



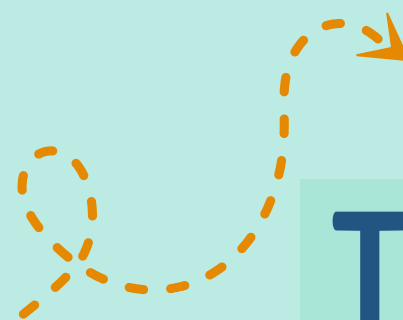
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Productivity

Ideas to double



your free time



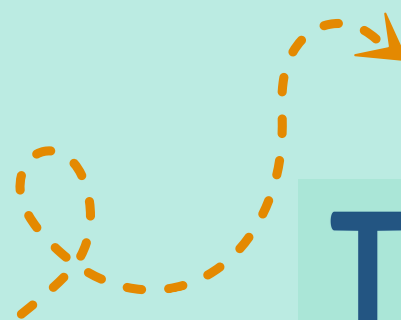
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# 1

## TWO MINUTE RULE

If something takes less  
than 2 minutes, do it  
right then.



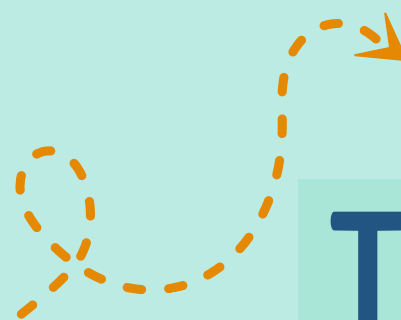
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# 2

## DIVIDE YOUR DAY INTO 4 QUARTERS

If you procrastinate,  
get back on track the  
next quarter.



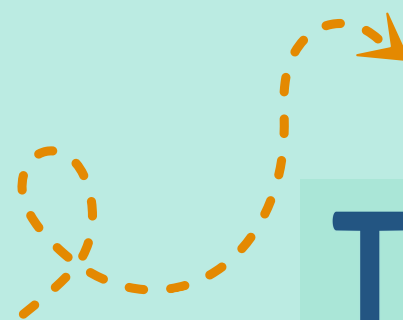
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# 3

## SWALLOW THE FROG

Align your highest state of  
energy to your most  
important task.



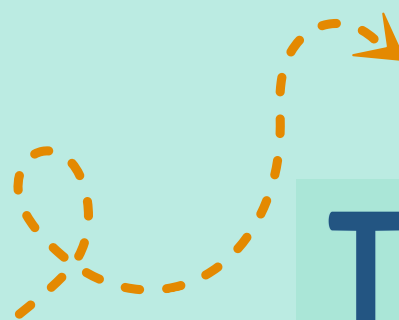
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# 4

## CHUNK BIGGER TASKS

Cut bigger tasks down into  
their smaller component  
parts.



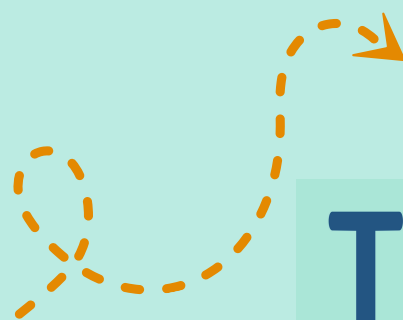
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# 5

## 5 SECOND RULE

Count down from 5, and you'll  
get right into it (Mel Robbins).

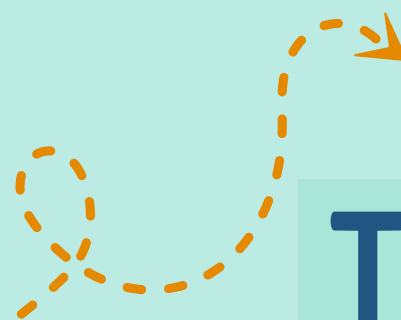


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# AIRPLANE MODE

Turn Airplane Mode on.  
It's the best productivity app  
you have (seriously).

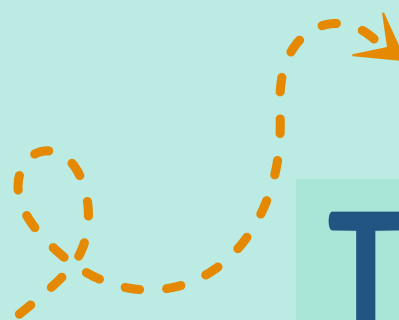


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## 5 YEAR FILTER

If it won't matter in 5 years,  
don't spend more than 5  
minutes stressing about it.



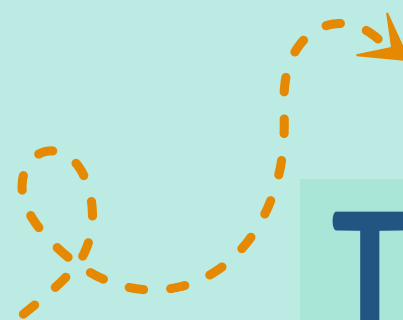
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## FOLLOW THE PLAN

Use a 3:3:3 plan. So 3 hours  
on your most important  
project, 3 shorter tasks, 3  
maintenance activities.



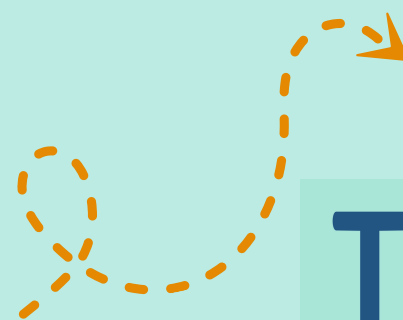
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## ASK POWERFUL QUESTIONS

‘What if I could reach my  
5 – year goal in 6 months?’

Big questions lead to  
breakthrough solutions.



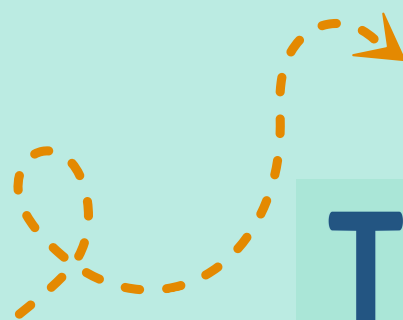
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# 10

## MAKE 'NO' YOUR DEFAULT

Whether it's new projects or  
social gatherings, saying 'Yes'  
to non-priorities ruins your  
priorities.

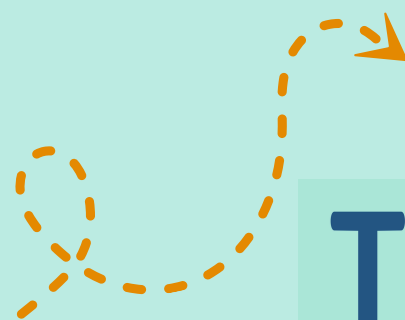


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## TRY GREYSCALE MODE

On your phone, try this setting.  
It cuts screen time by 50  
minutes a day.



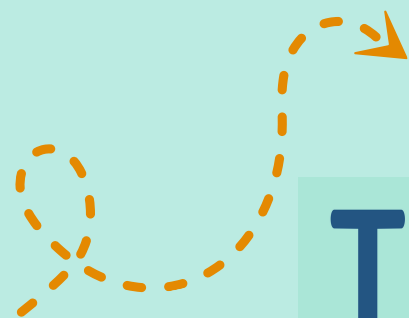
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# 12



## EMBRACE IMPERFECTION ACTION

As Sheryl Sandberg says:  
Done is better than perfect.



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