

The Ultimate Productivity Workbook:

How to Maximize Your Time
and Increase Your Output

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Introduction

How many times have you wished you had more hours in the day? Productivity is key to getting the most out of life. This workbook will help you learn how to maximize your time and increase your output. We'll cover everything from developing good habits to priorities and talk about ways to overcome distractions and procrastination. So, if you're ready to produce more in less time, let's get started!



WEEK 01

Habits: The Foundation for performing your best.

1.1 | Why develop healthy habits?

Habits can seem like a container that keeps you restricted, but ironically, they have the capacity to create freedom. With healthy habits, you can have the FREEDOM FOR your dreams. Investing in yourself and recruiting your whole life will guarantee your progress. Habits create the underlying foundation for which you will build your productivity and success. Frederick Langbridge shared, “First, we choose our habits, and then our habits choose us.” He said that we, like clay, work over many years, and then look back upon ourselves with fascination or regret. Will you become an exquisite work or be cracked and misshapen? Ultimately, we become what we invest in.

With so many options at our disposal, we must choose what we want to become and determine what those things are. “Treat yourself like someone you are responsible for helping,” Jordan Peterson shares. He points out that only 1/3 of transplant patients take the medication prescribed to keep their donated organs healthy. Another study shows that only 10% of people changed their lifestyles two years after heart surgery. Why is that? One word: **HOPE** - what you believe about yourself and your future determines what you will and won't do. Before you implement new habits and eliminate old ones, you must believe that this progress is worth it - that your future self is worth investing in. Yes, there will be short-term sacrifices, but there will also be long-term rewards. And just like vital organs, your choices are vital. What will your everyday life be? Since you've already taken the step to read this far, you're already committed to yourself.



Exercise: Imagine who you will be in 5 years if you have steady progress in investing in yourself. What are they wearing? What is their lifestyle? What values do they exude? How do they understand who they are? What is their reputation? What purpose do they have? What is their influence on the world? Draw a mindmap that will be useful for your reference in choosing habits that will help you invest in becoming this person.

If you haven't done so already, complete [The 12 Advances for Flourishing Leadership](#) to get a picture of where you will have the most impact in creating habits.



1.2 | How to create a habit

Here are 3 great models for creating habits and goals. These three systems work together to strategize goal setting and making changes so you can address what will level you up.

A | Michael Hyatt's SMARTER framework.

- SPECIFIC** Make your habit exactly what you want to accomplish so that there is no doubt that you have achieved what you want.

- MEASURABLE** “If you can’t measure it, you can’t manage it.” Put some numbers to it like money, time, and how many widgets.

- ACTIONABLE** Start with an action verb. (Google: “powerful action words” for a list).

- RISKY** Make it audacious enough that it is ambitious, and it requires commitment. Stretch yourself out of your comfort zone but not so far that it’s impossible.

- TIME-KEYED** When will you be able to accomplish this goal? “A goal without a date,” Hyatt warns, “is just a dream.” But, when you put it on your calendar, it gets done, and you can hold yourself capable.

- EXCITING** If this doesn’t spark joy, try again! This is your transformation, and if it doesn’t get you going today, how will you get out and do it in unfavourable conditions? Think about something that is truly rewarding for you.

- RELEVANT** This goal must align with who you want to be - your values, your current abilities and compatibility with where you are and where you are going.

Once you have a goal, Hyatt has a *Full Focus Planner* that you can invest in. Goals are more achievable if you write them down and review them frequently.



B | Michael Bungay Stainer's *How to Begin* method

Setting goals “unlocks our greatness by working on the hard things.” The first part is finding a worthy goal - and he says, make a crappy one to start with! A worthy goal is:

THRILLING Is your goal worth committing your life to? Is that who you truly want to be? It's not an obligation, but it is cool, fun, and bold. It's an adventure you want to have.

IMPORTANT It's not just about serving yourself. Can you give more to the world than you take, through this venture?

DAUNTING Will you actually put yourself out there to become the person you aren't today? It should make you just a bit nervous and excited because the journey of becoming isn't about playing it safe.

C | *Immunity to Change* by Robert Kegan and Lisa Lahey

Robert Kegan and Lisa Lahey are renowned adult learning and development psychologists. Their book *Immunity to Change* addresses how to make lasting change. There is a gap between our current ability and hope of what we can be and do.



INTENTION TO CHANGE



GAP



ACTUAL DESIRED CHANGES

Closing this gap is not as easy as changing bad habits into good ones. Human willpower alone won't do it. Besides, white knuckling our future self into existence only creates self-righteousness, pride, and a strenuous lifestyle. So how can we develop habits that are compassionate to ourselves and others? It will take some introspection to discover why we do what we do.



Goal	What I do to sabotage that goal	Competing commitments that lead me to sabotage my goal	Underlying assumptions behind those competing commitments
Become a more effective public speaker: feel more confident, focus more on my message and audience rather than my anxiousness	I compare my speaking presence to others and judge myself to be less interesting.	To not become full of myself	I need to be funny or tell stories in order to be interesting.
	I pay attention to the butterflies in my stomach while I'm speaking.	To not be seen as arrogant	I am not inherently interesting.
	I look at people's non-verbals to see whether I'm making sense. I focus on the people who don't look engaged.	To not feel like a fraud	Others have more interesting things to say than I do.
		To not take myself so seriously	If I can't be interesting, I will be exposed for the fraud.
			People's immediate reactions are good sources of feedback.

COLUMN 1 | Goal

Create a habit that would give you the most progress in what you want to become. It is something you could do, something you should do. This habit is essential and will make you feel fulfilled if you can put it into practice. This habit is personal - it increases your responsibility and doesn't rely on others to do it for you. Now, here is the trick - state it **positively!**



COLUMN 2 | Opposite Behaviours

List all the things you do *instead* of doing what you wrote down in column 1. What keeps getting in the way? This is essential information for starting your new behaviour.

COLUMN 3 | Immunity to Change

Confront your competing commitment. What would your life be like if you did the opposite of column 2? What comes to the surface when you think of giving these up? Fears? Judgments? Relationships? This is your **immune response to change**. It needs to be neutralized to start your new habit. *This is the real problem, and when you address this - success is more probable.*

COLUMN 4 | Assumptions

What lies underneath your immunity to change? Reflect on the unconscious, often unspoken patterns of thinking that uphold the opposite behaviours and responses to eliminating them. After some time, you should get an “Aha! That’s why I’m doing that!” Dealing with these limiting beliefs and ways of existing is the pathway to long-lasting change. Challenge these assumptions for what they are and explore what other ways of being will serve you better.

COLUMN 5 | Released

What would your thoughts be if you operated in the opposite way? What new thinking and behaviours do you need to support the first column - your goal? What new identity can you take on? (If you say, “I am a runner,” you’re more likely to run).



Exercise: Complete the chart for the ONE capstone goal that will give you the largest transformation in your life. Who is the one person you can share this with? (Don’t overshare! The problem with goal setting is it releases the same amount of dopamine as actually accomplishing it! When you keep your goal between you and one person to hold you capable of your transformation, you have a better chance of following through.)



1.3 | Tips for sticking to your new habit

Sometimes I don't want to go to the gym. Most of my habit hacks come from this and James Clear's book *Atomic Habits*.

INVESTMENT

When I decided to go back to the gym after the pandemic, I knew I had to commit to keeping it going. I paid for the annual membership upfront. Not only did I save money this way, but I also calculated what each session would cost if I stuck to my plan. I had a dollar figure for my investment or a dollar figure loss if I missed a session.

RHYTHM

Pick a sustainable pace that fits your goal. Set things up to be super easy in the beginning. When you are consistent and improve, things will get harder, but you'll avoid burnout or injury. You want to make it easy enough that there are no excuses, which goes well with scheduling.

SCHEDULING

I already have my habit scheduled on the calendar. James Clear recommends this format, "I will [BEHAVIOUR] at [Time] in [Location]." This is the start of the habit, and with enough repetition, you start to do it automatically. For instance, I would have to do more work to un-schedule my gym visit. Plus, if I cancel late, they charge me a fee. Every week I book my sessions as far in advance and pattern the rest of my life around this.

REWARDS

Have you heard about gamifying? Set up your habit to earn a reward that contributes to your journey if you complete a level, like in a video game. After I went to the gym for 2 months straight, I didn't reward myself with a fried chicken feast but a new pair of shoes that would encourage the habit.

TRACKING STREAKS

Ever wonder why prisoners etch the number of days imprisoned on the wall? Visual cues create motivation and resilience because you can tangibly see your progress. My heart rate monitor and app share which classes I do and how effective my work was. I take it another step and share that information on social media - not to boast but to keep myself accountable for being healthy. If I miss a session, I allow it for sickness and travel - otherwise, I need to start a new streak. Never miss twice and get back on track as quickly as possible.

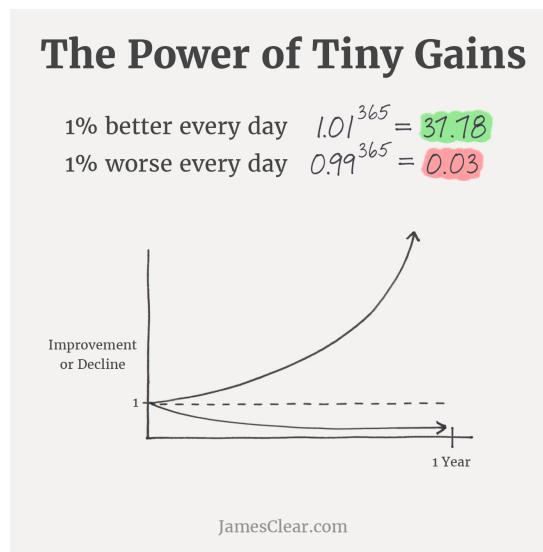
START SMALL AND DIG DEEP

Make the goal so easy that you would have to be a fool not to do it. When I went to the gym, my goal was just to go! You'll eventually get a haircut if you hang out at the barber or a tattoo if you frequent the tattoo parlour. When you make your goal so easy and small, you put yourself in the right environment where more could happen! Make your first step "So easy you can't say no."



POWER OF CONSISTENCY

When I don't want to go to the gym, I change that day's goal: just put on my clothes and check in at the gym. I let myself take it easy if I need to because it isn't really about what I can accomplish that day - it's about maintaining consistency. James Clear shows that if you get just 1% better daily, you experience compound interest in yourself and will be 37.78 x better in a year.



ELIMINATE OBSTACLES

One of the reasons I use the gym as my example is because this habit puts everything else into place for me. To get to my 6 AM class, I have to wake up at 5:15 AM. That means I have to make good choices at night! So, I don't snack and watch TV; I have to start winding down, do my night routine and get to bed early to sustain myself. When things get out of whack, I feel it. You don't have to create any self-inflicting punishment. Whatever pushes against your goal hurts enough!

NEW CHALLENGES

Once things get going and you adapt to your new habit or skill, you'll want to get curious about your abilities. Experiment. Could you do it twice in a row? Ask, what would the next level be for this? Make a new challenge about play! The gym always has a heavier weight, a higher box, or a faster time that I can aim for, and I go for it each time that pops up in my head. And, yep, once I injured myself - so watch out!



Exercise: Create a habit - Using the above habit hacks build on your capstone habit with a plan that schedules and rewards you for your commitment.



1.4 | Transform setbacks into feedback events

Productivity is key to success in any field. However, staying focused and productive is not always easy, especially when you face setbacks. Before we start, let's redefine the setback. If you zoom out on your timeline and determine that this event will be a feedback event that will catalyze new growth and strategies, you don't need to categorize it as a setback. Learn how to fail fast and bounce back – making mistakes is all a part of the process when you learn and adjust.

DON'T GET DISCOURAGED

When you face a setback, it's easy to become discouraged and give up. However, it's important to remember that everyone faces setbacks, and it's important not to let them discourage you from reaching your goals. Determine a way to frame this positively and create an intention to take the next step forward.

IF/THEN HACK

Things come up, and streaks are broken, but you can devise a side rule: "If I sleep in and miss the gym, I will go on a 30-minute walk." You may be tempted to make this a punishment - don't play that game if you want to keep your intention. Remember, this is about accomplishing your goals, so make your if/then a version of keeping your momentum going.

ANALYZE WHAT WENT WRONG

When you analyze what went wrong, you can learn from your mistakes and improve your chances of success in the future. Life is a learning laboratory, and you now have valuable information to stay on track with your habit.

RECALIBRATE

Sometimes, it's helpful to take some time off after a setback to clear your head and return stronger than before. Set a time to reflect on your foundational work (especially the *Immunity to Change* framework) and think about it as clearly as possible. Modify your plan to make it more achievable and something that will give you a quick return.

GET HELP

Reach out to someone with whom you can share your setback. This person will encourage you and support you where you want to be. They should be a good listener who seeks to understand you, show empathy and partner with your goals instead of someone who falls into the advice trap.

START AGAIN

Imagine what will happen if you continue on the setback trajectory. Next, compare that result to getting back on the bicycle and heading in your desired direction. You may have some scrapes and bruises, and those will heal. You'll notice that you already have a lot of momentum going for you when you think back to where you started. If you start again, you can make the most of your previous work.



Exercise: Think of a habit that you are having difficulty implementing. Try reframing what you are doing as a learning. Talk to your coach or accountability partner and consider revisiting the Immunity to Change Exercise with what you have learned.

Resources to help you with Habits

Free to Focus

by Michael Hyatt

How to Begin

by Michael Bungay Stainer

Immunity to Change

by Robert Kegan & Lisa Lahey

Atomic Habits

by James Clear

The Power of Habit

by Charles Duhigg

Daily Rituals: How Artists Work

by Mason Currey

Hooked

by Nir Eyal

The Slight Edge

by Jeff Olson





WEEK 02

Time Management

What gets scheduled - at a specific time and place - produces results.

Answer these questions:

1. Where are you most productive?
2. When do you create your best deliverables?
3. What distractions do you need to eliminate?
4. How do you set yourself up for a work session in the flow zone?
5. What rhythms of work, rest and reward can “gamify” your life?
6. What is most important to block off in your week so you can get your work done?
7. How do you set up your priorities?
8. When do you evaluate and modify your schedule?

We will provide some points for each question so that you can produce your best work in the least amount of time.

Let's face it. A lot of time is wasted. Have you ever heard, “When I work from home, I get so much done!” The boundaries required to produce work don't need to rob your family and free time!

2.1 | Make your Time in your workspace worth it

I used to have a horridly ugly office. It was so distracting, and with just under \$500 at Ikea, I made it a space I want to be in. I stopped leaving work early, had more energy, and produced better work.

The first thing you will need to do is set up your workplace for proficient work. This is time management! Making the space worth your time is a foundation for the other steps in this guide. You will be in this place for hours; it is worth the investment to be safe, comfortable, and efficient. If your office or desk has sounds, smells or sights that take away your productivity, those things must be changed.



Here are some things to consider (google)!

- LIGHTING** What work and mood lighting give you energy?
- POSTURE** Is your desk, chair and computer set up properly?
- SOUNDS** What background noise or silence can you create?
- SMELLS** Essential oils or no smells can influence your work.
- SIGHTS** What can pick up your mood, whether it is an area rug or a picture?
- DISTRACTIONS** If people can easily make eye contact at your desk, can you reposition it or get a privacy screen? What else takes you away from your focus that you can eliminate?
- ENVIRONMENT** What plants, air circulation, humidity and beauty can be adapted?
- SIGNS** What explicit and polite way can you tell your colleagues that you are in focus mode to get a project done?
- SYSTEM** What is your workflow, and what needs to be near so you can reduce unnecessary movement?
- BOUNDARIES** You may need to plan a difficult conversation if your colleague isn't respecting you. You can start off by asking for help because you are starting a new productivity system for your work.



Exercise: Set up your workspace for productivity. Need inspiration? Head over to Ikea - but set a budget before you do. This is an investment in your production and bottom line.



2.2 | Prioritize Creative Deliverables

Before I open an email, I write. Email and social media messages let someone else set your agenda. You control your energy when you choose to work on your creative deliverables before getting bombarded with everything else. Most people produce their best work in the morning after they have a full tank of sleep and food. Don't give that finely-tuned engine to someone else! Here's a quick story:

A philosophy professor once stood before her class with a large, empty jar. She filled the container with large rocks and asked if it was full. The students said that it was. She then added little pebbles to the jar and asked if it was now full. The students agreed that the jar was completely full. A student caught on to the illustration after she poured in the sand. "There still is more that can fit in!" "You're quite clever," the professor exclaimed as she poured water into the large jar.

According to the instructor, the container represents one's life. For the philosopher, the rocks in the jar are equivalent to the most important things in your life, but let's talk about this illustration as it relates to your work.

The big rocks are the essential contributions you need to move your project or business forward. You will be invaluable if you get metrics on where your work brings the most value to your company and bring your best work to those tasks.

If you focus on small and unimportant things, you will have no room for what is truly important. So, in order to maximize your productivity, you must prioritize the essentials. You can worry about pebbles and sand later.



Exercise: Create a list of your top three deliverables. Schedule a time each day when you will have your no-distraction focus time. What do you need to do to ensure you're able to carve out that time and space?

Pareto Principle

To truly up your game, you must finish more in less time, focusing on your most important tasks first. This is called the 80/20 rule, or the Pareto Principle. The idea is that 20% of your effort produces 80% of your results. So, if you can identify and work on the 20%, that will be the most productive use of your time - these are your big rocks. Concentrating on your rocks will make you get more done in less time and consequently, your work is easier.



To do this, you need to understand a “deliverable.” A deliverable is anything that can be measured or quantified that you produce in your work. It could be a project plan, a report, an analysis, or even just an idea. Once you have identified your deliverables, you need to set a deadline. What is your daily, weekly, and quarterly quotient?

Deadlines

The key to meeting deadlines is to break your work down into smaller tasks that you can complete in a shorter period. For example, if you have a deliverable due in two weeks, break it down into tasks you can complete in one day, one week, or one hour. This will help you stay on track and meet your deadline.

Task List

One way to do this is to create a task list for each deliverable. Write down all the tasks you need to complete to finish the deliverable. Then, prioritize the tasks by importance and urgency. Work on the most important and urgent tasks first.

Manage energy, not time

You will work better if you manage your energy over being a slave to the work clock.

Managing energy is key to productivity. When you understand your own energy cycles, you can work smarter, not harder. For example, I know that I am most productive in the morning. I try to schedule the most important tasks for that time block. I also avoid scheduling meetings or calls for the late afternoon when my energy starts to wane.

Another way to manage your energy is to take breaks. I often take a break after completing a task or at the end of a workday, allowing me to refresh and reset for the next task. I am more productive if I take short breaks throughout the day instead of one long break.

What works for you? Experiment with different methods and find what works best for managing your energy and maximizing your productivity.

Keep track of your work output and time

“What gets measured, gets managed” was noted by a buddy of Copernicus, mathematician Georg Joachim Rheticus. When you track how long you work on something, you get important information on when you work well, what kind of projects you are effective at, and how to bill your clients. Effectively you will learn the cost of your time for yourself and for your business, helping you know when to say yes or no to projects.



Kanban Board

The Kanban board is a tool that prioritizes work by value and manages your effort. It has its origins in the 1940s by Toyota as an agile methodology, designed to help manufacturers visualize their workflow. Rather than trying to do too many things at once, the Kanban board helps define what needs to get done and gives you a realistic view of how much work is actually in progress.

A Kanban board is like a scoreboard for work. It helps you figure out what is most important and how to do it. The board has different columns with labels like "Ready", "Doing" and "Done". To move tasks from one column to the next, you have to complete each step in order until the task is done. Each column has a customizable work-in-progress limit. This helps you limit multitasking, which is proven to reduce efficiency and quality of work.

You can use it to estimate how long tasks will take and then move items through from start to finish as they get completed. This makes it easy to visually track your progress and make adjustments quickly if something isn't going as expected. When tasks remain stuck, you can park them in stuck and determine if there are any commonalities that inform productivity decisions. Plus, having all this information laid out in one space makes it easier for you to stay focused on important tasks instead of getting bogged down with busy work.

Creating a physical Kanban board can help you to organize your workflows and optimize time management. You can make your own using boards, cards or a whiteboard.

Top 3 online Kanban Tools

1. Trello

2. Asana

3. Monday





Pomodoro Timer

Another way to stay on track is to use a productivity tool like a Pomodoro timer. The Pomodoro technique is a time management strategy that helps you break down work into smaller chunks.

To use the Pomodoro technique, set a timer for 25 minutes and work on one task until the timer goes off. Then, take a five-minute break. After four Pomodoros, take a longer break of 15-20 minutes.

The Pomodoro technique is a great way to stay focused and avoid burnout. It can also help you track your progress and see how much you can accomplish in a short period of time.

There are a few other things you can do to increase your productivity. First, make sure you have a clear understanding of what you need to do. This means having a detailed task list or project plan. Second, set realistic deadlines and ensure you have enough time to complete the task. Third, eliminate distractions by turning off your email, social media, and phone. Fourth, take breaks when you need to and don't try to work for long hours without taking a break. And fifth, find a productivity tool that works for you and stick with it.

Productivity is all about focus. Focus on your most important tasks and deliverables, and you will be more productive. Use the Pomodoro technique, take breaks, and eliminate distractions to help you stay focused.

Quick Things to do:

Keep track of the time you spend on each task

Use a timer to track your work time

Track your progress over time



Review

Productivity is all about discipline and finding what works for you. There is no one-size-fits-all solution, but there are some helpful tools to get you to where you want to be. First, we talked about motivation and setting goals. Second, we covered the habits that will transform who you are and what you can produce. Finally, we introduced some time management hacks so you work your best and avoid burnout.

What major change do you have the most energy to start doing today?

Taking the Next Steps

Workbooks are great at generating ideas, and you may be able to take your goals to the next level. Most people will download this workbook and read a little. If you made it this far – you’ve already taken a big step. What was most helpful for you?

Get the most in your productivity with coaching!

When I learned piano, I needed a teacher to go to each week and get input on my progress. Not only did she help me learn techniques, but provided motivation since she was a partner, holding me capable of being the best I could be. It’s the same with everything I’ve really wanted to improve on – fitness & nutrition business & career.

Let me be clear: you do not need coaching. In fact, nobody needs coaching. The question is, do you want coaching?

I believe in coaching so much that I’ve had my own coach for years. That’s because I love having someone who believes in me. I love having someone hold me to a compelling vision and track my results. I love someone who doesn’t believe in the negative stories I tell myself or the fears that hold me back.

I perform my best with coaching and focus on completing high-stakes goals. How do you achieve your best?

Why Coaching?

I used to think that coaching was a waste of money. Immediately, my defences went up when someone suggested it. I decided I would lead alone.

But then I was paired with a coach and found it to be the best tool for peak performance. I finally had a support to get me unstuck and executing clear strategies to lead well.

I saw my employees' engagement and productivity increase. I didn't have to work so hard because my plans and leadership were compelling. New employees told me, "You're the best boss I've ever had." Clients said, "Thank you, this changed my life." It all started with coaching.

No Leader Leads Alone

"If you want to go far, go together."

Isolated leaders are in a dangerous situation. Even on teams, leaders need support in navigating their complex world. Leaders who lead alone experience:

- High burnout and sick leave rate
- Increased conflict with team members
- Overwork with little results
- Team confusion from unclear communication
- Inconsistent strategy leading to chaos

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Certified
Executive
Coach

It would be a privilege to discover your conversation beneath the conversation — the talk you're going to have with yourself, your team, and your future.

[Book a 30-min. Discover Call](#)



What is Coaching?

Coaching is the most important conversation you need to have with yourself. Like partners in conflict, you need a mediator to sort out thoughts, emotions, and obstacles.

Coaching unlocks the prison leaders call lonely.

- A partnership invested in where you want to go, what's getting in the way, and how you can get there.
- An opportunity to meet with a confidential partner to explore ideas and uncover options you may not see on your own.
- A practice to generate solutions, accelerate personal transformation, change team cultures and increase innovation on a corporate level.

Get the Advantage of Coaching

- Twelve sessions in a six-month commitment to realize your success
- Resources to sharpen your strategy and communication
- Weekly text and email support
- Assessments to increase your self-awareness and development.
- A cheerleader, strategic thinker, and encourager in your corner.

Book a 30-min. Discover Call

