



Hacking Time + Productivity: Unit Ten - Necessary or Nice

PLEASE LISTEN TO THE AUDIO!

1. NECESSARY OR NICE

- a. Alrighty, so now here's where we separate the wheat from the chaff. High level people don't do anything that isn't COMPLETELY and 100% in line with their goals.
- b. By now you should be able to keep your SACRED time. You have a big list/little list each day. You do a worry dump before starting. You do the EASIEST thing and then the HARDEST thing (as long as it's a 100 task). You are using TYPICAL time to get the 50 tasks done. You're utilizing wasted time to plan, learn, listen, and brainstorm. You're using mantras to help you push through when things are tough.
- c. But we have to go back to the list now. The little list. The list that really dictates everything. You've learned how to categorize tasks as 10, 50, and 100...but we're going to add something new next to each thing.
 - i. STAR, HEART, QUESTION MARK
 1. Star means it's NECESSARY. And we need to be brutally honest about it.
 2. Heart means I want to do this but I'm not sure it's necessary, but it would sure be NICE!
 3. Question mark means I don't know if it's necessary or nice
 - ii. You can do this on both the BIG and LITTLE list.
 - iii. The goal is to ONLY do the STARS on the list FIRST. TRY to do it without the question mark items and if you get stuck, then there is your answer. :)
 - iv. Remember, the ONLY things that get stars are the tasks that ABSOLUTELY have to get done in order to complete the goal.
 - v. This is HARD to do if you're a perfectionist. REALLY REALLY hard.