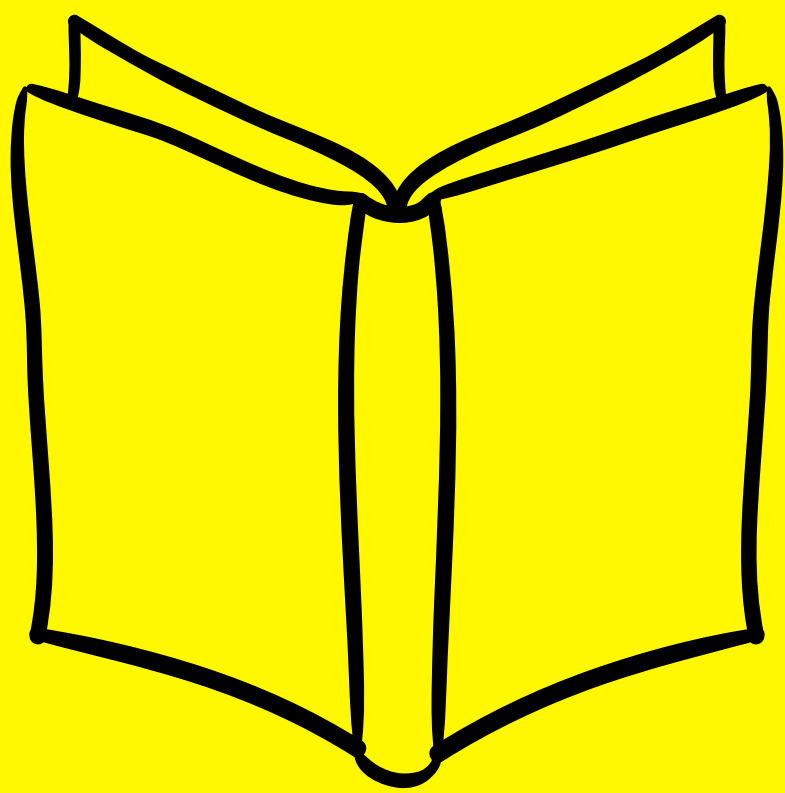
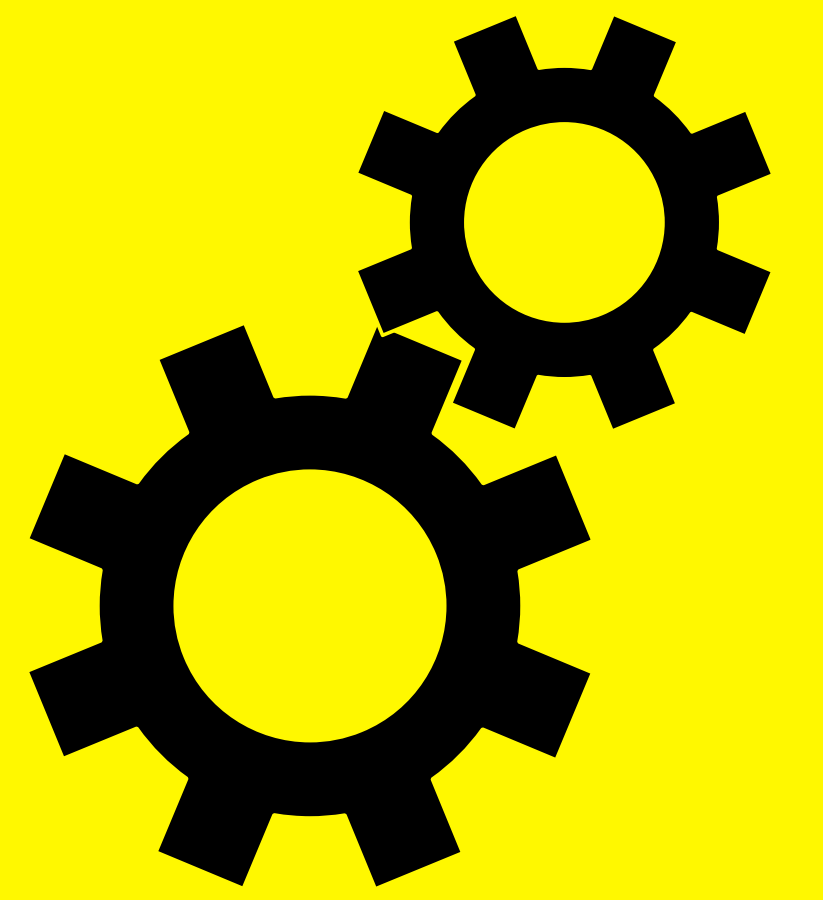




The **Benefits**
Of Drinking
Coffee Then
Napping

THE ULTIMATE GUIDE



TO DOUBLING YOUR PRODUCTIVITY IN 30 DAYS

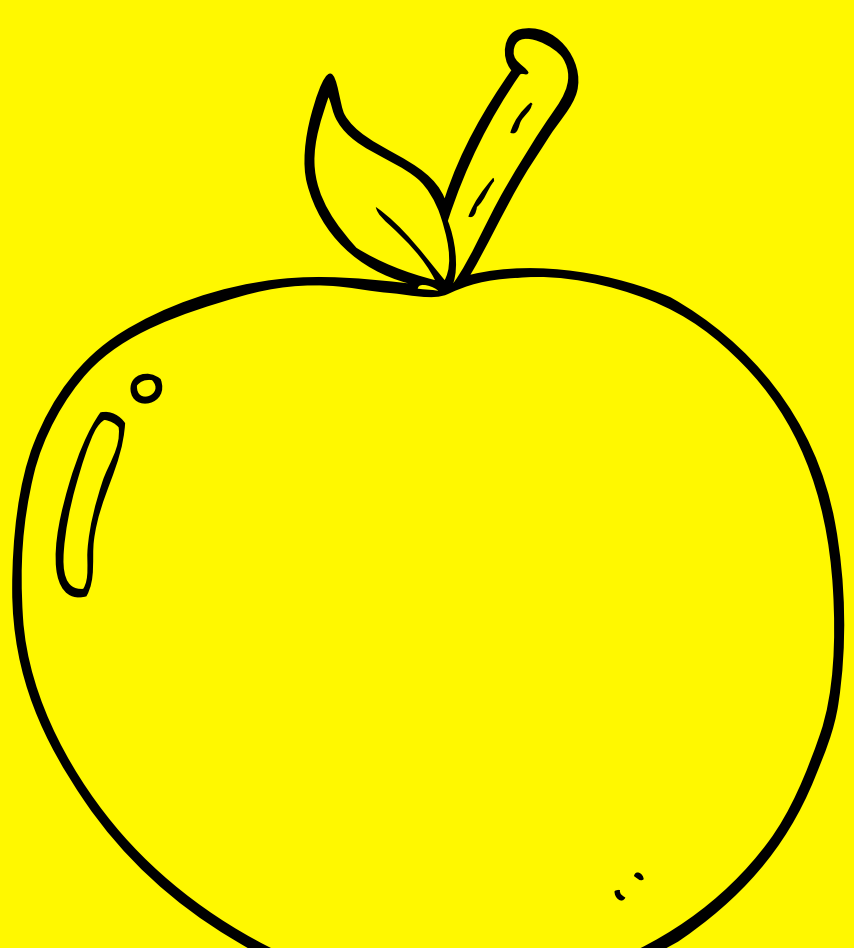
Snack Like
A **Pro**



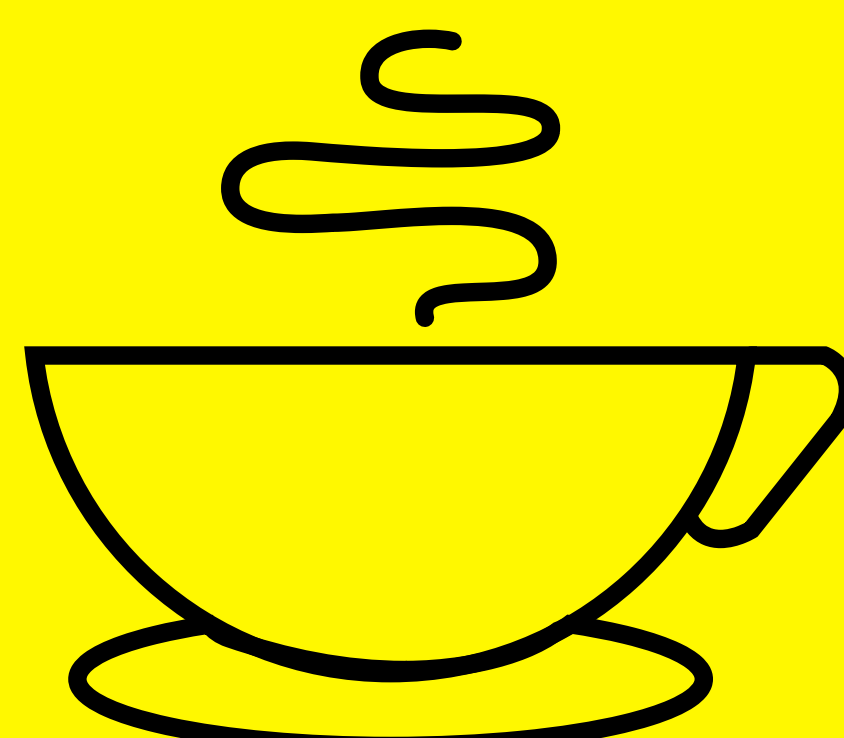
WORLDWIDE ENGINEERING



Science Backed
Methods To
Boost
Productivity



Learn The
Seinfeld
Technique



WORLDWIDE ENGINEERING

**THE ULTIMATE GUIDE TO DOUBLE
YOUR PRODUCTIVITY IN 30 DAYS**

PUBLISHED BY:

WORLDWIDE ENGINEERING

MONTREAL, CANADA, H3H0A8

COPYRIGHT

**WORLDWIDE ENGINEERING ALL
RIGHTS RESERVED**

May be shared with copyright
and credit left intact.

THE ULTIMATE GUIDE TO **DOUBLE**
YOUR PRODUCTIVITY IN 30 DAYS

You're amazing

How dare you waste it?

You have the power to create change. **To impact the world.**

How dare you underestimate your capacities.

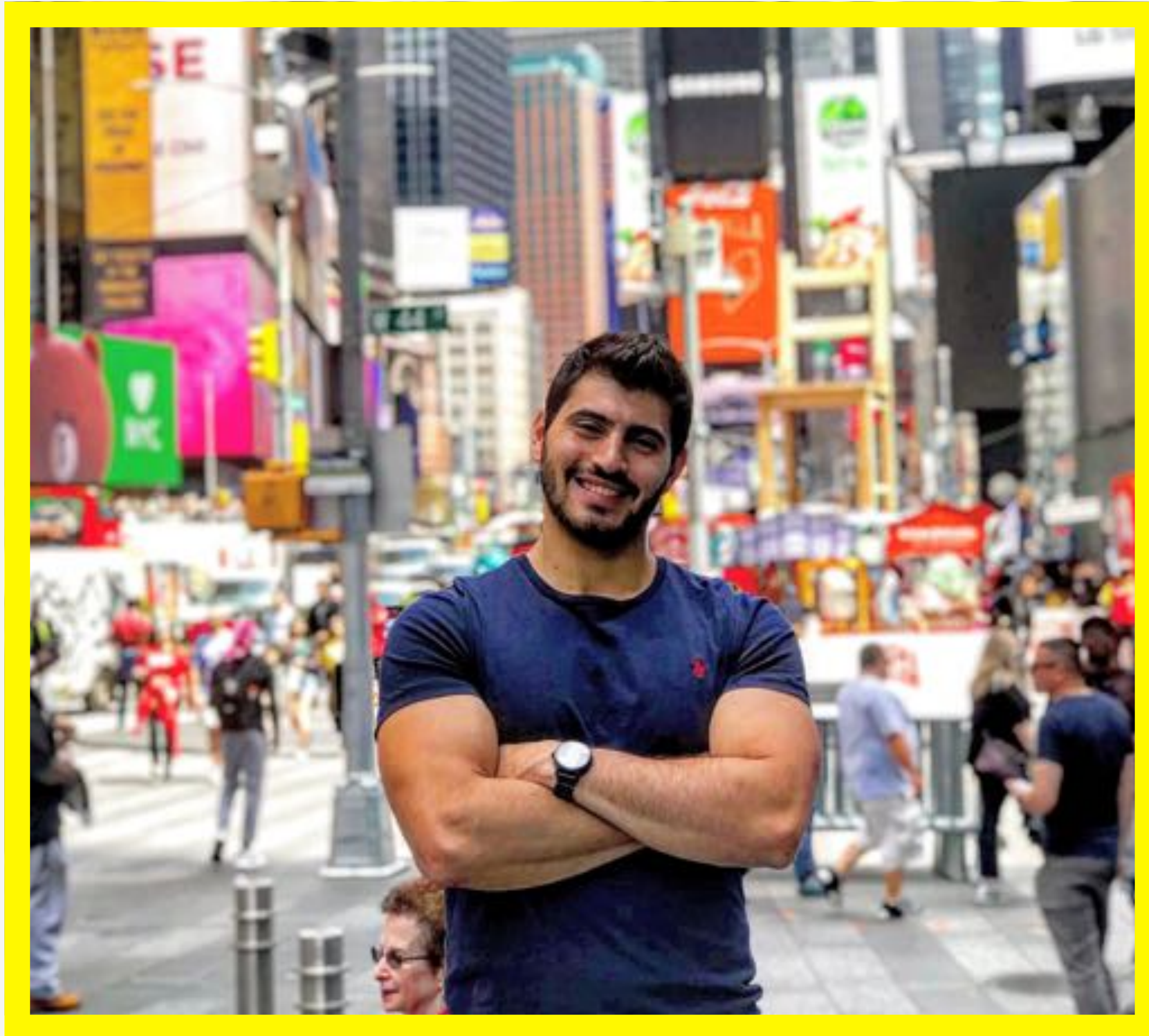
How dare you waste your potential being unproductive. Just because you're spreading yourself too thin. Running against the clock. Dealing with too many things on your agenda.

The lesson is simple. You're capable of a lot. Seize this opportunity.

Read this again if you need to.

THE ULTIMATE GUIDE TO **DOUBLE** **YOUR PRODUCTIVITY** IN 30 DAYS

WRITTEN BY LEON ABBOUD



Hey reader! I'm Leon, Building Engineering student and founder of Worldwide Engineering.

I've written this ebook to help you **get more things done**.

In here, you will find **practical steps and techniques** I use to unlock peak productivity.

If used right, those science-backed techniques will help you become a **productivity machine**.

Enjoy the read!

TIME MANAGEMENT

MY FIRST EXPERIENCE WITH PRODUCTIVITY

Early September 2015, I was thrilled to start my first semester as a Building Engineering student at Concordia University.

Not to my surprise, engineering studies turned out to be tough!

Having **never be taught how to be productive** and make the best use of my time, I struggled to pass my classes.

I remember, the best grade I got on my first semester was a B. And that was on a beginners English course I was required to take.

Not the grand beginning I was hoping for!

On my second year, I decided to learn what the school system wasn't going to teach me: to become more productive.

I enrolled myself in a 6 week intensive online program called Become A Superlearner. You probably guessed what the course was about just from its name...

This course and the countless books and articles I then read about productivity equipped me with new science-backed techniques that are now helping me juggle between University, building a business, staying healthy, and having a girlfriend.

After reading this ebook, you'll be able to achieve twice as much (if not more) than you previously did.

Keep on reading...

TIME MANAGEMENT

TIME MANAGEMENT

"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."

- David Allen



1

TIME MANAGEMENT

TECHNIQUE 1: THE POMODORO TECHNIQUE

Developed by Francesco Cirillio in the late 1980's, the idea behind the Pomodoro Technique is that you breakdown your work day into small work and breaks intervals, known as pomodoros.

A pomodoro is made up of 25 minutes of work followed by a 5 minute break, after four Pomodoros (two hours), you take a longer break of 15–20 minutes.



TIME MANAGEMENT

TAKEAWAY

The pomodoro technique can increase your focus immensely when done correctly.

Why though? Simple, the pomodoro technique **teaches us to focus.**

Firstly by prescribing that you pick one task to focus on per pomodoro session. Secondly by motivating you to manage distractions.

Here's the thing, if ever you find yourself off track in the middle of a pomodoro, restart the timer.

It might feel hard at first, but this will teach your brain to focus in chunks of time without getting distracted.

ACTION STEP:

Try the pomodoro technique reading this ebook.

Close down one 25 min chunk of time and try not to get distracted.

TIME MANAGEMENT

TECHNIQUE 2: SEINFELD TECHNIQUE

Yes, that's right, from famous comedian, Jerry Seinfeld, this technique works on a basis that we don't like to break our continued streams of success.

Seinfeld's technique for writing better jokes was to write everyday, to motivate himself to do this was to have a calendar where for each day he wrote a joke, he'd would mark that day off as successfully having written a joke.

After a few weeks, he'd start to have a streak that he now didn't want to break, we can apply the same technique to work to be more productive.



TIME MANAGEMENT

TAKEAWAY

Daily action builds habits. It gives you practice and will make you an expert in a short time. Small improvements accumulate into large improvements rapidly because daily action provides "compounding interest."

ACTION STEP:

Create a calendar or order one **like this (click here)** on Amazon

Start ticking a box every time you have a productive day.

TIME MANAGEMENT

TECHNIQUE 3:
IMPORTANT-URGENT
MATRIX

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today. 1	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy. 2
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles. 3	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail. 4

I personally learnt this technique in the best selling book "7 Habits Of Highly Effective People" by Dale Carnegie.

TIME MANAGEMENT

An Urgent Important Analysis helps you to rapidly identify the activities that you should focus on, along with the ones you should ignore.

It challenges the role of habitual activities and allows you to regain control of your environment and external demands, rather than allow them to control you.

By filtering out “busy” activities that provide minimal value to long term goals, you free up time for things that matter.

TIME MANAGEMENT

Understanding the clear difference between urgent and important is the key to obtaining valuable outcomes.

Urgent means that a task requires immediate attention. They are things that can't be put off and are often for others.

Important tasks contribute to our long-term mission, values, and goals. They are sometimes urgent but usually aren't.

Important activities are proactive and lead to long-term benefits.

ACTION STEP:

The most effective people spend 80% of their time in quadrant II which is the Important / Not Urgent.

Take a close look at your schedule and create your own Important / Urgent Matrix and do the following.

- Limit Busy Work (Quadrant 3)
- Eliminate Time Wasters (Quadrant 4)
- Quickly Deal With Important / Urgent Matters (Quadrant 1)
- Prioritize Meaningful Work (Quadrant 2)

THE ULTIMATE GUIDE TO **DOUBLE**
YOUR PRODUCTIVITY IN 30 DAYS

LIFESTYLE

"Don't count the days. Make the days count"
- Muhammad Ali



2

LIFESTYLE

NUTRITION

Eating too much or consuming the wrong foods during a workday can seriously impair your productivity.

Use this infographic we created for you as a guide help you make better food choices.

Also, don't forget that every person will have different dietary needs so consult your doctor or healthcare professional.

WORLDWIDE ENGINEERING



THE PRODUCTIVITY DIET INFOGRAPHIC

Struggling to be your most
effective self while working?

WHAT WE EAT DIRECTLY IMPACTS OUR PERFORMANCE AT WORK

**Good nutrition
is vital to
optimizing our
effectiveness
at work.**

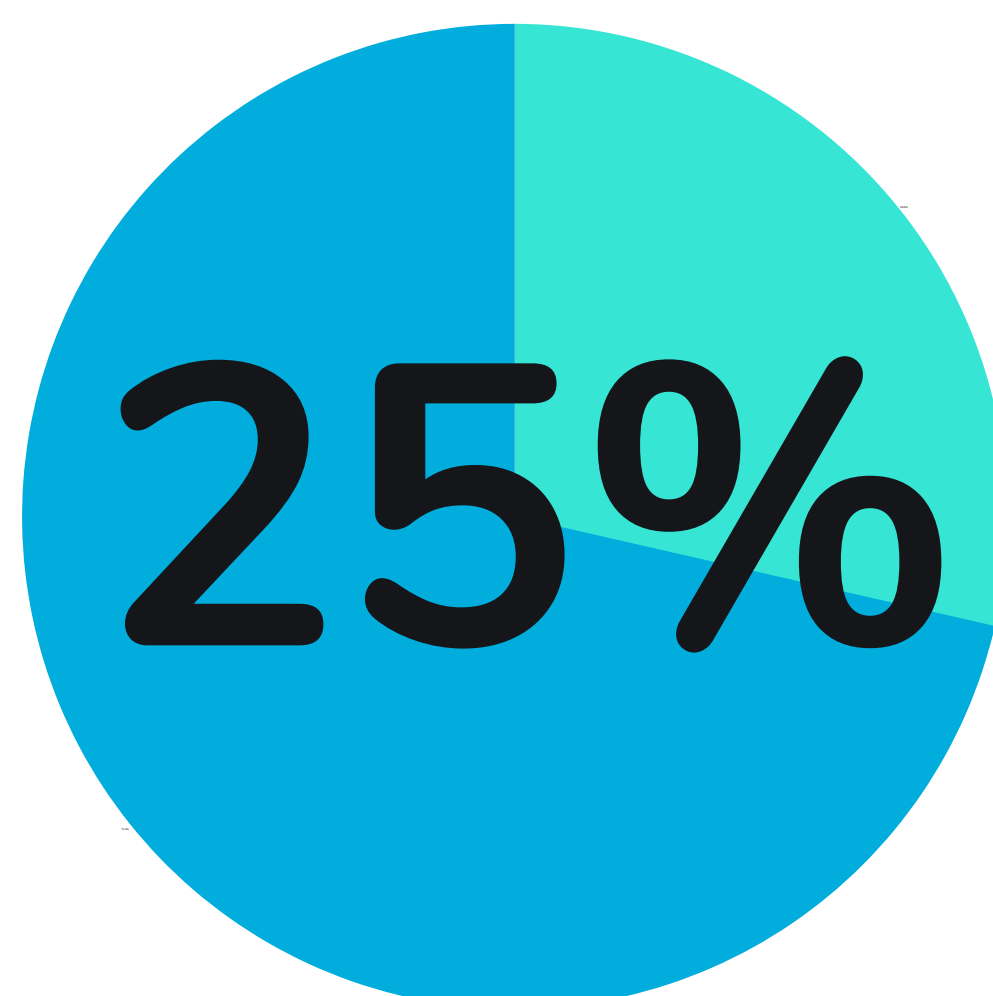
**Good
nourishment
positively affects
how we think
feel and create.**



According to research from the Health Enhancement Research Organization

Based on data from 3 geographical dispersed US companies, representing 20,114 employees who completed a work-related survey for 3 years.

Employees who
eat healthy all day
long are



more likely to
have higher job
performance.

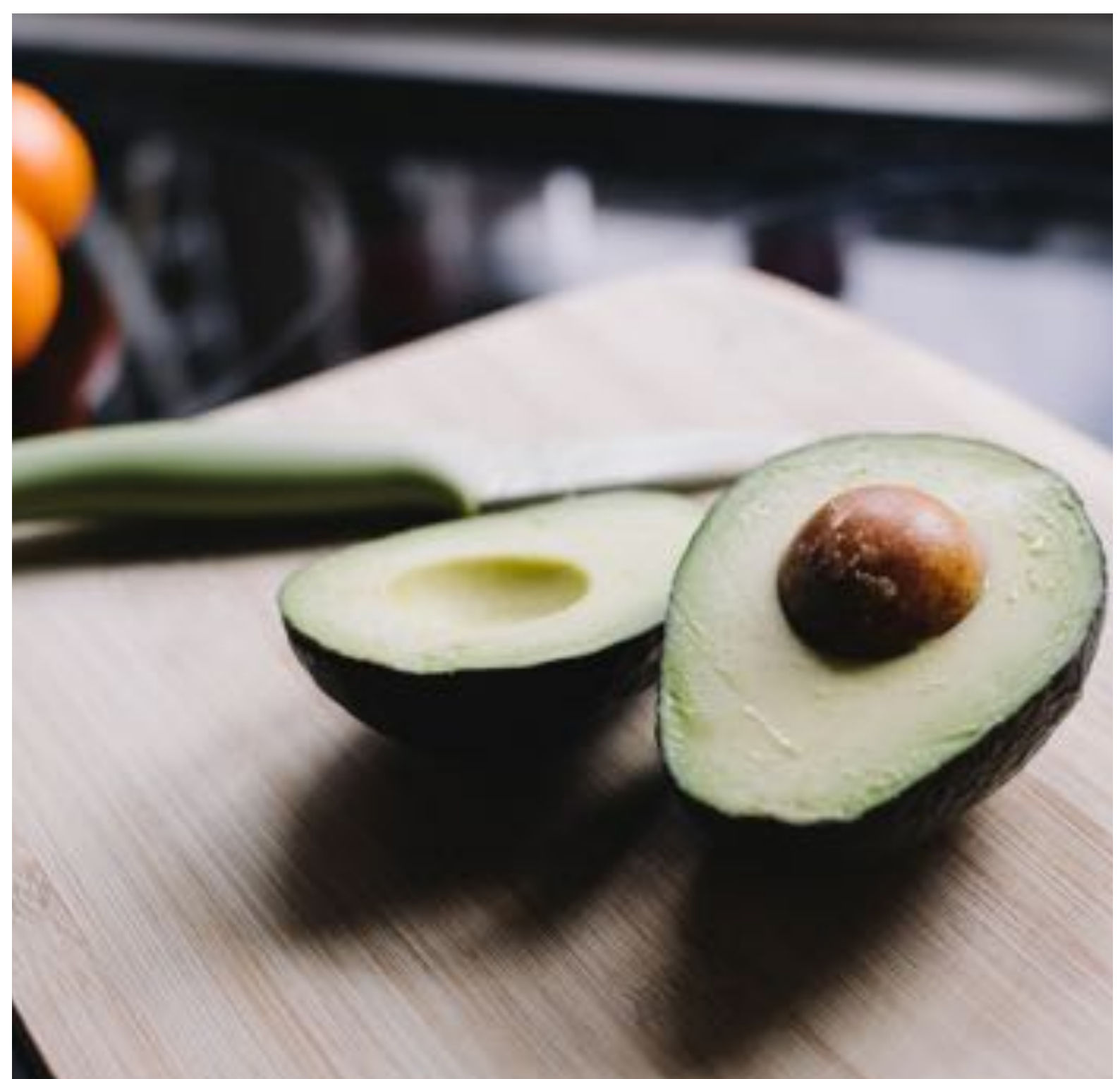
IMPORTANT

If you're serious about performing your best....

Making intelligent decisions about the food you put in your body is essential.

Although your brain accounts for just **2%** of your body weight, it consumes about **20% of its energy**.

To function at its best, your body needs a constant supply of glucose and fats.



HERE'S THE THING:

**OUR BODIES DON'T PROCESS
ALL FOODS AT THE SAME RATE.**



When we eat foods that release glucose quickly, like soda, sweets, cereals, bread, pasta, we experience a blood sugar spike that gives us a quick burst of energy followed by a drop in blood sugar that leads to a lump.

THE RESULT?

LOW ENERGY LEVELS
LOW PRODUCTIVITY





When we eat foods that provide **more sustained energy**, like low glycemic carbohydrates found in **fruits, vegetables, and whole grains**, as well as protein and healthy fats, we are provided with a **steady supply of energy to the brain**.

BREAKFAST

EXAMPLES OF WHAT TO EAT

EGGS



Rich in chlorine which helps boost memory by increasing the size of neurons.

BANANAS



The brain functions best with 25g of glucose circulating the the body. Just what you'd find in a banana.

YOGURT



Rich in mineral, protein, and probiotics. Aim for high protein low sugar yogurt. I recommend Greek Yogurt.

BLUEBERRIES



Rich in antioxidants which improves memory and motor coordination.

LUNCH

EXAMPLES OF WHAT TO EAT

DARK GREENS



Rich in vitamins, and minerals, and Iron which improves cognitive control.

AVOCADOS



Contains healthy fats which is vital to a healthy brain and a blood flow in your body.

ALMONDS




Phenylalanine found in almonds can do wonders for your brains health. Phenylalanine has a rare ability to cross blood-brain barrier and stimulates the brain to create natural mood boosting neurotransmitters like dopamine, adrenaline, and noradrenaline.

OLIVE OIL



Just like avocados, olive oil is a great source of healthy fats.

**DARK, FIBER-RICH WHOLE
WHEAT BREAD WITH CHICKEN,
EGGS, OR OTHER PROTEINS.**



**Dark, fiber-rich whole wheat bread
causes less of a blood sugar spike.
Add in some protein and the
glucose absorption rate becomes a
gentler curve.**

DINNER

EXAMPLES OF WHAT TO EAT

SALMON



Rich in Omega-3,
which supports
memory and focus.

BROWN RICE



Whole grain rice are
filled with magnesium
which improves
cognitive health.

BROCCOLI



Rich source of Vitamin K
which enhances cognitive
function and improves
brain power.

EGGPLANT



Eggplants will keep
your brain sharp by
enhancing
communication
between brain cells
and messenger
molecules.

SNACKS

Snacks are important for maintaining a steady level of glucose circulating in your bloodstream throughout the day.

HACK: Reorganize your snack cupboard so brain foods are more visible. Research shows that you're 3x more likely to eat the first thing you see in your cupboard than the 5th thing you see.

Our advice? Pack healthy snacks instead of relying on what's in the office kitchen to get you through the day.

To optimize brain power, make your 3 daily meals a bit smaller, and then add 2 healthy snacks.



SNACKS

EXAMPLES OF WHAT TO EAT

CARROTS



Will help maintain steady levels of blood sugar.

WALNUTS



Rich in protein, Omega-6 and Omega-3, Vitamin E, and Vitamin B6.

CASHEWS



High in magnesium, known to open up blood vessels in your body. More oxygen-rich blood means better brain function.

DARK CHOCOLATE



Contains antioxidant properties that increase the production of endorphins while enhancing focus.

HOW TO KILL PRODUCTIVITY



SUGARY FOODS LIKE SODA OR CANDY

The glucose drop you will get from eating those can make you feel spaced-out, weak, confused, or nervous.



HEAVY CALORIE- RIDDEN FOODS, LIKE HAMBURGER OR FRIES

Will make you sleepy and slow you down.

Be sure to eat enough

People who chronically under-eat, over-exercise, or regularly skip meals can become fuzzy-headed even after a minor dip in glucose.

THE ULTIMATE GUIDE TO **DOUBLE**
YOUR PRODUCTIVITY IN 30 DAYS

SLEEP

“Why is not getting enough sleep considered cool?”



3

LIFESTYLE

SLEEP

The first barrier to productivity is insufficient sleep. Don't get enough sleep, and your productivity suffers. You'll have less energy and react slower. You'll feel less creative and focused, and have difficulty making decisions and solving problems.

Now... we're not just going to tell you to sleep more... that's boring.

Instead, we're going to tell you about one single sleep hack you can use to instantly upgrade the quality of your sleep.

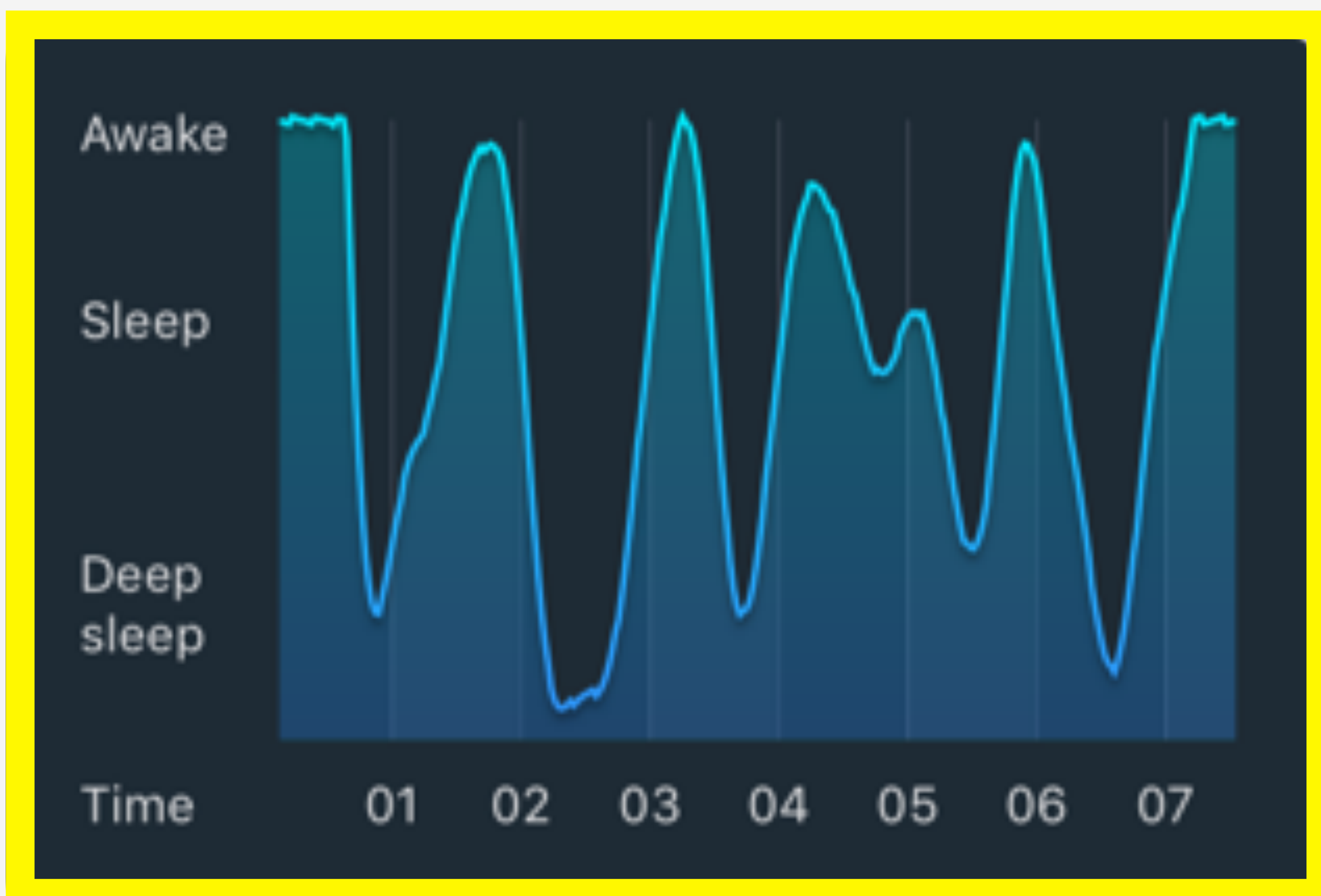
LIFESTYLE

INTRODUCING: SLEEP CYCLES

Simplified; when you sleep, you go through different stages of sleep. Light sleep, deep sleep, and REM sleep (also known as the dream state).

You will usually cycle through each stage of sleep every 1.5 hours (90 minutes).

Here's what your sleep usually looks like:



LIFESTYLE

EVER WAKE UP FEELING MORE TIRED THAN WHEN YOU SLEPT?

Don't worry, we all do.

This happens when you wake up in the middle of a sleep cycle (during Deep Sleep or REM sleep).

To wake up feeling fresh, you should aim to wake up at the end of every sleep cycle during light sleep.

This means that the time you sleep should be proportional to 1.5 hours.

Example: If you sleep at 11pm, you should aim to wake up at 6:45 or 8:15 (Taking in consideration that you need 15 minutes to asleep).

ACTION STEP:

- Use sleepcalculator.com. It's a free online tool that will tell you exactly when to sleep and wake up using the science of sleep cycles.
- Pay close attention to how you feel in the morning. Did you wake up at the end of a cycle or in the middle of one?



SOME THINGS THAT MESS WITH YOUR SLEEP CYCLES

- Eating a large meal before bed.
- Sleeping in a cold, hot, or noisy environment.
- Long naps during the day.
- Drinking alcohol, coffee, or smoking a cigarette before bed.
- Not sleeping at the same time every day.

LIFESTYLE

BONUS HACKS 1



Work standing up.

If you're working at a computer, try standing up. Use a standing desk or, if you don't have one of those, set your computer on top of a filing box or anything to raise the height (I once used cereal boxes).

Standing will keep you awake + sitting down for long periods is really bad for you.

LIFESTYLE

BONUS HACKS 2



Try the caffeine nap.

The trick is pretty simple: Drink a cup of coffee and then take a short (15-20 minute) nap.

A clinical study in the journal Psychophysiology showed a significant improvement in cognitive ability, reaction time, and executive function when taking caffeine naps vs when taking uncaffeinated naps.

Why? The caffeine effectively blocks your brain from responding to adenosine, the chemical that makes you tired. Caffeine usually takes about 15 to 20 minutes to fully enter the bloodstream, meaning it should really hit you at right about the moment you finish your nap.

THE ULTIMATE GUIDE TO **DOUBLE**
YOUR PRODUCTIVITY IN 30 DAYS

MEDITATION

“Should you find yourself in a chronically leaking boat, energy devoted to changing vessels is likely to be more productive than energy devoted to patching leaks.”

- Warren Buffett



4

LIFESTYLE

Yes, meditation is so powerful that I decided to create an entire section just for it.

Meditation can ultimately help you **channel your focus and cancel distractions around you.**

Meditation used to be seen as a "Yogi" thing to do. But now, CEOs and Executive are turning to it to manage their personal and professional lives.

LIFESTYLE

MEDITATION 101

There are many meditations methods out there, but I decided to share the one I personally use.

How to meditate simplified:

- 1- Sit or lie comfortably.
- 2- Close your eyes.
- 3- Make no effort to control the breath; simply breathe naturally.
- 4- Focus your attention on the breath and on how the body moves with each inhalation and exhalation. Observe your chest, shoulders, rib cage, and belly. If your mind wanders, return your focus back to your breath.

Aim to meditate 10 minutes, .

ONE GREAT TOOL YOU CAN USE TO GET STARTED WITH MEDITATION ARE GUIDED MEDITATIONS. JUST LOOK UP GUIDED MEDITATIONS ON YOUTUBE.

We hope you found this productivity guide useful. I'd love to be part of your journey and see you how you will improve with time.

Which is why I invite you to join **our private Facebook group** and share your improvements with the community there!

You can join the group by clicking the icon just below or searching up "Worldwide Engineering Community" on Facebook.

**CLICK THE
ICON TO JOIN**



Also, be sure to forward this guide to a friend you think might use the information in here.

RESOURCES

- 1- <https://francescocirillo.com/pages/pomodoro-technique>
- 2- <https://www.healthline.com/nutrition/11-brain-foods>
- 3- <https://www.healthline.com/nutrition/benefits-of-broccoli>
- 4- <https://medium.com/thrive-global/meditation-as-a-productivity-tool-cfb9b01bc4e7>
- 5- <https://www.businessnewsdaily.com/3699-healthy-eating-worker-productivity.html>
- 6- <https://www.entrepreneur.com/article/247650>