for “self imposed, daily, challenging, healthy, activity,” so a lot of people, all the greats that I've ever come across have something that keeps structure in their life and so for me I make sure that I have three SIDCHAs.

”



# Michael Stainer

## How To Form Productive Habits, Especially Leadership

“

I've got this little stamp that I stamp on a bit of paper. It kind of shows me a clock face. It helps remind me to spend my time on things that matter. At the start of each day I stamp on it and then I allot how I'm going to spend my time. It kind of allows me to combine the to-do list with the calendar.

What we tend to do I find is we tend to have these as two separate things. There's my to-do list. I've got to get all that stuff done. There's my calendar. I've got to attend all these meetings.

What this does is it makes me really make choices about how I spend my time in a much more active way. That little check-in, it takes me a couple of minutes each morning, really helps me plan my day better.

”



# Carson Tate

## How Your Personality Affects Your Work

I use a 15 minute list. This is a list of things that can be completed in 15 minutes or less. I love it because it solves two problems for me. When I feel that tug of procrastination and I really don't want to do anything but go and check out shoes online, not very effective, I can go to my list do something fairly easy and I'll get that sense of accomplishment and then it's much easier to dive into a more complex task. The other problem is solves for me, I have in my day, may a lot of your folks do as well, a lot of micro segments. I've got a call with you and then the next call is 30 minutes later. What do I use with that time? I'm waiting in the doctor's office. This 15 minute list allows me to still get meaningful work done in really short increments of time.

,



# Rory Vaden

## How To Procrastinate on Purpose

“

I'm a big fan of throwing everything off of your calendar and making it fight its way back onto the calendar. On any given day you just say, "Hey. It's off the calendar, and now it's got to fight its way to get back on, to get back in front of me."

”



# Laura Vanderkam

## Why You Have More Time Than You Think

“ It's not that crazy. I make to-do lists.

I do my Friday planning for the week, think about what I want to do over the next week.

I have seasonal lists of things I want to do that sound fun, so a summer fun list, a fall fun list, a holiday fun list coming up for Christmas. These are all things that I keep, I make lists and then I like crossing them off. I think that that is, more than anything else, just what keeps me doing fun stuff. I also am pretty good about trying to get rid of things I don't want to do, which is the second half of that, that you want to plan in stuff you do want to do. Then, constantly figure out "Well, if this is not the right direction for me professionally, or not the right direction for me personally, how can I offload it?" I think constantly asking that question can tune up a lot of time as well

”



# Mike Vardy

## How To Be Truly Productive

I really do like Todoist. I still use it but I use it more for my personal and my professional stuff. I use Asana for the team stuff because we've got a bigger team now working at Productivityist. Todoist because it's clean, I can filter with it, it works on a whole bunch of platforms, and while it's not free, it's inexpensive. I think it's 35 bucks a year. I really like that because you can customize. You can work by filter so you can literally look at your day and say, "Okay. I'm going to work by this filter, this filter," and work your way down. I would say that's one of the ones that I really like using.

I think having a habit-tracking app is never a bad idea either. Having something to track mini-habits and habits that you've got going on. For example, journaling is one of the things that I like to focus on because I think journaling allows you to review and reflect regularly. Having an app that says, "Did I journal today? Yes." There's one called Momentum for iOS. There's another one called Productive. There's several different habit-tracking apps. Flossing your teeth, things like that. Having an app that says, "Did I floss my teeth?" When you start keeping track of those things, again, it starts to build routines and habits up and frankly, routines are just habits stacked on one another.

I would say that ultimately the app that I like to use the most when it comes to productivity and that I think people can wrap their head around easiest is Todoist.



# Carrie Wilkerson

## How To Have It All, By Redefining All

“

The key word is routine. I will say as entrepreneurs or as people with a lot of hustle or drive, we tend to be rebels. I don't want to set the alarm clock. I don't want to be tied down. But routine is really what sets us free.

I know when I read "Miracle Morning" and put that into practice that was very helpful.

I even took it up a level this year and I am working through "The Perfect Day Formula" by Craig Ballantyne, "The Perfect Day Formula". I think routine is the best life hack. I think apps, those kind of things, can trick us into thinking we're productive, but I think routine is the best life hack.

”



# Liz Wiseman

## How To Work As Smart As A Rookie

I just bought a ten-pack of notepads, old fashioned paper notepads. I find that if I get these two-packs, I keep them next to each other, one as the most important things that week at work, the most important things at home. I use to do this online. I use to have a consolidated list, but when I can look at my work life and my family and home life side-by-side, and I do that on Sunday night or Monday morning, and I know what's important for that week, I am absolutely at my most productive.

I like paper because there's nothing I like more than grabbing a marker. I use the Sharpie markers. I love the sound. There's a sound in my office. It's this violent, "I have just completed it" sound. I find that this little way of keeping track of what I'm doing and getting this sick satisfaction of crossing something off my list keeps me focused. It's not very sophisticated, but it works for me.