



Hacking Time + Productivity: Run Through Example

Unit One - Find Sacred Time

Monday - Friday 8am - 10am

Saturday - 8am - 10am

Sunday - 8pm - 10pm

Unit Two - Worry Dump

Example Worry Dump from Monday AM

1. Call the Dentist and book a cleaning
2. Email the lawyer about Escrow taxes
3. Touch base with client about tripwire page
4. Plan out TDG Module 8
5. Call Doctor and schedule physicals
6. Ask mom about babysitting
7. Get recipe for picnic
8. Email Korbin about next blog post for CF
9. Come up with FB live content plan for July/August
10. Finish up ads for HHHM

Unit Three - Big List/Little List

Example List from Monday Night for Tuesday's Sacred Time

I grabbed numbers 2, 3, 4, 8, 9, 10 for my sacred time BIG LIST RIGHT off my worry dump.

BIG LIST

- Email the lawyer about Escrow taxes
- Touch base with client about tripwire page
- Plan out TDG Module 8
- Email Korbin about next blog post for CF
- Come up with FB live content plan for July/August
- Finish up ads for HHHM

LITTLE LIST (the easiest thing)

- Email Korbin about next blog post for CF



- Open Gmail
- Find Korbin's email address
- Look at my list of ideas from my FB post
- Look at the feedback
- Pick my top one
- Write an intro paragraph to Korbin
- Submit the idea
- Grab my headshot
- Grab my bio
- Attach both to email
- Send

Unit Four - RAWWWRRRR

The hardest thing on the list was definitely...PLAN OUT TDG MODULE 8

Little List for Plan Out TDG Module 8

1. Open Outline
2. Come up with Lecture Headings
3. Write out 3 details for each heading
4. Open up TDG template
5. Put 3 details on a google doc
6. Write 1-3 paragraphs for each
7. Write down 1-3 CTA or homework items
8. Open Basecamp
9. Put the CTA and homework items as tasks
10. Assign tutorials or worksheets that go with CTA

Unit Five - JUDGE YOUR LIST

BIG LIST

- Email the lawyer about Escrow taxes **10**
- Touch base with client about tripwire page **50**
- Plan out TDG Module 8 **100**
- Email Korbin about next blog post for CF **50**
- Come up with FB live content plan for July/August **100**
- Finish up ads for HHHM **100**



As you can see, my choice to email Korbin was actually not the BEST use of my time since I categorized it as a 50. I SHOULD have chosen the EASIEST 100 thing. That's how these habits stack!

Unit Six - Finding Homes

Big List

- Email the lawyer about Escrow taxes **10** - I did this while I was making dinner
- Touch base with client about tripwire page **50** - I did this in the afternoon while William was watching a show

Unit Seven - Killing Birds

There were other things in my worry dump that didn't make it to my big list, that I realized I needed to get done! Some of this was accomplishable in my WASTED time.

1. Call the Dentist and book a cleaning - Did this while waiting at the bus stop to pick up kids!
2. Call Doctor and schedule physicals - Did this while driving. Talked into my phone the appts so I wouldn't forget.
3. Ask mom about babysitting - Did this while driving.
4. Get recipe for picnic - Did this while in the waiting room for William's physical.

Here's where you see how doing ANY of those things in sacred time would be blasphemy!!!!

Unit Ten - Necessary or Nice

Going back to my little list, I decided to do the necessary or nice exercise on it since I could tell that ALL my big list items were in fact necessary.

- Email Korbin about next blog post for CF
 - Open Gmail
 - Find Korbin's email address
 - Look at my list of ideas from my FB post
 - Look at the feedback
 - Pick my top one
 - Write an intro paragraph to Korbin
 - Submit the idea
 - Grab my headshot
 - Grab my bio
 - Attach both to email
 - Send



- Little List for Plan Out TDG Module 8
 - Open Outline
 - Come up with Lecture Headings
 - Write out 3 details for each heading
 - Open up TDG template ?
 - Put 3 details on the template ?
 - Write 1-3 paragraphs for each
 - Write down 1-3 CTA or homework items
 - Open Basecamp
 - Put the CTA and homework items as tasks
 - Assign tutorials or worksheets that go with CTA

This was hard for me to show an example because I'm so used to stripping out the nice and question mark items that I really have it! But for now, you'll see in my first little list, I realized I didn't actually have to go on Facebook and look for feedback, since I already had some ideas I could just use.

For the other little list, I wasn't sure whether putting my TDG Module 8 on the branded template was really necessary to get it done. I mean it is eventually right, but not necessary in order to accomplish the task "Plan out TDG Module 8". So I tried to do it without those two items and voila, it still got done!

As far as the big list, the only one that was a question mark for me was this one...

BIG LIST

- Email the lawyer about Escrow taxes **10**
- Touch base with client about tripwire page **50**
- Plan out TDG Module 8 **100**
- Email Korbin about next blog post for CF **50**
- Come up with FB live content plan for July/August **100 ??**
- Finish up ads for HHHM **100**

That's because, I wasn't sure - do I REALLY need to do this, or is working on the fly working for me and I'm just trying to find busy work for myself? So far, I've not actually needed this because I just engage on FB and topics come up naturally.

Unit Eleven - Delegate

So here's where things are necessary for me. When I look at the big list, I know immediately I can delegate...

BIG LIST



- Email the lawyer about Escrow taxes **10** D
- Touch base with client about tripwire page **50** D
- Plan out TDG Module 8 **100**
- Email Korbin about next blog post for CF **50**
- Come up with FB live content plan for July/August **100 ??**
- Finish up ads for HHHM **100** D

On my big list, I was able to delegate the email and client touch points to my assistant Angela. I was also able to delegate the ads to Jessie.

This means, when you're doing the WHOLE THING right - you are able to quickly assess what HAS to be done!

Out of my worry dump, the ONLY thing on the list that I really should have done in my sacred time was....

Plan out Module 8 TDG

If I really needed an easy thing to help me get momentum, I might just do the Korbin email even though I realized I could do this at another time of day!

What I would do is probably next time, make a bigger list so I could get some additional easy things done and not just have the hard thing only!

Out of Monday's worry dump...

1. Call the Dentist and book a cleaning **WASTED time**
2. Email the lawyer about Escrow taxes **DELEGATED**
3. Touch base with client about tripwire page **DELEGATED**
4. Plan out TDG Module 8 **SACRED time**
5. Call Doctor and schedule physicals **WASTED time**
6. Ask mom about babysitting **WASTED time**
7. Get recipe for picnic **WASTED time**
8. Email Korbin about next blog post for CF **SACRED time**
9. Come up with FB live content plan for July/August **not really necessary**
10. Finish up ads for HHHM **DELEGATED**