



Battle Tested and Proven Techniques

Now that we have uncovered what is holding us back and have built on the fundamentals, it is time to get tactical!

This section gives you my best strategies to really increase your productivity and sky rocket your results and include the following lectures.

- The Warren Buffett Productivity Secret
- The First and Most Technique
- Your Productivity Secret Weapon
- Using Parkinson's Law to Your Advantage
- Resurrecting Your Dead Time
- Don't Break the Chain
- Using Pit Stops for High Performance
- How to Effectively Use a To Do List
- Make Every Day the Day Before Vacation
- The Key to Any Change – Habits and Routines

Notes / Insights / Actions

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Productivity and Time Management for the Overwhelmed

Nothing will work unless you individualize it and apply it. Let's pick out what will work best for you and put it into action!

Self- Analysis

Which combination of strategies do you feel will work best for you?

Application

Now let's incorporate the strategies we have selected into your daily routine.

List three ways you will start building your new habits by incorporating the strategies you chose above. Get specific and start today!

1.

2.

3.
