

The Most Powerful

Advanced Productivity Mastery



**Achievement System
in the World**



How to Increase Productivity and Reduce Stress





Master Your Physiology – Transform Your Life:

- Energy is a Vitally Important Topic for Success
- The Importance of Life Energy - chi
- How the Mind and Body Influence Each Other
- Edgar Cayce's "C.A.R.E." System of Health
- The Effects of Food and Exercise on Your Mind
- 7 Questions That Can Give You More Energy
- Postures, Voice & Gestures Influence Your Energy
- Meditation to Combat Stress & Increase Wellbeing
- A Checklist to Optimise and Maintain Your Energy



What You Will Learn Today



- 5 Powerful High Performance Tools to Boost Productivity.
- How to Eliminate Distractions and Improve Your Focus.
- Increase Your Energy and Brainpower in Just 3 Minutes.
- How to Get More Done While Reducing Stress.
- A Simple Way to Plan Each Day That Can Change Your Life.
- How to Finally Win Back Time!
- 10 Indicators to Discover How Productive You Will Be When Setting Any Goal – know when to proceed or not.

Why These Are Important:

- You'll have more power to turn your dreams into reality.
- You'll have more energy & passion for life with less stress.
- You will be more efficient and effective than ever before.

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Why People Struggle With This



They Don't:

- Understand How Their Mind Operates.
- Know How Their Body Works or Its Needs.
- Truly Value Their Time or Energy.
- Realise the Importance of Energy in Achieving Goals.
- Know How to Boost Their Energy and Productivity.
- Have Enough Clarity on Their Goals in Life.
- Know About High Performance Tools and Habits.
- Realise Something So Simple Can Be So Powerful.

How to Increase Productivity and Reduce Stress





Why is Productivity So Important?

- You Only Get 24 Hours in Each Day.
- You Have Limited Time to Achieve Your Goals in Life.
- Important to Be As Efficient and Effective As Possible.
- Otherwise You May Experience Great Disappointments.

Energy:

- You Get a Limited Amount of Energy Each Day.
- You Need to Save As Much Energy As Possible.
- What is Your Day Like When You Are Full of Energy?
- How Much Do You Get Done When Your Energy is Low?
- Use Energy Optimisation - get more done, less stress.



Stress:

- Stress is the Number One Killer Today.
- Most Serious Illnesses Traced Back to Long-Term Stress.
- Reduce Stress - Improve Health, Energy and Productivity.
- Live Longer With Greater Satisfaction and Achievements.

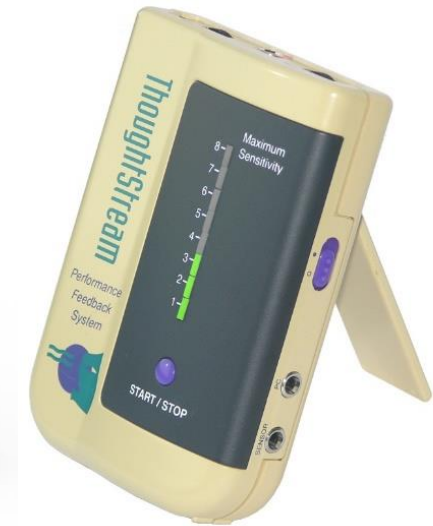
Simple Ways to Reduce Stress:

- Daily Exercise and Also Recreational Activities.
- Adequate Sleep - You Must Get 7-9 Hours per Night.
- Planning and Prioritising Your Projects Effectively.
- Taking Refocus/Energisation Breaks Every 60-90 Minutes.
- Meditation, Relaxation Techniques and Self-Hypnosis.
- Light and Sound Devices and Bio-Feedback.

Powerful Ways to Reduce Stress

Get Into a Relaxed Focussed Receptive State:

- Meditation.
- Bio-Feedback.
- Brainwave Sensing Technology.
- Light and Sound Technologies.
- Electro-Cranial Stimulation.



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There Are Simple Ways to Achieve Far More Each Day While Dramatically Reducing Stress

- The Age of Mass Distraction – attention span is short.
- We Get 24 Hours Daily and Cannot Create More Time.
- We Can Only Change the Way We Do Things.
- Wasting Time Sabotages People's Chances of Success.
- You Can Achieve Far More Than You May Think!
- Sounds Stressful - but it is not!
- You Need to Start By Eliminating Wasted Time.

How to Win Back Time



Time is your most valuable possession – you never get more, but you can spend it much more wisely.

FACT: The average American spends 5 hours and 4 minutes watching TV every day. That's 1,849 hours each year, or the equivalent of watching TV 24/7/365 for 16 years of their life!!!

How different would their lives be if they watched just 1 hour less TV and spent that hour pursuing their goals in life?!

STRONG SUGGESTION: Just for 1 day, take account of how you spend each hour of that day. You may be very surprised how much time you could set aside by prioritising your time better.

“THE ONE THING” FOCUSING QUESTION: *“What’s the ONE thing I can do that by doing it, everything else will be easier or unnecessary?”*

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Know Exactly What You Want



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A Lack of Clarity Can Have Serious Effects!



Long-Term Effects of Lack of Clarity:

- Low on Energy.
- Not Much Enthusiasm.
- Energy is Fragmented – just reacting to externals.
- One's Life Can Drift.
- Prone to Complaint.
- Can Often be Unsuccessful.
- Achieve a Far Less Happy Life.
- Less Growth - by Avoiding Challenging Situations.
- Experience a Life of Mediocrity.
- Always Settle for Second Best.

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The Beneficial Effects of Having Clarity



Long-Term Effects of Having Great Clarity:

- Far More Energy, Enthusiasm, Aliveness and Joy.
- Your Energy is Focussed.
- You Can Be Far More Successful.
- Allows You to Achieve Your Life's True Purpose.
- You Can Achieve a Far More Fulfilling Life.
- Experience Personal Growth + Develop New Skills.
- You Can Experience the Best Life Has to Offer.

Having More Clarity Will Change Your Life! - when you're clear on your goals AND your life's purpose, and you *use high performance productivity tools* you become unstoppable!

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STEP #1 - How to Get Clarity on Your Individual Goals

Goal Brainstorming - Create Goals for Every Area of Your Life:

Finances, Career, Relationships, Recreation, Health, Personal growth



Write down all the things you want to achieve during your life



Include those things in your life that cause you to suffer by converting each one into its opposite



Cross off any that don't feel particularly important to you



Repeat this process for each area of your life

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STEP #2 - Discover Your BIG Why for each of Your Goals



The “So That” Exercise:

- “Wants” and “Needs” are different.
- After each of your goals, add the words “so that”.
- Fill in your own reason after the words “so that”.
- Keep going deeper by adding more “so thats” until you discover your single motivating reason for your goal.

RESULT: You will discover if your goal is truly worthwhile (a need) or its just helping you to avoid some change you need to make within yourself (a want).

STEP #2 - Discover Your BIG Why for each of Your Goals



EXAMPLE GOAL: To work half the time for twice the income

- So that: I have more free time, and I can do whatever I want.
- So that: I can learn new things and experience more of life.
- So that: I can discover what I like doing best.
- So that: I can spend more time doing things that I love.
- So that: I can experience more excitement and passion.
- So that: I can live my life to the fullest.
- So that: I can be deeply happy and truly fulfilled.
- So that: I can be a positive influence on others.
- So that: They can also achieve their goals and become happy.
- **RESULT:** You Discover Your Big Reason Why OR you may find your goal is not really worth pursuing.

STEP #2 - Discover Your BIG Why for each of Your Goals



Here is a process chart to clarify the exercise:

Write down your goal, and add the words “so that”



After “so that” write out your reason why



Repeat this “so that” process until you find your “Big Why”

RESULT: You should now have great clarity on worthwhile, meaningful goals and avoid wasting time and energy on goals that may end up being dissatisfying, unfulfilling or that just enable you to avoid things you need to change.

How to Get Clarity on Goal Action Steps

The Best Way is:
- Use Mind Mapping to discover all your action steps



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High Performance Coaching – What Is It?



Brendon Burchard

- founder of High Performance Institute

“High Performance means excelling and succeeding above and beyond standard norms consistently over the long-term”

High Performance Habits:

- ✓ High Performance vs Peak Performance
- ✓ Have Greater Success, Fulfilment, Aliveness and Joy
- ✓ Win Back Time – activities that waste time & energy
- ✓ Dramatically Increase Productivity (work smart)
- ✓ Take Energisation Breaks - every 60 to 90 minutes
- ✓ Improve Your Health - reduce stress and burnout
- ✓ Have Greater Focus - Get More Done and Faster
- ✓ Achieve Far Higher Success – than 95% of people

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High Performance Tool - **Productivity Questions**



1. When was a time in your life when you were most productive?
2. How did you get so much done?
3. Where do you feel you are not being productive enough yet in your personal life and why?
4. Where do you feel you are not being productive enough in your professional life and why?
5. If you could only improve 1 or 2 of these, what would they be?
6. What could you start doing to improve these areas?

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High Performance Tool - **Productivity Questions**



7. What do you really feel is most important in your mission/goals right now?
8. Are you moving towards it at the pace you really want?
9. If you had to cut out some activities in life that aren't giving you the productive payoff you want, what would they be?
10. What distractions or competing interests seem to keep you from getting more done?
11. How could you minimize these distractions?

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Block Time is a focus-management approach that requires "blocking out" significant amounts of time to advance or complete a major project in your life.



- It requires you to get clear on a major dream and schedule real time to leap towards it.
- When doing time-blocking to progress any project - eliminate all distractions.
- Turn off your phone, social media, and make sure you are not disturbed, so you can have total focus and be at your most creative - so you can make the fastest progress possible.

➤ **GOAL:** Minimum effort - maximum result.

Lets look at a great way to do this effectively...

High Performance Tool - Time Blocking

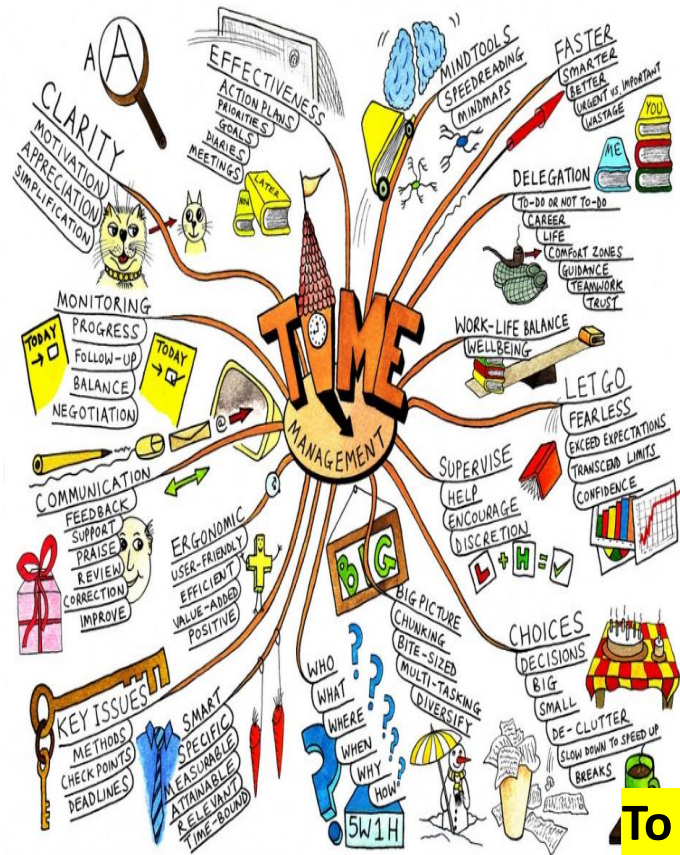
Below, detail a dream you have and spend some time answering the questions and planning your block time:

DREAM 1:

1. A dream project I'd love to start or complete is.....
2. The reason this project is a dream of mine and I'm committed to it is.....
3. If I'm ever going to make this dream come true, I'd have to make these things my priority.....
4. A block of time I'm going to dedicate to this dream or project is..... (can be a daily block of time, or a block of time that is several days or weeks long where you focus on nothing else but the project, like writing a book over the next two weeks).

Repeat this process for other dreams you have.

To create the reality where I will have this much block time to complete the project, I will need to make these adjustments in my life.....



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High Performance Tool - Daily Productivity Planner

Projects

List the 5 biggest things I must do to move each of these projects forward:

Project 1 _____

- 1
- 2
- 3
- 4
- 5

Project 2 _____

- 1
- 2
- 3
- 4
- 5

Project 3 _____

- 1
- 2
- 3
- 4
- 5

People

People I need to contact today:

- 1
- 2
- 3
- 4
- 5

People

People I'm waiting to hear back from:

- 1
- 2
- 3
- 4
- 5

Priorities

The main things I must complete today, no matter what:

1. _____
2. _____
3. _____

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High Performance Tool - Qigong for Energy, Focus and Brainpower

Phase 1



Phase 2



Phase 3



Phase 4

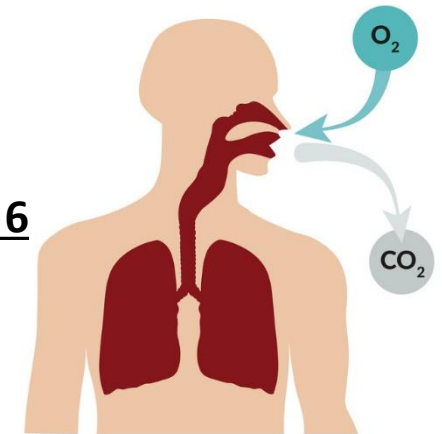


Warning: One of these exercises involves standing on one leg, which may not be suitable for you if you have poor balance or if you're currently overweight, or if you suffer from any condition that could make this exercise a risk for you. Always consult your doctor before starting any new exercise routine!

Phase 5



Phase 6



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High Performance Tool – Action Indicator Assessment



Think of a big dream or goal you'd like to achieve. What if we could know in advance whether or not you'll be productive and work hard towards your dreams? We can.

Below are several categories to consider when trying to assess your will, competence, or likelihood of taking on or successfully completing any given challenge in life. With each category, give yourself a rating of 1-10 as described. After you complete all categories and scaling, find out your overall score and its implications by adding up all of your ratings.

Categories:

Your Rating:

Yes, very much = 10; No, not at all = 1

Future Identity

1 2 3 4 5 6 7 8 9 10

Is this goal or activity relevant to my future identity, to how I see myself and what I see myself doing over the long-term in the future?

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High Performance Tool – Action Indicator Assessment



Categories:

Your Rating:

Yes, very much = 10; No, not at all = 1

Intrinsic Value

1 2 3 4 5 6 7 8 9 10

Is this goal or activity something I am passionate about, would enjoy doing, feel proud about and sense contributes meaningfully? Would I do this regardless of money, status, recognition or power (extrinsic rewards)?

Utilitarian Value

1 2 3 4 5 6 7 8 9 10

Is this goal or activity something that will lead to a useful outcome for me? Will I get something useful in life out of doing this?

Opportunity Cost

1 2 3 4 5 6 7 8 9 10

In pursuing this goal or activity, can I avoid losing out on other things that I find important? Can I do this without costing too much time, energy, effort, resources, and willpower needed elsewhere?

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High Performance Tool – Action Indicator Assessment



Categories:

Your Rating:

Yes, very much = 10; No, not at all = 1

Delay Time

1 2 3 4 5 6 7 8 9 10

Is this goal or activity going to have quick and recognisable results that I can enjoy soon?

Personal Control

1 2 3 4 5 6 7 8 9 10

Is this goal or activity something that I will be able to make happen by my own efforts?

Social Support

1 2 3 4 5 6 7 8 9 10

Is this goal or activity something people will support me on? Will others provide direction and cheerleading when I attempt this?

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High Performance Tool – Action Indicator Assessment



Categories:

Your Rating:

Yes, very much = 10; No, not at all = 1

Bandwidth Belief

1 2 3 4 5 6 7 8 9 10

Is this goal or activity something I will have enough time and focus to do a good job at?

Resource Availability

1 2 3 4 5 6 7 8 9 10

Will I have the resources I will need to successfully accomplish this goal?

Autonomy

1 2 3 4 5 6 7 8 9 10

Will I be given the trust and decision making authority I need to feel as though I am in control and able to make things happen?

TOTAL SCORE _____

Add the numbers to get a total score

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High Performance Tool – Action Indicator Assessment



If in tallying all of your ratings you didn't end up with a score of at least 75 then it's likely you will not feel competent or excited about pursuing this new goal or activity.

So, what if your score isn't at least 75? Should you give up and not proceed? Not necessarily.

Spend some time looking at each area that didn't get at least a score of 8 and ask yourself what could I do in this area in advance of starting this new activity so that my score would be higher?

In other words, do the hard work of thinking about how to increase your ratings. And also reconsider whether or not this new goal or activity is really your thing, or something not worthwhile pursuing at all.

What We Have Covered Today

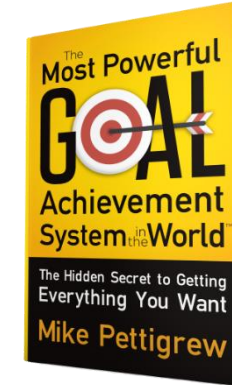
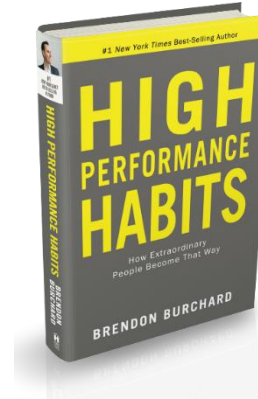


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Recommended Resources



- **Bio-Feedback/Light & Sound Machines:** www.MindPlace.com
- **Brainwave Sensing Headsets:** www.NeuroSky.com
- **Electro-Cranial Stimulation:** www.Sota.com
- **High Performance Habits:** Brendon Burchard
- **Release Meditation:** YouTube “release meditation”
- **The Most Powerful Goal Achievement System in the World:** Mike Pettigrew
- **The One Thing:** Gary Keller and Jay Papasan



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Over to You...



Questions & Answers

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