



COD

Calendar

Golden 10 minutes

PACT → Time.

↓
Patience

→ Action → Consistency

Carl Kellein

Collect → Organize → Do

Collect all thoughts

Organize

Do them \rightarrow 90-95% of time

Oral flow develops \rightarrow life easier
less stress

Carl Hellein

\hookrightarrow practising since 1990s

\hookrightarrow Franklin Planner

\hookrightarrow David Allen System

\hookrightarrow Read book

\hookrightarrow 3 books

Your digital life
~~1.0~~ 2.0
Working with ~~30~~ To-do lists

Why Build a Productivity System

- Tremendous inputs from digital world
- if not managed → KABOOM
- collect all inputs and review them
- focus on work mattering to us.

What you need

↳ ① Calendar

↳ ② To-DO list manager

↳ Hybrid

↳ ③ Notes app (~~also~~ digital is best)
↳ like Notion / Evernote.

What is COD

<u>Collect</u>	<u>Organize</u>	<u>Do</u>
↓	↓	↓
If not collecting, things move out of sphere of influence and you forget	If not organize then will not not do things on time. If we might rush things, then quality of work will diminish	If not doing, then things will not be done.
↓ Stress will builds up		

COLLECTING

B TO-DO List (Digital)

BV

+ ~~Paper~~ Paper based

Examples

- ↳ News articles I want to read in detail
- ↳ ~~or~~ daily chores

End of day → might ^{or should} delete

↳ process

↳ Take over to next day.

~~Organise~~ OR GRADUISE

~~use~~ use Notes application
(digital +
paper based)

(Only 10 minutes)
→ Organise To do list notes
from digital To-do list app
at end of day

↳ what is it (

→ ~~tasks~~

↳ Event (goes in
calendar)

↳ To-do (goes in Project
list in To-do list
manager)

(Your Digital Life 2.0)

↳ Notes/ideas → Notes app

DO

Most important part, 90%
of time
DOING

→ It's a Never ending process.
~~It~~ We cannot get all things
done. That's just the way life
is.

→ Therefore Prioritizing is Key.

GOLDEN 10 Mins

- Prioritize & day wise
- Reduces stress
- Early morning is most fresh.
So make the Golden 10 mins
last at end of day so you know
what you are going to work on
tomorrow.

Building Your Golden 10

- ↳ Organise Your Inbox
- ↳ Review your calendar for tomorrow
- ↳ Set your objectives (2)
 - ↳ Personal (Exercise, Diet, Family etc)
 - ↳ ~~work~~
 - ↳ work

During vacations, maybe take a break from objectives.

↳ What's tomorrow's FOCUS

~~JUST DO IT~~

‘WHEN DO YOU PLAN THE DAY,

WHEN YOU HAVE FINISHED THE DAY’

i.e. Don't start the day until you know exactly what you want to do.

How To Use Your Calendar

→ Not just Events

→ More important than TO DO list
as TO DO list does not take into
account the time ~~needed~~ and other
tasks.

→ Example how to use Calendar

→ 3 meetings, ^(1 hour each) today ~~at~~ on Monday
→ 10 AM at
→ 3 PM
→ 7 PM

→ I also have to have a project
completed ~~done~~ by Friday.

On Monday - Start at 8:30, check email
At 9:30 - 10 AM, prep meeting

11 - 2 - work for Friday deadline

2 - 3 - lunch

3 - 4 - Meeting, 4 - 4:30 → Break

4:30 - 7 → work for Friday deadline

7 - 8 - Meeting

HOW TO USE YOUR CALENDAR (cont)

B Important

↳ BLOCK YOUR TIME
IN ADVANCE for doing
things

GOLDEN CALENDAR RULE

WHATS ON YOUR CALENDAR GETS DONE

- If any doubt that something cannot be done, ~~put~~ within time frame, don't put on calendar
- Only put things on calendar you can do
- If emergency, put things on back burner for tomorrow
- that is why, ~~put things~~ plan only for tomorrow
- POWER OF CALENDAR WILL DIMINISH IF YOU PUT STUFF RANDOMLY ON YOUR CALENDAR AND DON'T DO IT AS PER CALENDAR

PACT

PATIENCE + ACTION
+

CONSISTENCY + TIME

PATIENCE

→ Importance

↳ lot of people don't have it.

Especially me

↳ Reason - Instantaneousness

↓
Almost Every thing is available
in an instant

↳ Problem - We also want
instant success. Life doesn't
work like that.

→ We will make mistakes early on.

THAT'S FINE

ACTION

PACT

You must take action
on whatever task you
undertake

CONSISTENCY

↳ If you don't consistently
collect everything and rely on
your mind to remember
everything, your system will
fall down.

↳ Consistently do whatever
needs to be done.

↳ Build your goals into your
productivity system. - This way
you consistently move forward on your
goals.

↳ Consistently builds HABIT.

TIME (PACT)

↳ ~~After~~ ⁻¹²Crave around 6 months to build productivity system.

TO LEARN FROM THE MASTERS

- ↳ Tony Robbins (Unleash the Power Within)
 - ↳ David Allen (Getting Things Done)
 - ↳ Brian Tracy
 - ↳ Gary Vanchakino
 - ↳ Robin Sharma
- } Youtube