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THE UNLAZY WAY



JONNE

↳  
(A RATHER  
UNLAZY FELLA)

# HOW TO READ THIS AMAZING CHEAT SHEET?

Book cover



The Book

Author

Unlazy rating  
(from 0 to 5)



Powerful quote from the book

Short n' sweet summary

Three key  
points or  
ideas..

..I found  
especially  
interesting..

..and which  
you'll love!

**UNLAZY  
ACTION  
STEPS**



And of course, **we need to take action!**



So, I've laid out some unlazy action steps..

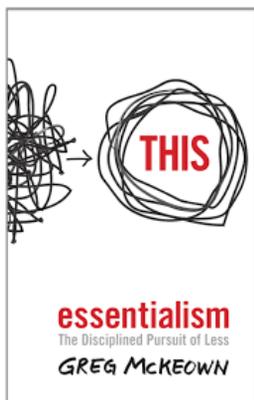


..which make it super easy for you to transfer the key learning points from the book into practice!

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## ESSENTIALISM: THE DISCIPLINED PURSUIT OF LESS

5



### Greg McKeown

"If you take one thing away from this book, I hope you will remember this: whatever decision or challenge or crossroads you face in your life, simply ask yourself, 'What is essential?' Eliminate everything else."

Essentialism is about **how to get the *right* things done**. It is about **making the wisest possible investment of your time and energy** in order to operate at your highest point of contribution by doing only what is essential. And when you have found the essential things, you **create a system that makes execution almost effortless**.

**Explore and Evaluate.** Spend as much time as possible exploring, listening, debating, questioning, and thinking. Create spaces in your life to design, concentrate and read. Keep a journal, get out into the field and keep your eyes peeled for unusual details. Exploration is not an end in itself, but a way to discern the vital few from the trivial many.

**Eliminate.** Actively eliminate activities and efforts that don't make the highest possible contribution. Dare to say "no" more often, get rid of unnecessary commitments and admit mistakes fast so that you can move forward with more essential stuff. Where a non-Essentialist asks "What do I have to give up?", an Essentialist asks "What do I want to go big on?".

**Execute.** Invest the time you saved into creating a system for removing obstacles and making execution as easy as possible. Always build buffer for unexpected events, remove more instead of doing more (i.e. find the weakest links and remove them) and create routines around the essential things in your life.

#### Play is vital

Play expands our minds in ways that allow us to explore: to germinate new ideas or see old ideas in a new light. Play is not trivial, it is essential. Hence, we should deliberately free time for it.

#### The 90 Percent Rule

Think about the single most important criterion for a decision and give it a score between 0 and 100. If it's any lower than 90 percent, then automatically change the rating to 0 and simply reject it.

#### 50% Buffer

Add 50% to your time estimates. So if you have an hour set for a conference call, block off an additional thirty minutes. Releases stress and if you then execute the task faster than expected, the extra found time feels like a bonus.

## UNLAZY ACTION STEPS



**Start saying "no" more.** Too often we say "yes" to things that do not matter, just to please someone else or to prevent social awkwardness. Limit trivialities by saying no!



**Try out the 50% buffer.** Take your calendar and add 50% to all your scheduled events for the week. See how you feel after the week has passed.

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## MANAGE YOUR DAY-TO-DAY



**Editor: Jocelyn K. Glei**

“The single most important change you can make in your working habits is to switch creative work first, reactive work second. This means blocking off a large chunk of time every day for creative work on your own priorities, with the phone and email off.”

**Build a rock-solid routine** by committing to work on your project at consistent intervals (preferably daily), working in ninety-minute bursts and doing your most creative work at the beginning of your day. You should also create ‘associative triggers’ – such as listening to a certain song – that tell your mind it’s time to go to work.

**Find focus** by defending your creative time blocks fiercely, alternating between mindful (creative pursuits) and mindless (everyday chores) work and turning off your phone, email and *any* apps unrelated to your task at hand. As a motivator, always aim to make progress visible for long-term projects. Lastly, tackle the hardest tasks first in the morning.

**Tame your tools** by making a weekly ritual of unplugging *all devices* for a while and only logging in with clear intentions (i.e. resist impulsiveness). As for email management, ‘the most important rule in achieving your goals via your inbox is that distracting opportunities have to die for your most important goals to live’. So, when an email asks for your focus, think hard about whether pursuing it will help you achieve your complex goals.

**Sharpen your creative mind** by practicing ‘Unnecessary Creation’ (such as Morning Pages), only aiming for less-than-perfect and frequently taking unorthodox – even wacky – approaches to solving your stickiest problems.

### The Power of Frequency

Frequency makes starting easier, keeps ideas fresh and fosters productivity. Whatever is important to you, do it daily. “What I do every day matter more than what I do once in a while”.

### Hitting ‘Reset’

Once a week, e.g. on Saturdays, unplug all your electronic devices for a day. You’ll get your mind in a different mode, it’s like hitting the rest button every week.

### Unnecessary Creation

No pay. No timeline. Go. Unnecessary creation can clarify thoughts, make you more effective, and reintroduces a level of passion to your day job. You can start with Morning Pages.

## UNLAZY ACTION STEPS

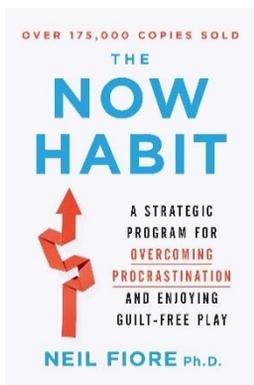


**Spend time on personal development every day.** It is one of the best investment you can make, and through the power of frequency, you’ll become a total beast.



**Block the first hours of each day for unnecessary creation and creative work.** You could start your day by writing the Morning Pages and then move on to the most meaningful creative work of the day.

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## THE NOW HABIT

Neil A. Fiore



“The three major fears that block action and create procrastination are the terror of being overwhelmed, the fear of failure, and the fear of not finishing”

The Now Habit is a strategic program to help you **eliminate procrastination** from your life, **bring fun and motivation** back to your work and **enjoy your well-earned spare time** without feeling guilty. The program consists of three main techniques.

**Guilt-free play.** To be more productive, you must stop putting your life off and engage wholeheartedly in recreation and relaxation. Schedule time for play. It gives you a sense of freedom about your life that enables you to more easily settle into focused, quality work later on.

**Unschedule.** Recreate your calendar! Only schedule recreational activities and divide your week into manageable pieces with breaks, meals, scheduled socializing, and play. In addition, record your productive, interrupted work times. It will provide you with a prescheduled commitment to guilt-free play, and it acts as a realistic look at the actual time available for work and the amount of quality work you have put in.

**Flow state.** Learning how to tap into flow state will lessen the drudgery of work and increase your excitement about how you work. Use focusing exercises, relaxation exercises, mental imagery and visualization to shift your levels of consciousness and to work with greater energy, enthusiasm and efficiency.

### Reverse calendar

Break a task into small steps and estimate how long it will take to complete each step.

Write down the ultimate deadline for the task and then work backwards from this deadline, writing on your calendar when you'll do each step that you've outlined.

### List of distractions

If you find it difficult to concentrate, jot down any distracting thoughts or activities (“brain dump”). Remove them from your head by scheduling a specific time to tackle those distractions.

### Procrastination Log

Keep an accurate record of the activities you have been procrastinating on. Write down possible solutions. After you have tried those solutions, write down your resultant thoughts, feelings and next steps.

## UNLAZY ACTION STEPS



### Use the procrastination log and Unschedule for a week.

Download the templates, only schedule recreational activities and keep a log of your procrastination.



**Practice getting into flow state.** Use the exercises from the book, practice meditation and end your day by visualizing your day ahead; don't stop until you reach that flow state!

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## THE ONE THING

Gary Keller

"Going small is ignoring all the things you could do and doing what you should do. It's recognizing that not all things matter equally, and finding the things that matter most. It's realizing that extraordinary results are directly determined by how narrow you can make your focus."



The ONE Thing gives you a very simple approach to productivity, based around a single habit of asking the right question: **What's the one thing I can do, such by doing it, everything else will be easier or unnecessary?**

First, **ask the right question.** Create a *big* and *specific* question, such as "What can I do to double sales in six months?". Convert it to the format stated above: "What's the one thing I can do to double sales in six months, such by doing it, everything else will be easier on unnecessary?"

Second, **find a great answer.** Answers come in three categories: *doable* (already within your reach), *stretch* (most likely some research and study is needed) and *possibility* (exists beyond what is already known and being done). Always aim for the *possibility*. Benchmark other high-achievers'. You're looking for the next one thing you can do in the same direction that the best performers are heading, or, if necessary, in an entirely new direction.

Third, your results depend on your **purpose, priority** and **productivity**. Simply pick a direction, 'purpose', by finding the one thing you want your life to be about more than any other. "You can always change your mind. It's your life". Then, use *Goal Setting to the NOW* to find your priority. Finally, block time for your one thing every day and protect that time to be as productive as possible.

### The Focusing Question

"What's the one thing I can do such by doing it everything else will be easier or unnecessary?" To bring hyperfocus to your life, ask yourself this question repeatedly and modify it to fit your needs.

### Time blocking

Block time early in the day for your one thing. Block big chunks of it – no less than four hours! Think of these blocks as appointments with yourself. Protect the blocks: it's your most important meeting of your day.

**UNLAZY  
ACTION  
STEPS**



**Block time from your calendar to read the book and to think of your ONE Thing.** It gives you clarity, motivation and a sense of purpose.

### Goal Setting to the Now

#### Someday Goal

What's the ONE thing I want to do someday?



#### Five-Year Goal

Based on my Someday Goal, what's the ONE thing I can do in the next five years?



#### One-Year Goal

Based on my Five-Year Goal, what's the ONE thing I can do this year?



#### Monthly Goal

Based on my One-Year Goal, what's the ONE thing I can do this month?



#### Weekly Goal

Based on my Monthly Goal, what's the ONE thing I can do this week?



#### Daily Goal

Based on my Weekly Goal, what's the ONE thing I can do today?



#### Right Now

Based on my Daily Goal, what's the ONE thing I can do right now?

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J.D. Meier



J.D. MEIER

“The secret of a successful day is enjoying a startup routine, spending your time on compelling outcomes, enjoying the process, making time for what’s important (including free time), and ending your day in a way that supports you”

In a world that is changing more rapidly than ever, we need **agility and flexibility**. Many of the productivity systems out there are too complex or rigid for the current environment. The Agile Results system aims fix this by providing a simple yet effective framework for producing results.

The system is based on **outcomes instead of activities**. Every day you **set three outcomes you want to achieve**. Moreover, every Monday you set three outcomes you want to achieve that week and evaluate your progress each Friday. Lastly, you set three desired outcomes for each month and even for the whole year.

The book also lays out a massive amount of values, principles, practices and strategies, which support the Agile Results system. To name a few, you should utilise **the 80/20 rule** in everything you do, you should **focus on spending more time on activities that make you strong** and you should **set clear boundaries for how much time you spend on things** (like administration, work time, think time, people time).

### The Rule of 3

Create simplicity by focusing on three things at once. The Rule of 3 can be used in various levels by picking three outcomes for the day, the week, the month and the year.

### Monday Vision, Daily Outcomes and Friday Reflection

A weekly routine that consists of planning (Monday), execution (Daily Outcomes) and reflection.

### Hot Spots

A way to categorise your life to help you focus on what’s important. Hot Spots are like an investment portfolio of your life. The three main areas are life, work and personal.

## UNLAZY ACTION STEPS



**Adopt the Rule of 3, the Monday Vision, Daily Outcomes and Friday Reflection and the Hot Spots.** Try them out for a month, modify the system to your liking and see whether the system works for you.



**Aim to have a strong week.** Map out your weaknesses and strengths, eliminate your weaknesses to the best of your abilities and deal with the weaknesses early in the week and in the morning.



**Fix time for eating, sleeping and working out.** Three simple things, but these are the most effective patterns for improving your week. If you set those in place and work everything else around that, you have a great start.

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# ✓READY for Anything

52  
Productivity  
Principles for  
Getting Things Done

NATIONAL  
BESTSELLER

David Allen

GETTING THINGS DONE  
AND MAKING IT ALL WORK  
"The personal productivity game."  
—Fast Company



## READY FOR ANYTHING

3

### David Allen

“Write it all down, think about it all, decide what needs to be done about it all, and manage options of it all in a consistently reviewed external system. The ‘all’ factor can be awesomely revealing.”

**Clear your head for productivity.** Collect everything that’s on your mind, little or big. Furthermore, every once in a while conduct a “core brain dump”, putting all your thoughts, tasks and worries on paper. Clarify and define *all* the outcomes you’ve committed yourself to accomplish, small and large, and the actions required to move on them.

**Focus productively.** Focus follows clarity. Determine the purpose and set a goal or a standard for what you’re doing. If you’re unclear, stop and review your plans, do a mental core dump, revisit the image of what success would look like or return to your own purpose. Use your focus to find new solutions and ideas: “A change in focus [or perspective] equals a change in results”.

**Create structures that work.** Use systems and routines to make your task management effortless and effective. You have to be able to fully trust in your system, so that you don’t waste any brain power on it – “the effectiveness of your system is inversely proportional to your awareness of it”.

**Relax and get in motion.** Remember: your ability to be productive is directly proportional to your ability to relax. Let go, relax, refocus to gain inertia. Also, to start small – “the small actions we engage in regularly are the linchpins to the major results we experience”.

#### “Brain dumping”

Get an ubiquitous idea-capturing tool. Something to write or record things on, whenever they occur to you, something that is always with you. Dump everything in it and then decide on the next actions for each recorded item.

#### Psychic RAM

Remember: your brain’s ‘hard drive’ has no sense of past or future, so things filed there push on you to be all the time. They must be made conscious, and kept so, to alleviate pressure.

#### Clarify your job

To know what your work truly is, answer these six questions:

- 1) What are your current tasks?
- 2) What are your current projects?
- 3) What are your current areas of responsibility?
- 4) How are your job and personal affairs going to be changing in the next year?
- 5) How are your organization, your career, and your personal life going to change?
- 6) Why are you on the planet?

## UNLAZY ACTION STEPS



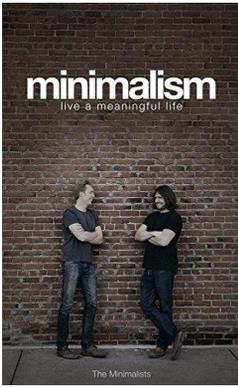
**Buy an idea-capturing tool and take it with you everywhere.**

Later on, go through the entries and decide on next actions.



**Re-evaluate your system.** Is it as efficient and effortless as possible? What should change?

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## MINIMALISM

3

### Joshua Fields Millburn & Ryan Nicodemus

“The point is minimalism is a tool to help you achieve freedom. Freedom from fear, freedom from worry, freedom from overwhelm, freedom from guilt, freedom from depression, freedom from enslavement. Real freedom.”

Simply put, strip away the unnecessary things in your life so you can focus on what's important. Focus on these Five Values to live a meaningful life:

- 1. Health.** Focus on what you *put into* your body and what you *do with* your body. You *must* eat a nutritional diet, exercise regularly, eliminate harmful substances and treat your body as your temple.
- 2. Relationships.** Create better relationships by 1) finding great new relationships, 2) transforming your current relationships and 3) changing who you are. Actively evaluate your current relationships and eliminate ones that don't add value. Focus on the ones that do.
- 3. Passions.** To find your passions, get rid of the four 'anchors' in your life: identity, status, certainty and money. Then ask yourself: "What excites you the most for the longest period of time?". That is likely your passion.
- 4. Growth.** You must continue to grow and make changes even after you've found your passion. Take small steps each day; they'll lead to giant leaps in the long term.
- 5. Contribution.** A life without contribution is a life without meaning. Once you've achieved great health, great relationships, found your passion and you've grown, it's time to help others.

#### List of relationships

Make a three-column list of all your relationships. First column is for **names**. Second column is for **signifiers**: primary, secondary, peripheral. Third column is for **effect**: positive, neutral, negative. Use this list to evaluate your relationships.

#### The simplest 18-minute exercise

For eighteen minutes, alternate between push-ups, pull-ups and squats. Do 3-5 sets each, in whatever order you desire. Just do all of them in eighteen minutes, and rest accordingly. Simple but efficient.

#### Anchors

**Identity:** We tend to think that we are our vacation.  
**Status:** We tend to think that careers make us important.  
**Certainty:** We tend to hang on to things that are certain.  
**Money:** We stick to things we hate because "we gotta pay the bills".

Once you've eliminated these anchors, the horizon becomes vividly clear and you'll find your passion.

**UNLAZY  
ACTION  
STEPS**



**Evaluate your anchors.** What is holding you back from pursuing your passion?



**Remove your anchors.** Start with the anchor of money and then remove the anchors one by one.



"This book does not follow a storyline or narrative – it's simply meant to help you discover the tools you need to run a better, smarter business."

The ultimate listing of all the resources for working smarter and making living easier.

#### Few picks which peaked my interest:

#### Boomerang Calendar

Schedule meetings with one email and highlight your available/busy time slots and plan group events - all inside Gmail.

#### Scrivener

Do you write? Then try Scrivener. It's a word processor and project management tool all in one. There's no going back to Microsoft Word after you've had a taste.

#### Unroll.me

Free too that scans your inbox, pulls in all your newsletter subscriptions and allows you to bulk unsubscribe from all the unnecessary junk.

#### DreamItAlive.com

Simply put, a digital vision board. Use this free tool to create your own online vision board, which helps you visualize what you truly want and guides you to your best possible life.

#### CoSchedule

Drag-and-drop editorial calendar for WordPress with built-in social media sharing capabilities. Integrated email marketing, reusable templates and analytics!

#### Fancy Hands

Hire a virtual assistant! Submit tasks via email, phone, online, or from their smartphone app. For \$30 per month, you get to submit 5 tasks - unused tasks rollover month-to-month.

#### iWriter

If you need some help keeping up with your writing schedule, you can outsource your writing to iWriter with rates starting at \$1.25 per article.

#### Lift.do

Remember your goals and stay motivated! Add one or more goals to the app, get daily reminders and make notes on your progress. Goals can be shared with other users with the same or similar goals.

#### TextExpander

Allows you to create custom keyboard shortcuts that result in fully formed sentences, paragraphs or text (e.g. "hbd" would expand to "Happy Birthday!"). A real time saver!

## UNLAZY ACTION STEPS

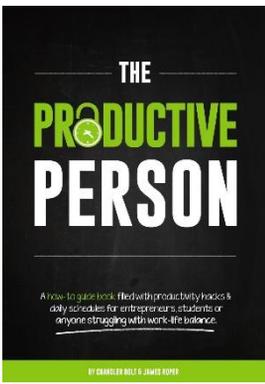


**Download the above apps and programs.** Try each of them for a week, eliminate the ones that seems useless and stick with the ones that provide value.



**Read the book and pick ten apps of programs.** Try them out, too!

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## THE PRODUCTIVE PERSON

3

### Chandler Bolt & James Roper

“Entrepreneurial paradox: Entrepreneurs value freedom above all else, so they work harder to create future freedom, which directly takes away from their freedom in the present.”

Lightweight book offering simple tips on how to be more productive both personally and professionally.

**Prework.** First, conduct a *personal prework*. You'll write down your inner values (e.g. openness, integrity, giving to others), personal values (e.g. living in balance, ability to travel) and top 3 decision making factors (e.g. “Will it make me happy?”, “Is this a choice for personal growth?”). You should also conduct *daily prework*, where you set the top 3 priorities for the day, your difficult morning task and your low-priority tasks.

**Daily schedules.** Start with a morning routine. Work in action block of 3-4 hours. Increase your accountability by sharing your progress with a friend. Have lunch with a mentor or an influencer. After working for multiple hours, remember to refresh yourself with exercise, meditation and power naps. Mix and match these routines two create various schedules for increased productivity.

**Productivity hacks.** Tackle your hardest task first thing in the morning, when your willpower is still strong and your energy is high. Have a ‘power lunch’ with an inspiring friend for extra boost. Add some “me” time in the middle of your day, so that you have something to look forward to.

#### Carrot on a stick

Schedule some productive “me” time in the middle of the day. This could mean working out, learning a new language or practicing your favourite musical instrument. When you have a ‘carrot’ to chase, it’s easier to focus and be productive.

#### Power lunch

Have lunch with a mentor, friend or influencer in your field who multiplies the value of your life. This lunch is free of constraints – no deadlines or agendas. Again, this will increase your motivation to work as you have something to look forward to.

#### Accountabilibuddy

Schedule a call with your accountabilibuddy every Sunday. Discuss last week’s successes/failures and learning experiences. Set separate action lists for the following week. Keep each other accountable for those action steps!

## UNLAZY ACTION STEPS

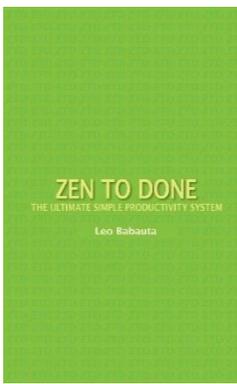


**Find you accountabilibuddy.** Commit to calling him/her once a week to discuss progress and to share tips. Help each other and develop together.



**Try out the five schedules laid out in the book.** Try each schedule for a week and continue using the most suitable on. Modify the schedule to your liking.

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## ZEN TO DONE

Leo Babauta



"If you adopt one habit per month, by the end of a year, you will be a very productive, organized and calm person! Isn't that a pretty good accomplishment for a year?"

Zen To Done is a simplified system based on David Allen's GTD and Stephen Covey's 7 Habits of Successful People. It is a set of 10 habits, which should be implemented 2-3 at a time.

**Habit #1: Collect thoughts and ideas.** Carry a small notebook everywhere and write down any tasks, ideas, projects or other information that might pop into your head.

**Habit #2: Process those thoughts.** Process all your inboxes at least once a day.

**Habit #3: Plan ahead.** Set three main goals for each week and each day. Be sure to accomplish those goals early in the day.

**Habit #4: Do.** Focus on one task at a time, without distractions.

**Habit #5: Create a simple system.** Keep simple lists and check them daily. One list for each context (@work, @personal, @errands) and a projects list that you review daily or weekly.

**Habit #6: Organise.** Create a place for everything, all incoming stuff goes to your inboxes.

**Habit #7: Review.** Review your system and goals weekly, make improvements.

**Habit #8: Simplify.** Reduce your goals and tasks to essentials. Simplify your commitments and your incoming information streams.

**Habit #9: Set routines** to create structure in your system.

**Habit #10: Find your passion.** Always seek work you're passionate about. If you're passionate, you won't procrastinate.

### Processing tasks

Process your inboxes once a day. Go through all entries, processing from the top down. **Delete, delegate, do immediately, defer or file it** for reference. Repeat this process until your inboxes are empty

### Reference system

Use manila folders in alphabetical order in a single drawer to file your papers. For digital files, use a similar folder system or just archive stuff and search for them when you need them.

### Big Rocks

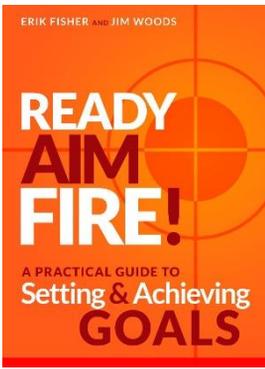
At the beginning of each week, set the desired outcomes (Big Rocks). Schedule them in first. Set 4-6 Big Rocks for each week. Make sure that most of the Big Rocks align with your long-term goals.

**UNLAZY  
ACTION  
STEPS**



**Stick to habits 1-4 for 30 days.** If they work and if you feel this is the system for you, pick 3 more habits each month until you have all habits covered.

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## READY AIM FIRE!

**Erik Fisher & Jim Woods**



“Make no mistake about it – success is found when you combine hard work, time, and intentional goals”

A book about setting goals. Nuff said.

First, you have to be **crystallize where you are now and what are your priorities**. Take five minutes to write down how you spend most of your time and evaluate your priorities based on that. In addition, ask for input about your priorities from five individuals you trust and analyse the responses. Are your priorities aligned with what you want from your life?

When you know your priorities (or know what they should be), **set your SMART goals based on those priorities**.

**List the reasons why you want to pursue your goal**. Write as many reasons as possible and post this list somewhere you'll see it frequently.

**Remember the KISS Method**. Aim toward one goal, simplify your current tasks and continually narrow them down as you move forward.

**Break down your goals into baby steps with definitive stopping points**. Figure out the minimum daily requirement needed for your project to move forward. Be flexible - change your time frames and move stopping points as needed.

Remember **to stop and gauge where you are**. Reflect on your strengths and weaknesses. This step gives perspective and help you make wise decisions as you move forward.

Finally, **create support networks and go forward without fear!**

### SMART Goals

- Specific** – Who? What? When? Where?
- Measurable** – How much? How many?
- Achievable** – Is it realistic?
- Relevant** – Does it matter?
- Timely** – Is it time sensitive?

### KISS Method

Keep It **Simple Stupid**

### Review after deadline

After a deadline has passed a goal, whether you've succeeded or failed, it's time to ask questions.

- Did you accomplish your goals? Why or why not?
- What have you learned?
- What would you improve?
- What do you want to remember for the future?
- How could you have been more effective?

**UNLAZY  
ACTION  
STEPS**

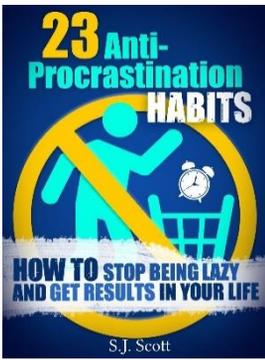


**Review your priorities and goals.** Do they match?



**Modify, eliminate or simplify your goals.** Review all your goals and eliminate all except the essential ones. Modify the remaining goals to match the SMART framework.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## 23 ANTI-PROCRASTINATION HABITS

3

**S.J. Scott**

“The simplest solution to eliminating procrastination isn’t to fight it. Instead, you need to replace it with good routines that benefit you for life”

Practical and well-known habits to fight procrastination.

**Few picks which peaked my interest:**

### **APH #2: Relating every action to a goal**

Whenever you’re about to start something, ask yourself how it fits in with your long-term plans. If it’s directly tied to a written goal, then make time to do it. If it doesn’t relate to a goal, aim to delegate or completely eliminate it.

### **APH #6: Checklists for everything**

Analyse what you do on a weekly basis. Find all reoccurring multi-step tasks in your life and create a step-by-step checklist for them. By creating a system one time, you’ll have a blueprint that can be reused indefinitely to save time.

### **APH #16: Public accountability**

Share your efforts and get feedback from:

- 1) Friends and family
- 2) Mastermind groups
- 3) Habit sharing apps (like Lift.do)
- 4) Habit specific forums
- 5) Local events

### **APH #20: Secondhand motivation**

When you need an extra boost, listen to motivational talks/programs related to your passions. Try TED Talks and motivational podcasts. You can even incorporate these programs to your routines. What a better way to start your morning?

### **APH #21: Visualization techniques**

Create a “dream board”, where you cut-and-paste goal-related photos into a photo album. Read empowering books and listen to podcasts. Meditate, imagining what life would be like once you’ve achieved your goal. Create a 5-10 minute visualization routine you’ll follow when you feel unmotivated.

### **APH #23: 30-Day Challenges**

Test a new routine every month – make it a challenge. Identify an anti-procrastination habit that will be most impactful and map out a strategy for how you’ll build this habit. At the end of the month, analyse the habit? Was it useful? If yes, keep it and move on to the next habit.

**UNLAZY  
ACTION  
STEPS**



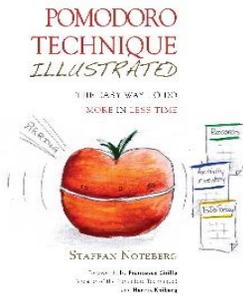
**Choose one of these habits and stick to it for 30 days.**

Only choose one. After 30 days, analyse the habit and see whether it brought value to your life. If it did, keep it.



**Create a checklist for five multi-step tasks you do on a weekly basis.** Look for ways to improve and update the these processes.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## Staffan Nöteberg

"With the Pomodoro Technique, you can make time your friend, not your enemy. Instead of feeling anxiety about deadlines for this hour, this day, this week or this month, you set a timer for twenty-five minutes and completely focus on the task at hand."

Many of us know the Pomodoro Technique. But very few know how to use it efficiently. After reading this book, you'll know.

Create and update a list of things to do (**the "Activity Inventory" sheet**). Next to each task, estimate the number of pomodori the task will take.

Every morning, consult your priorities and make a list on what to work on today (**the "To Do Today" sheet**).

Pick an activity from the To Do Today sheet to work on. Set your timer **25 minutes**. Mark every *internal interruption* (your mind tells you to do something else) with an **apostrophe** next to the task name and mark every *external interruption* (initiated by someone else) with a **dash**.

Stop after 25 minutes (one pomodoro). Mark one pomodoro completed for the task on the To Do Today sheet. Relax your body and mind for 5 minutes (break).

After 4 pomodori, take a longer break of 15-30 minutes.

At the end of each day, note down statistics that you are interested in with regard to your performance for today in the **Records sheet**. This could mean recording the number of internal and external interruptions, number of pomodori completed or the average number of pomodori used per one task.

### Time as succession

Humans are terrible in estimating the time required to complete a task (time as duration). Instead, we should treat our work effort as a chain of events (time as succession). This is what Pomodoro enables us to do.

### Three-sheet system

You only need three sheets of paper for an efficient task management system. *Activity Inventory Sheet*, where you write all your tasks. *To Do Today Sheet* where you allocate tasks for today. *Records Sheet* where you include sampled process metrics to be used for your process improvement.

### Five-Minute Nap

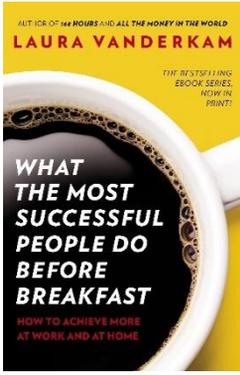
Great exercise to be used during Pomodoro breaks. Find a comfy chair and close your eyes. Use 'body scanning' to relax yourself. Do this every time you have a five-minute break, and you can learn to nap in that short period of time.

**UNLAZY  
ACTION  
STEPS**



**Try out the Pomodoro Technique and the Three-Sheet System as your primary time and task management techniques for two weeks.** After two weeks, tweak and modify it to suit your needs.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## WHAT THE MOST SUCCESSFUL PEOPLE DO BEFORE BREAKFAST



### Laura Vanderkam

“The best morning rituals are activities that don’t have to happen and certainly don’t have to happen at a specific hour”

A combination of three short books, which explore what successful people do in the **morning**, on the **weekends** and at **work**.

**Successful people use their morning for nurturing their careers, relationships and themselves.** They block the morning hours for strategizing and focused work, for their families and their friends and for exercise and creative practices. Morning hours are perfect for the most important tasks, because willpower and energy will diminish throughout the day. They understand that if something has to happen, it has to happen first thing in the morning.

**Successful people plan their weekends for maximum rejuvenation.** They commit to taking time off and simultaneously they understand that this rest time is too precious to be totally leisurely about leisure. They set a few enjoyable anchor events for each weekend, mixing *exercise, spiritual activities* and *socializing*.

**Successful people sustain productivity by minding their hours, planning ahead, prioritizing their tasks, creating accountability for their actions, constantly practicing their skills and art and building career capital.** In the end, they are disciplined of seeking joy from what they do on a daily basis and steering away from things that do not bring value to their lives.

#### stickK

Sign a Commitment Contract, which states your goal, and put a financial wager on achieving that goal. Additionally, you can add a referee who verifies your reports and supporters who cheer you on along the way!

#### List of 100 Dreams

Create and constantly update a list of everyday founts of joy. You can think of this as a bucket list focused on activities within a two-hour radius from your house. When you plan your weekends, use these activities as anchor events.

#### 4,160 weekends

If you live to be eighty, you’ll have a total of 4,160 weekends in your biography. If you work long hours, then weekends are key to feeling like you have a life that is broader than your professional identity – use them wisely.

**UNLAZY  
ACTION  
STEPS**

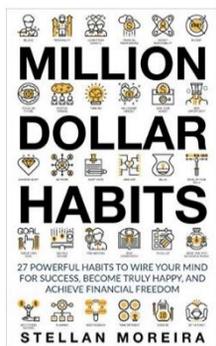


**Plan your next weekend.** Create a List of 100 Dreams, choose 3-5 anchor events for the weekend and commit to them.



**Sign up to stickK.** Set a big goal and create enormous accountability.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## MILLION DOLLAR HABITS

**Stellan Moreira**

“If you struggle with breaking or changing a certain habit, it is not because you have a weak will; it is because you have not gained complete insight into the behaviour or activity you are trying to modify”

Every habit consists of three parts: reminder/trigger, routine and reward. Before anything else, **you should analyse your current habits and remove bad habits by removing or replacing reminders and rewards.**

First of all, you should use habits to **nurture your mind.** Embrace positive thinking with affirmations and visualization. Use meditation to gain control over your racing thoughts and emotions. Forgive fast and constantly remind yourself of things you're grateful for. Try something new every, be curious, face your fears and play with your strengths.

Second, **contribute to your happiness.** Stop being too controlling and worrying about the things going on around you; instead, focus solely on improving yourself. Smile when you wake up, smile every 30 minutes and smile every time you meet someone. Spend time with your loved ones and expand your network with meaningful relationships. Always aim to see the good in every situation and be resilient to failures.

Third, **focus on financial prosperity.** Invest in the right personal and professional activities by analysing their effect on your life. Spend time with successful people and learn from them. Clarify your long-term financial goals and break them into bite-sized pieces. Set compelling rewards for your goals. Save at least 10% of your income each month for your future goals. Create multiple income sources to get closer to financial freedom.

### Affirmations

Build positive, present-focused affirmations around your biggest goals. Keep affirmations about 7-10 words long. Write it down in your journal and chant it aloud for about 10 minutes. Feel and believe what you say. Do this upon waking and before going to bed.

### Smiling routine

Upon waking, put a big smile on your face and deliberately grin. Do this for a few seconds and you'll instantly feel happier. After every 30 to 40 minutes, makes conscious effort to feel happy about something you did and smile. Whenever you meet someone, smile.

### Affection routine

Upon waking, send loving text messages to your loved ones. Instead of shaking hands with people, hug them. Get into the habit of giving nice presents to loved ones, and not just on birthdays or anniversaries. Surprise them regularly.

**UNLAZY  
ACTION  
STEPS**



**Analyse your current habits.** Create and print out a spreadsheet with columns "Reminder", "Routine" and "Reward". Keep filling the template for a week and then use the template to eliminate or replace habits. Create a set of habits that nurture your mind, contribute to your happiness and lead to financial prosperity.

More rad stuff at [unlazyway.com](http://unlazyway.com)!

# DEEP WORK

"Cal Newport is a clear voice in a sea of noise, bringing science and passion to equal measure" Seth Godin, author of *Linchpin*



Cal Newport  
Author of *So Good They Can't Ignore You*

## DEEP WORK

### Cal Newport

"To build your working life around the experience of flow produced by deep work is a proven path to deep satisfaction"



**This book is a diamond.** It can't really be summarized, every word is worth reading. Hence, here's only a brief introduction to deep work.

**Deep work** refers to 'professional activities performed in a state of distraction-free concentration that push your cognitive capabilities to the limit. These effort create new value, improve your skill, and are hard to replicate.' In today's connected society, deep work is becoming increasingly *rare* at exactly same time it is becoming increasingly *valuable* in our economy. Hence, those who cultivate it will thrive.

To do deep work, you need to choose your **deep work philosophy** (monastic, bimodal, rhythmic or journalist). **Schedule deep work blocks** into your calendar and **build routines** to minimize friction in your transition to depth, such as choosing your deep work *location*, *timeframe* and *execution method*.

You then need to **execute like a business** (4DX). To successfully implement high-level strategies, focus on the *wildly important*, act on the *lead measures*, keep a compelling *scoreboard*, and create a cadence of *accountability*.

Furthermore, you need to **remove all distractions** and **use downtime to enhance deep work efforts**. Long stretches of intense concentration should be balanced with quality rest; mastering the skill of rest can transform your life and make you more productive.

#### Grand gestures

Increase your productivity by increasing the perceived importance of the task through *grand gestures*. This could mean radically changing you environment, or a significant investment of time or money dedicated toward supporting a deep work task.

#### Productive meditation

Take a period in which you're occupied physically but not mentally – walking, jogging, driving, showering – and focus your attention on a single well-defined professional problem.

Return your attention repeatedly to the problem to strengthen your *distraction-resisting muscles*.

#### Social media 'packing party'

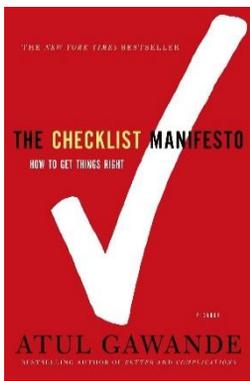
Ban yourself from social media apps for 30 days. After 30 days, for each app, ask yourself: 1) Would the last thirty days have been notably better if I'd been able to use the apps? 2) Did people care that I didn't use the apps? If you answer no to both questions, quit using the app permanently

## UNLAZY ACTION STEPS



**Analyse your to-do-list.** Look at each task and ask yourself: *How long would it take to train a smart recent college graduate with no specialized training in my field to complete this task?* If the tasks are such that the hypothetical college graduate can pick them up quickly, you're work is not deep. If this is the case, read **Deep Work** from cover to cover.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## CHECKLIST MANIFESTO

### Atul Gawande



“Checklists seem to provide protection against failures. They remind us of the minimum necessary steps and make them explicit. They not only offer the possibility of verification but also instil a kind of discipline of higher performance”

**Keep the checklist simple and precise.** Checklists shouldn't try to spell out everything. Instead, they provide reminders of only the most critical steps. When every single little detail of every step is laid out, it makes the checklist too bulky and leaves no wiggle room for creativity. Slim down the checklist to the bare necessities. *Rule of thumb is to keep it between five and nine items.*

**Define a clear pause point or trigger for when the checklist should be used.** For example, you could have a checklist for when you open your computer to kickstart your workday.

**Decide whether your checklist is a DO-CONFIRM or READ-DO list.** With a DO-CONFIRM list, you perform the steps from memory and experience, and use the checklist to confirm you performed all the necessary steps. With a READ-DO list, you carry out the steps as you check them off.

**Use different checks for different needs and situations.** Don't try to combine everything in one checklist. Instead, create multiple short checklists for different situations or projects.

**Use checklists for learning.** Learn from mistakes and constantly improve the checklist through experience. Develop a checklist, put it into action, and observe its success. Evaluate which steps are confusing or redundant. You can fix these as you work your way through the list.

#### Pause point

Pause points are a great addition to checklists. They act as triggers and reminders. At a pause point, you must stop and run through a set of checks before proceeding.

#### Complexity

Against common sense, checklists should also be used for complex projects and problems. “Under conditions of complexity, not only are checklists a help, they are required for success. There must always be room for judgment, but judgment aided—and even enhanced—by procedure.”

#### Communication

Interestingly, checklists can aid teamwork and communication. A checklist can be used to remind teams that they need to emphasize communication by creating a set of checks that ensure people talk and coordinate their actions.

**UNLAZY  
ACTION  
STEPS**



**Create 5 checklists for your personal tasks and 5 checklists for your work tasks.** Set reminders to use them actively, observe the results and improve the checklists over time to streamline your tasks and processes.

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## GETTING THINGS DONE

**David Allen**



“Use your mind to think about things, rather than think of them. You want to be adding value as you think about projects and people, not simply reminding yourself they exist.”

The Bible for every ‘productivity junkie’ out there! In it’s essence, the GTD system can be summarized into five phases.

- 1. Collect everything.** Use an in-basket, paper notes, voice, email, and electronic methods to collect 100% of everything. Minimise the number of inboxes: you should have as few inboxes you can get by with.
- 2. Process everything.** Go through your entries one by one, from top down. What is it? Is it actionable? If no, then trash it, incubate it, or reference it. If yes, will it take less than 2 minutes to do? If yes, then do it. If no, then delegate it or defer it.
- 3. Organize the results.** Organise processed material into reference systems, task and project lists, and your calendar.
- 4. Reflect and improve.** Set time for a *weekly review* to gather and process everything, review your system and update your lists. Get clear by closing “open loops” and emptying all your inboxes, get current by reviewing all your lists and calendar, and get creative by generating new ideas and initiatives.
- 5. Engage.** Tackle all your task by utilizing *the Four-Criteria Model for Decision-Making*, *the Threefold Model for Identifying Daily Work* and *the Six-Level Model for Reviewing Your Own Work*. BOOOOM!

### Emptying your RAM

For every item in your inbox(es), do the following:  
Determine whether it is actionable. **If it is *not* actionable**, you can either 1) trash it, 2) incubate or 3) store it as reference. **If it is actionable**, do it immediately if it takes less than 2 minutes. If it takes longer, you can either 1) defer it or 2) delegate it.

### The Four-Criteria Model For Decision-Making

When making a decision on which task to tackle, go through these four criteria:

- 1) Context.** What can you do in the current environment?
- 2) Time.** What can you do with the available time?
- 3) Energy.** How much energy you have and how much energy the task requires?
- 4) Priorities.** Out of these tasks, which task has highest payoff?

### The Natural Planning Model

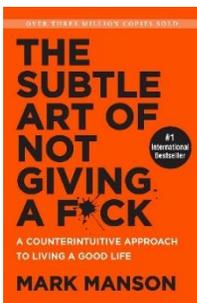
- 1) Define the purpose of the task.** Why are you doing the task.
- 2) Set principles.** “I would give others total control of this task of they..” If they what?
- 3) Crystallize outcome.** What do you want to achieve?
- 4) Brainstorm** ways to get to the outcome.
- 5) Organise** your ideas.
- 6) Identify the tangible next actions.**

**UNLAZY  
ACTION  
STEPS**



**Implement the five phases of GTD to whatever system you are using.** No matter how you’re currently managing your tasks, these five phases create a strong backbone for your task management.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## THE SUBTLE ART OF NOT GIVING A F\*CK

Mark Manson



"If you don't find that meaningful something, your fucks will be given to meaningless and frivolous causes."

**Your problems never end.** But that's fine, because happiness comes from solving those problems. Choose your problems wisely, and you'll achieve happiness. Also, you must understand that **no one else is ever responsible for your situation.** Sure, it might be someone else's *fault* that you're unhappy, but it's your *responsibility* to react to that situation.

We embrace toxic exceptionalism. Nowadays being average is seen as a bad thing, even though **vast majority of life is inevitably *unextraordinary*.** Hence, to set yourself free of the unnecessary burden, you should recognize that you are not exceptional.

If you want to see your life and problems in a new, more positive light, **you have to change your values and the metrics you use to measure failure/success.** Steer away from shitty values like *pleasure, material success, always being right* and *staying positive*. Healthy values can be achieved internally, shitty values rely on external factors.

**You are also wrong about everything.** Just as we look back in horror at the lives of people five hundred years ago, people five hundred years from now will laugh at us and our certainties today. And they, too, will be wrong. We'll never be right about anything – just less wrong than previously.

**There is liberation in commitment.** You'll find increased opportunity and upside in rejecting alternatives and distractions in favour of what you've chosen to truly matter to you.

Finally, in the face of the inevitability of death, **there is no reason to ever give in to one's fear or embarrassment or shame, since it's all just a bunch of nothing anyway;** and by spending the majority of your short life avoiding what is painful and uncomfortable, you essentially avoid being live at all.

### The "Do Something" Principle

*Action ⇒ Inspiration ⇒ Motivation*

If you lack the motivation to make an important change in your life, *do something* – anything really – and then harness the reaction to that action as a way to begin motivating yourself.

### Victimhood Chic

Social media has made it easier than ever to push responsibility onto some other group or person to achieve a temporary 'high'. This "victimhood chic" is popular, because public sharing of "injustices" garner far more attention than other events on social media.

### The Self-Awareness Onion

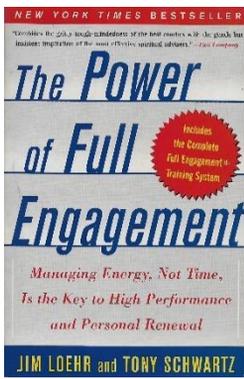
The first layer of self-awareness is a simple understanding of one's emotions. The second is an ability to ask *why* we feel certain emotions. And the third layer is our personal values: *why* do I consider this to be success/failure?

**UNLAZY  
ACTION  
STEPS**



**Pick one value from the book (responsibility, uncertainty, failure, rejection, contemplation of one's own morality) and follow it for a month.** See your life transforming in front of your eyes.

**More rad stuff at [unlazyway.com](http://unlazyway.com)!**



## THE POWER OF FULL ENGAGEMENT

Jim Loehr & Tony Schwartz



“To be fully engaged, we must be physically energized, emotionally connected, mentally focused and spiritually aligned with a purpose beyond our immediate self-interest”

**Manage your energy, not your time.** The number of hours in a day is fixed, but the quantity and quality of energy available to us is not. The ultimate measure of our lives is not how much time we spend on the planet, but rather how much energy we invest in the time we have.

**Keep an eye on all four sources of energy in your life.**

- Support your *physical energy* with quality sleep, exercise, diet and hydration. This is the **most fundamental** source of energy.
- Support your *emotional energy* by practicing patience, openness, trust and enjoyment.
- Support your *mental energy* with visualization, positive self-talk, positive attitude and mental preparation.
- Support your *spiritual energy* by being honest, honourable, courageous and patient. This is the **most significant** source of energy.

**Balance work with rest.** Steer away from a linear life, i.e. stop spending far more energy than what you recover or stop recovering more than you spend. We're built to live in pulses and rhythms, not linearly.

**Accept your limitations.** Be honest about your limitations and where you are now. Try to accept that your point of view is just one of many, and not necessarily the right one. It'll allow you to stay flexible and figure out how to overcome barriers at work faster.

### Purpose-Truth-Action

First, you have to outline your values, purpose and vision. This is the primary source of energy for change. Then, you must analyse your life and be honest about what you are today. Finally, you have to close the gap between what you are and want to be by taking appropriate action.

### Ultradian rhythms

Our activity and rest patterns tied to 90-120-minute cycles. Heart rate, hormonal levels, brain activity and alertness all increase in the first part of the cycle. After an hour, these measures start to decrease and somewhere between 90 and 120 minutes, the body begins to crave a period of rest.

### “How is that me?”

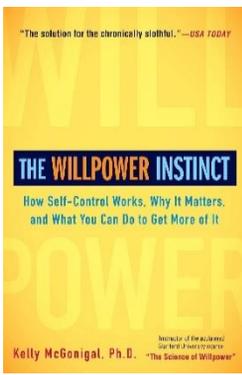
Give a description of a personality you would absolutely hate. According to research, you just described your own repressed characteristics. So every time you meet a person you actively dislike, ask yourself: “How is that me?”. That way you can point out and eliminate your undesired characteristics.

**UNLAZY  
ACTION  
STEPS**



Take the **Energy Profile Test** by Jim Loehr. Use the results to pinpoint your barriers for high performance and aim to tackle those barriers in one month.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## THE WILLPOWER INSTINCT

Kelly McGonigal



“The biggest enemies of willpower are temptation, self-criticism, and stress. The three skills —self-awareness, self-care, and remembering what matter most— are the foundation for self-control”

**Your willpower is like a muscle.** When used, it gets tired. If you don't rest the muscle, you can run out of strength entirely. In other words, stress & sleep deprivation kill your willpower. To harness your willpower, create an environment that reduces stress and the number of choices you need to make.

**Feeling guilty is an anti-pattern**— drop guilt and become stronger. Feeling bad after giving in is just another source of stress that can act as an excuse for to give in or give up. Forgiving yourself, on the other hand, enables learning and reflection.

**Be aware of *moral licensing* and *halo effects*.** When you do something good, you feel good and are likely to trust your impulses —which often means giving yourself permission to do something bad.

**Treat your future self the same way you treat yourself.** Remember that your future self who receives the consequences of our present self's actions is, indeed, still you. So be kind to her, don't leave him with piles of sh\*t to deal with just because the present you has preferred some short-term “solutions”. He won't handle it then, just like you can't handle it now.

**Willpower is contagious!** Self-control is influenced by social proof, so your social network can have both positive and negative effects on your willpower. Just thinking about someone with good self-control can increase your willpower!

### Breathing your way to self-control

To boost your willpower, slow your breathing down to 4-6 breaths per minute. That's 10-15 seconds per breath. This activates prefrontal cortex and helps shift brain and body from a state of stress to self-control.

### Willpower workout

- 1) Strengthen *“I Won't” Power*: Commit to not swearing.
- 2) Strengthen *“I Will” Power*: Commit to doing some small act every day.
- 3) Strengthen *Self-Monitoring*: Formally keep track of something you don't usually pay close attention to.

### Ten-minute rule

Institute a mandatory ten-minute wait for any temptation. Before the time is up, bring to mind the competing long-term reward for resisting that temptation. Create some physical (or visual) distance as well. If after ten minutes you still want it, you can have it.

## UNLAZY ACTION STEPS

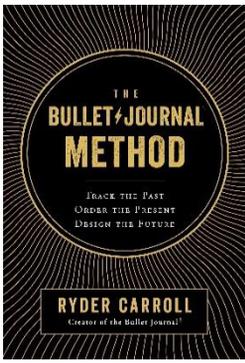


**Commit to training your willpower every day.** Start with the above willpower workout and find more exercises online.



**Conserve your willpower by reducing the number of choices you need to make each day.** Wear the same clothes, eat the same foods and live by routines and rituals.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## THE BULLET JOURNAL METHOD



### Ryder Carroll

“Each Bullet Journal becomes another volume in the story of your life. Does it represent the life you want to live? If not, then leverage the lessons you've learned to change the narrative in the next volume”

The **Bullet Journal** (or BuJo) is a notebook-based organizational system that you can use to “track the past, organize the present, and plan for the future.” The system involves taking a blank notebook and creating your own, ever-evolving system with which to keep all aspects of your life organized under one roof. The following four sections serve as the framework.

**Index**, i.e. the table of contents for your bullet journal. As you set up the rest of your journal you can add the names of your entries into your index to make everything easier to find.

**Future log.** Write down important deadlines, events, and goals you'd like to make happen in the upcoming months. Divide these pages into thirds, and you've got six blocks to represent the next six months. You can map out your future log as far in advance as you'd like.

**Monthly log/task list.** Write the month at the top and list the number of days in that month down the side. Next to the dates, write the first letter of the day that each falls on. Label the right page “Task List,” and use this page to map out a general overview of what you'd like to accomplish that month. Next, number these pages and add them to your index.

**Daily log (or “dailies”).** On your next spread, write the day's date and start listing the tasks you'd like to accomplish, keeping each entry short and sweet (known as “rapid logging”). Use dots for tasks, dashes for notes, circles for events, and stars for important to-dos.

#### AM and PM reflection

Sit down with your Bullet Journal first thing in the morning and before you go to bed. Dump your thoughts on paper, plan your day and decompress before you sleep. Use the reflections as a digital detox window. After PM reflection, shut down all electronics and open them after AM reflection.

#### Custom collections

Bullet Journal adapts to your needs through custom collections. You can create collections for goals, habit tracking, finances, calendars, charts – for anything really. The ultimate goal is to create a notebook for all your needs, so that the number of inboxes and sources of information is minimised.

#### Rapid logging

A way to reduce the number of words by 60%!

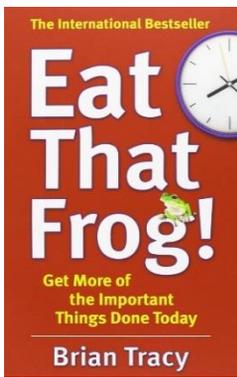
- Claire: organize birthday cake
- \* • Order Cake
- Pick up Cake
- Needs to be gluten free
- \* • Niclas: call re travel docs
- ! - Song about vending machine!

## UNLAZY ACTION STEPS



**Buy a notebook, learn the basics from [bulletjournal.com](http://bulletjournal.com) and try Bullet Journaling for 2-3 months.** Aim to create a holistic life management system with just your notebook.

More rad stuff at [unlazyway.com](http://unlazyway.com)!



## EAT THAT FROG

**Brian Tracy**

4

“The ability to concentrate single-mindedly on your most important task, to do it well and to finish it completely, is the key to great success, achievement, respect, status, and happiness in life.”

**Decide on your goals.** Visualise clearly what you would like each area of life (Business, Relationships, Financial, Health, Professional Development, Social) to look like in 5, 10 and 15 years.

**Plan your goals.** Write a list of everything you’ll need to achieve for each of your most impactful goals. This includes next actions, barriers, limiting factors, personal capabilities, resources and other people involved. Use the 80/20 Pareto principle to pinpoint your most important tasks. Prioritise your task list with the ABCDE method.

**Work from lists.** Always plan in advance and work from lists. Write everything down. Move items from a master list > monthly > weekly > daily lists. Do this before the start of each period.

**Set yourself up for success.** Create the time, space, energy and capabilities to work on your most important tasks. Use time blocking, clean and organise your work area, eliminate distractions, learn continuously and maximize your energy by focusing on your health.

**Work single-mindedly on your most important task.** Eat that Frog! Each day, work single-mindedly on your hardest and most important task first thing in the morning. Do not switch tasks, as switching has a high cost of momentum and energy. Do not stop until the task is 100% complete.

**Repeat the process regularly.**

### The Law of Three

Three core tasks that you perform regularly contain most of the value that you contribute to your business or organisation. Once you have identified your “big three”, concentrate on them single-mindedly all day long.

### Creative procrastination

You can never do *everything*, so you have to procrastinate on *something*. Therefore, aim to procrastinate on small unimportant tasks. In addition to priorities, set posterriorities, i.e. things you do less and later, if at all.

### ABCDE method

Prioritise tasks with letters.  
A = **must-do**, major consequences for not doing  
B = **should do**, mild consequences for not doing  
C = **nice to do**, no consequences for not doing  
D = tasks to be **delegated**  
E = tasks to be **eliminated**

**UNLAZY  
ACTION  
STEPS**

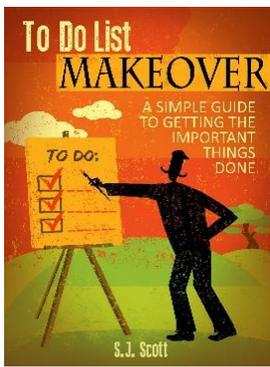


**Prioritise your task lists with the ABCDE method.** Be rigorous, never move on to a lower-level task before completing higher-level tasks.



**Pinpoint your three core tasks and three core skills.** Focus single-mindedly on those all day long.

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## TO-DO LIST MAKEOVER

S. J. Scott

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“Most people don’t put much thought into their to-do lists. Usually to-do list is a mixed bag of urgent tasks, appointments and projects. The problem is that it’s impossible to get things done if your actions are not completely clear.”

To gain clarity, you should maintain *four* types of lists.

**1) Idea capture list.** Dumping ground for every idea and thought. Some might be actionable, some might not be. The key is to write them all down and process them later, so that they’re off your mind.

**2) Project lists.** If something requires more than two separate tasks, then it belongs on this list. Create a new list for each project and lay out all the steps that take you from an idea to a completed project.

Also, to create a project, schedule 30 to 45 minutes for brainstorming the tasks and obstacles involved in the project.

**3) Weekly task list.** This list compiles all the routine tasks that are not part of a one-time project and need to be completed on a regular basis (such as processing email, making phone calls, running errands). In addition, you should add all scheduled appointments, meetings and personal obligations as well as important tasks pulled from your project lists.

Also, do a weekly review. Ask three questions: 1) *What are my personal obligations?*, 2) *What are my priority projects* and 3) *How much time do I have?*

**4) List of Most Important Things (MITs).** Small list (maximum of three tasks) you’ll work on before doing anything else. One MIT should be related to your bigger goals.

### Energy ratings for tasks

Rate each task on your list from 1 to 5. A task with rating 1 requires the lowest level of energy (e.g. taking a vitamin) and a task with rating 5 requires the highest level of energy (e.g. writing an in-depth article). Tackle tasks with higher rating earlier in the day.

### MITs

End each day by identifying three important tasks for the next day. Prioritise the list. Wake up and immediately start working on task #1 until it’s completed, then tasks #2 and #3. After these tasks are done, spend the rest of the day focusing on other weekly list tasks.

### 7 common mistakes with to-do lists

- 1) Writing lengthy lists
- 2) Being ambiguous
- 3) Not managing your time
- 4) Letting random events derail you
- 5) Focusing on “small outcomes”
- 6) Not connecting tasks with goals
- 7) Agonizing over incomplete lists

**UNLAZY ACTION STEPS** →

**For a single day, create a to-do list with MITs, energy ratings, personal obligations and scheduled appointments.** At the end of the day, analyse your day. How productive were you with this list?

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## THE POWER OF LESS



### Leo Babauta

“Doing a huge number of things doesn’t mean you’re getting anything meaningful done.”

Simplicity is about **choosing to pay attention only to things that matter the most, and ignoring the rest**. Identify essential, eliminate the rest. Focusing only on what’s most important allows you to spend a much greater percentage of your time on things that will produce the most results.

**Set limits to yourself.** Without limits, it’s easy to assume that everything is important, and that you’ll be able to do whatever is necessary to get everything done. Moreover, always **focus on one thing at a time**. The less you switch your focus from one thing to another (a.k.a “multitask”), the more productive you’ll be and the faster you’ll progress. **Batch similar tasks together** to preserve your focus.

Only **work on a maximum of 3-4 projects at a time**. Limiting your active projects preserves your focus and attention, allowing you to actually accomplish your most important objective quickly and move on to the next. To tackle your projects, **create a list of 2-3 MITs every morning**. Your goal is to accomplish your MITs as quickly as possible. Once you accomplish your MITs, the rest of the day is a bonus – you can use it for lower-level tasks or rest and recover. Install or change **one habit at a time**, and start with small increments. Practice that habit until it becomes second-nature, requiring no thought or willpower to do every day.

**Slow down, pay attention, and enjoy the process.** Consciously minimize your active commitments, and don’t be afraid to say “no” to new ones.

#### The One Goal System

- 1) Choose one goal. Make a list of things you’d like to accomplish over the next few years.
- 2) Break it down to a sub-goal. Focus on a smaller sub-goal that you can accomplish in the next month or two.
- 3) Set weekly goals.
- 4) Commit to daily action.

#### Simple Project List

List all the projects you have going on in your life, including all your work projects, any personal and home projects, projects with civic organizations. **Choose to focus on three of them.** After you’ve completed *all* three, pick another set of three.

#### Simple Email

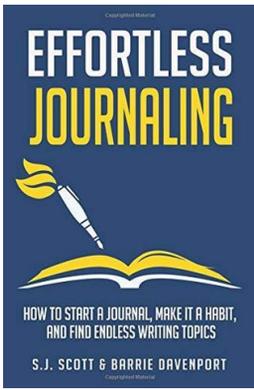
Consider which sources of email are the most important and eliminate the rest. Minimise the number of inboxes by forwarding all email to one inbox. Also, only check your emails and messages twice a day, no more, for instance at 10 am and 4 pm.

**UNLAZY  
ACTION  
STEPS** →

**Commit to One Goal.** Self-reflect and limit your goals to just one big goal. Write down all the steps required to achieving it and create a timeline. Reflect on your progress and set new goals only after you’ve achieved your One Goal.

→ **Commit to one new habit.** Pick just one habit and make it your priority to stick with that habit for 66 days.

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## EFFORTLESS JOURNALING



**S.J. Scott & Barrie Davenport**

“With a journal, you have the opportunity to capture all the thoughts in your head, tease them out, mull them over, wrestle with them, savour them and preserve them for perpetuity.”

Journaling is one of the least expensive and most life-changing practices you can adopt. To start, you should equip yourself with **a notebook** (physical or digital), **a pen or pencil** and a **habit tracking tool** (such as Strides or Coach.me). **There are many ways to keep a journal:**

### Daily diary

Record your daily ideas and opinions and organise them by date. Works best for people who prefer an open structure, who like to record their thoughts and feelings and who want to keep their writing locked in a book.

### Prompt journaling

Use prompts (either write them or buy a prompt journal) to write in your journal. Works best for people who struggle to write, who enjoy variety and who prefer structure.

### Morning pages

Write three pages of longhand first thing in the morning. Works best for people who want to bring clarity to their thinking, who want to tap into their subconscious mind and who want to feel less stress.

### Mindfulness journaling

Combine journaling with meditation, deep breathing and spending time in the nature. Especially helpful for people with depression or anxiety or for those who seek to enhance their mindfulness practices by writing about them.

### Gratitude journaling

Journal about the things you are grateful for. Works best for people who frequently experience negativity, who want to appreciate their blessing more and who are experiencing difficulties or challenges.

### Idea journaling

Only write down ideas and keep a journal about them. Every morning, write down ten ideas. Works best for people who want to exercise their 'idea muscles' and whose careers rely on producing profitable ideas.

### Goal journaling

Focus your writing on your future vision, goals and action steps. Works best for anyone who has a major goal which requires intense focus or anyone who tends to put off setting goals.

### Bullet journaling

Always journal by hand in a notebook by using bullet points ('rapid logging'). Works best for people who prefer structure and streamlining and who are visual and prefer the use of symbols.

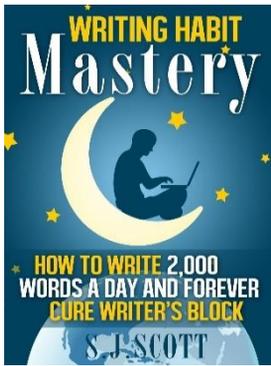
### Mix and match!

Pick more than one journaling strategy and combine them. Try this mix-and-match strategy for a while and modify it to suit your needs.

**UNLAZY  
ACTION  
STEPS** →

**Start journaling every day.** Buy a notebook and a pen, sign up for a tracking app and choose one journaling strategy. Journal for a month and see whether it has a positive affect on your mood, health and productivity.

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## WRITING HABIT MASTERY

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**S. J. Scott**

"If I'm interested in it, there's an audience of people just like me who will appreciate it."

Commit to writing a **set number of words per day**, whether it be 100 words or something in the realm of 2000 words.

Establish a **daily routine** and an **environment** for writing. Set a regular time of day when you write, commit to writing on specific days and track your word count, writing locations and types of writing.

When you start writing, **minimise all distractions**. Wear earphones or earplugs, work in a space with a closed door, put on blinders, clear your desk or table and silence all notifications. To speed up the writing process, **learn to touch type, create structured outlines for your texts** and **focus on one writing project at a time**. **Energise yourself** by finding an ambitious writing partner, by reading related publications and by befriending an established writer.

Lastly, **follow a writing process**.

- 1) **Outline.** Do a brain dump and organise items so that you have a structured outline.
- 2) **Research.** Look for links, quotes, definitions and concepts to fill in the blanks.
- 3) **Draft 1-3.** Write the first draft without stopping and then edit through drafts 2-3.
- 4) **Edit.** Hire a professional editor to double-check your text.
- 5) **Polish.** Look over the edit made by the professional and make final changes.

### Limiting (incorrect) beliefs

- 1) Fast writing is bad writing.
- 2) I will never make any money from writing.
- 3) Nobody is interested in what I have to say.
- 4) I can never figure out what to say.
- 5) My writing isn't good enough.

### Writing tracker

Track your writing in time blocks (30-90 minutes) in a spreadsheet. Observe how your location, the type of writing and the time of day affect your word count.  
Find the optimal environment to maximise your daily word count.

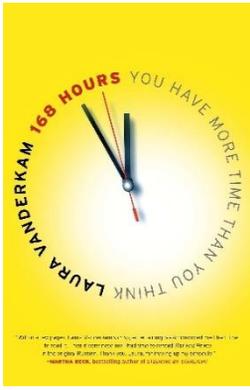
### Touch typing

Hunt-and-peck method is not sufficient in today's world. Good touch typists produce over 60 words per minute, which is over double the amount that a hunt-and-peck typist produces. Touch typing is an essential part of productivity nowadays.

**UNLAZY  
ACTION  
STEPS**

➔ **Commit to writing 100 words per day.** Whether you write a blog, or want to scribble something in your journal or you want to publish an ebook, daily commitment to write is essential.

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## 168 HOURS

**Laura Vanderkam**



"It turns out that there is a fundamental flaw in the data used to support the claim that we suffer from time poverty and overwork: we lie."

It all starts with **becoming aware of how you use your time**. Keep a time log and log every hour for at least a week. In addition, create a "List of 100 Dreams", a list of things you want to achieve or experience in your life. Analyse your time log and ask yourself: "Are my actions taking me towards my dreams and goals?"

**You have to change your thinking about time**. You have to believe that you do have the time for what's important, and reject the notion that busyness is a sign of self-worth. This way you open yourself up to making time to your priorities and begin to appreciate every hour to be a precious choice we get to make.

Then, in order to make the most of your time, you must **understand your core competencies and goals for your life**. With that clarity, you can make better choices about how to allocate your time at work and at home. Your work, and ideally even your leisure time, should revolve around your core competencies. Additionally, there should be almost nothing during your work hours that is not advancing you towards your goals. If these things feel distant, something has to change.

Finally, **remember to live a full life**. Plan your leisure time and commit to activities you enjoy. Time is too precious for us to be totally leisurely about leisure. And don't forget relationships. Nurture your relationships and keep your family close.

### Alignments

Even though we can't multitask, we can combine activities in a beneficial way that saves us time. For instance, we can share a meal with a friend, simultaneously deepening our relationships and filling our stomachs.

### List of 100 Dreams

Create and constantly update a list of everyday founts of joy. You can think of this as a bucket list focused on activities within a two-hour radius from your house. When you plan your weekends, use these activities as anchor events.

### The \$400 million question

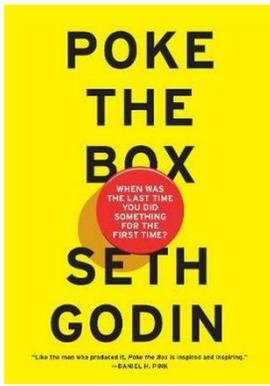
To really get a sense of how meaningful your work is to you, ask yourself: "If someone offered you \$400 million to walk away and never do the "stuff" of your job again, would you take it?"

## UNLAZY ACTION STEPS



**Create a time log.** Predict how many hours you work on a weekly basis. Log your actions in the log every hour for 1-2 weeks. How many hours did you actually work? Use the time log to change your perception of time and to better understand how much work you can actually finish in a week.

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## POKE THE BOX



### Seth Godin

“The connected economy of ideas demands we contribute initiative. And yet we resist, because our lizard brain, the one that lives in fear, relentlessly exaggerates the cost of being wrong.”

Continual innovation is the only way to thrive in this fast-paced world. If you're not moving forward personally and in your career, you're actually moving backward compared to everyone moving forward. Taking action, or as Godin says “poking the box,” doesn't require you to be right, just that you move forward. **Be the initiator.**

The world is moving too fast to sit in place and go through life being told what to do or waiting for permission. **You need to start taking initiative if you want to accomplish anything meaningful.** You don't need to come up with the next world-changing idea or giant company - your job is to bring life to something small and grow from there.

The first rule of doing work that matters is to set a schedule that your brain has to follow and then show up to work hard.

Risk is inevitable. **If you can't fail, it doesn't count.** This is in regards to starting a new project, it has to be one where there's risk and something real on the table or it won't be worth your time.

It's impossible to lose in life if you continue to create and ship new ideas or projects. You'll either succeed or fail, and both mean you're moving forward. **The worst thing you can do is to try to fit in and limit your creative output to the world.** That's a terrible way to live!

#### Starting implies finishing

“Starting means you're going to finish. If it doesn't ship, you've failed. You haven't poked the box if the box doesn't realise it's been poked.” To merely start without finishing is a waste of time.

#### The joy of wrong

Starbucks didn't originally sell coffee. They sold coffee beans and tea leaves. It was not a success - Starbucks had been wrong. But it was a start. Starting doesn't mean being right. It means action. And that's why Starbucks became a success.

#### The paradox of success

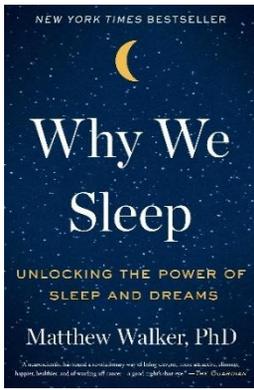
“People with no credibility or resources rarely get the leverage they need to bring their ideas to the world. People with credibility and resources are so busy trying to hold on to them that they fail to bring their provocative ideas to the world.”

**UNLAZY  
ACTION  
STEPS**



**Make starting a habit.** Start something new every day, both in your professional and personal life. Write these initiatives down, and compile a list that encourages you to continue “poking the box”.

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## WHY WE SLEEP



**Matthew Walker**

“Sleep is the single most effective thing we can do to reset our brain and body health each day - Mother Nature's best effort yet at contra-death.”

When we lack sleep, the **decision-making areas of our brain (prefrontal cortex) are not working optimally** and **it is also harder to do complex things** - people who are sleep deprived are more likely to choose easy tasks compared to people with a good night's rest.

**Sleep teaches motor skills** - during REM (rapid eye movement) sleep, your brain is actually replaying the physical skills you learned that day. So practice does not make perfect - it is practice, followed by a night of sleep, that leads to perfection.

**Performance progressively worsens with greater sleep deficit.** Sleeping 6 hours per night for 10 days causes the same decrease in performance (400%) as one night with no sleep. What's more, even 7 hours of sleep requires you to spend 7.5–8 hours in your bed, so considering that the average is 8 hours, **we should aim to spend 8.5–9 hours in bed.**

Dreams actually have a function. Dreams **help us connect new information to our existing knowledge** (which helps us be more creative). Dreams also **help us regulate our emotions.**

There are myriad of ways to sleep better: **No screens at night. Exercise, but not right before bed. Sleep in a cold room. Take a hot bath or shower. Avoid sleeping pills. Avoid alcohol before bed. Avoid caffeine in the afternoon. Maintain a consistent schedule. Mood lighting. Keep the room dark.**

### Biphasic sleeping

Humans are not sleeping the way nature intended. Instead of the monophasic pattern (one long, single bout of sleep), we should be sleeping in a biphasic pattern (seven to eight hours in bed, followed by a thirty- to sixty-minute nap in the afternoon).

### Rarity of low-sleepers

True low-sleepers (chronically < 6 hours of sleep/night without impairment of function) are incredibly rare, less than 1% of the population. Everyone else is disguising their sleep deprivation with caffeine and sleeping pills.

### Lucid dreaming

Lucid dreamers are able to voluntarily control their actions during dreaming. Even though less than 20% of people in the population are capable of lucid dreaming, it seems to be a skill that can be learned with practice.

## UNLAZY ACTION STEPS



**Commit to being in bed 9 hours before your wakeup time every day.** If you're not convinced, read the book - you'll surely add some extra hours of sleep to your schedule.

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