

Steal this Productivity Cheat Sheet to GET SH#T DONE

Pomodoro Technique



1. List your tasks.



2. Set a 25-min timer.



3. Focus and work.



4. Take a 5-min break.



5. Repeat 4 times, then break for longer.

3/3/3 Method

From Oliver Burkeman, Do these daily:

3

Spend 3 hours working on an important project.

3

Complete 3 shorter urgent tasks or meetings.

3

Do 3 maintenance tasks to keep life running smoothly.

Eisenhower Matrix

		Urgent	Not Urgent
Important	Important	Do it	Schedule it
	Not Important	Delegate it	Eliminate it

Eat the Frog

Do your hardest task first. The rest will be easier.

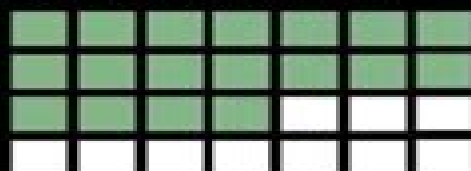


"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."

— Mark Twain

Seinfeld Strategy

1. Set your goal.
2. Mark a calendar each day you do it.
3. Keep the streak as long as you can.
4. Never miss 2 days in a row.



Time Blocking

9 - 12 Deep Work

12 - 12:30 Email

12:30 - 1 Lunch

1 - 2 Gym

2 - 2:30 Break

2:30 - 4 Meetings

1. Identify what needs doing.
2. Group similar activities together.
3. Assign time slots for tasks.
4. Plot blocks on a calendar.
5. Stick to the schedule.
6. Take breaks between blocks.
7. Make changes if needed.

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Get Sh T Done

Jeffrey Gitomer



Get Sh T Done:

*Get Sh*t Done* Jeffrey Gitomer, 2019-11-12 Discover the lost secrets of accomplishment and achievement Do you want to do more accomplish more Of course you do everyone does So what s stopping you Get Sh t Done not only shows you what s preventing you from daily achievement it provides the tools and the strategies to help you get to where you want to be Get Sh t Done is much more than just the title of this book it s the method that unlocks the secrets of accomplishment and achievement the GSD Secret Formula In this book you will learn to identify and implement the elements of superior productivity eliminate the causes of procrastination and achieve the best possible outcomes in business and in life This valuable guide gives you a comprehensive step by step plan for achieving maximum productivity Bestselling author and King of Sales Jeffrey Gitomer guides you through each aspect of the GSD process from attitude desire and determination to goals productivity resilience and fulfillment Engaging and easy to read this book shows you how to discover the best ways to invest your time into productive and profitable actions and feel great about your achievements Using the proven immediately actionable GSD Formula you re on your way to Doubling your achievements your work habits and your income Implementing simple shifts and simple actions that increase positive outcomes Recognizing the early warning signs of procrastination and reluctance Eliminating the major GSD distractions that hold you back Discovering how to select set and achieve your goals Get Sh t Done The Ultimate Guide to Productivity Procrastination Profitability is a must have resource for anyone who wants to never again say I ll do it later and just get it done

Get Sh*t Done! Niall Harbison, 2014-06-26 Do you start every day with a to do list Every year with new resolutions Do you fantasise about winning the lottery travelling the world or retiring at forty Many of us dream big but we never truly believe we can achieve our life s ambitions But it doesn t have to be like this It is possible to make dreams come true as Niall Harbison has found out aged just 33 and within 1000 days of starting a business in his bedroom he sold it for millions Before that he had already lived what seemed like a charmed life As a private chef for billionaires among other highlights cooking for Bill Gate s fiftieth birthday he got paid to travel all over the world while enjoying a lifestyle normally reserved for the rich and famous But Niall Harbison achieved his dreams despite a serious drink problem and crippling bouts of depression Now he shares his secrets Get Sh t Done contains a unique set of principles and a new way of thinking It includes life hacks that will help you escape the nine to five overcome your limitations and make the things you dream about actually happen and quicker than you could ever imagine Let Niall Harbison be your inspiration Learn how he got paid to snowboard all day and to surf in Hawaii still gets paid to go on holiday and has never worked a day in his life And learn how he doesn t let personal challenges get in the way of his goals Stop dreaming and instead start getting sh t done

*Get Sh*t Done* Jeffrey Gitomer, 2019-11-06 Discover the lost secrets of accomplishment and achievement Do you want to do more accomplish more Of course you do everyone does So what s stopping you Get Sh t Done not only shows you what s preventing you from daily achievement it provides the tools and the strategies to help you get to where you

want to be Get Sh t Done is much more than just the title of this book it s the method that unlocks the secrets of accomplishment and achievement the GSD Secret Formula In this book you will learn to identify and implement the elements of superior productivity eliminate the causes of procrastination and achieve the best possible outcomes in business and in life This valuable guide gives you a comprehensive step by step plan for achieving maximum productivity Bestselling author and King of Sales Jeffrey Gitomer guides you through each aspect of the GSD process from attitude desire and determination to goals productivity resilience and fulfillment Engaging and easy to read this book shows you how to discover the best ways to invest your time into productive and profitable actions and feel great about your achievements Using the proven immediately actionable GSD Formula you re on your way to Doubling your achievements your work habits and your income Implementing simple shifts and simple actions that increase positive outcomes Recognizing the early warning signs of procrastination and reluctance Eliminating the major GSD distractions that hold you back Discovering how to select set and achieve your goals Get Sh t Done The Ultimate Guide to Productivity Procrastination Profitability is a must have resource for anyone who wants to never again say I ll do it later and just get it done **Get Sh*t Done** Jeffrey Gitomer,2020 Your attitude and your concentration affect your productivity your attainment and ultimately your outcomes Gitomer outlines the proven strategies to implement the value and the ease of implementation the importance of fulfillment when sh t gets done and the added income that will result from your increased positive outcomes He outlines a step by step process of achievement that starts with attitude and explores the elements of success This book will get you from do to done adapted from jacket Get Sh*t Done Lauris Liberts,Startup Vitamins,2014-11-04 Get Shit Done Less meetings more doing Passion never fails Startup Vitamins aims to provide doses of vitalizing support to startups to help them throughout their development Posters are created to provide inspiration reminding startups of key aspects to success while also offering a constant stream of other inspirational quotes on their blog There s rocket fuelled insight from the pioneers of the Lean revolution alongside timeless wisdom from Zuckerberg Bezos and Jobs For instance It takes time it s a grind There are no shortcuts You ve got to grind and grind Mark Cuban Better to be right about the trend and wrong about the implementation than the other way around Aaron Levie Box net Your work is going to fill a large part of your life and the only way to be truly satisfied is to do what you believe is great work And the only way to do great work is to love what you do Steve Jobs Most people are searching for a path to success that is both easy and certain Most paths are neither Seth Godin Don t let people tell you your ideas won t work If you re passionate about an idea that s stuck in your head find a way to build it so you can prove to yourself that it doesn t work Dennis Crowley Foursquare Whenever you re in search of inspiration and motivation pick up this book And then Get Shit Done The Art of Making Sh!t Up Norm Laviolette,2023-04-18 Work together to up your chances of business success The Art of Making Sh t Up combines the lessons learned from a personal journey with the teachings derived from years of honing valuable skills through performing and presenting to thousands of people to demonstrate how working together has helped

others found and grow several multimillion dollar companies By focusing on topics that serve as pain points and detailing the tools and techniques of improv this book helps people and organizations utilize new skill sets to be more productive more accepting and more all in to create a stronger teammate and team Remove the fear of failure Recognize when and how to trust your instincts Celebrate and embrace the ideas of others Listen effectively to both people and your environment Thinking is hard Listening is easy and is most often the springboard to huge ideas Find out how it can work for you with **The Art of Making Sh t Up** **The Art of the Sabbatical** Cady North,2024-05-03 For too long we ve been participating in hustle culture which says if we re not moving and achieving we re not enough Sometimes the only way to release ourselves from this exhausting feedback loop is to take a break from work Sabbaticals provide time and space for a reset and can give us energy to launch something new adjust priorities or rediscover passions Most people would love to take an extended sabbatical but the truth is you probably haven t made a plan to address fears that arise the moment you step away from full time work Informed by case studies and personal experience The Art of the Sabbatical tackles questions like How will I afford this What will my family or colleagues think of me and how do I create a support system How do I get the most out of my sabbatical How do I return to the workforce and communicate with future employers You can have a transformational work break whether it s something you ve been dreaming about for months or it sprung up as something unplanned or out of your control This illuminating guidebook is filled with thoughtful insights and journal prompts which will give you the courage and resources to design your life changing sabbatical **Those Ten Essentials for Happiness & Success** Jim Best,2024-12-18 We are encouraged to pursue happiness and strive for success as if they are rare evasive and elusive However Those Ten Essentials for Happiness and Success will show that you can in fact have both sustainably by focusing on personal qualities characteristics habits and activities that will enhance your life and enable you to create your optimal future For everything you want in life there is a mentality that can create it for you and cause it to be yours Compiled from his The Essentials articles from UpwardsBest Jim Best draws upon his personal experiences considerable research as well as his own search for the secrets to success and happiness I ve been fortunate to help and empower many through my writing and coaching he says It s a privilege to share it with a much broader audience through this book Upwards to Your Life Well Lived **The Holy Sh!t Moment** James Fell,2019-01-22 Motivation expert James Fell teaches readers how to skip the hard part and go directly from intention to committed action After years of helping people change James Fell had a sudden insight about sudden insight significant life change doesn t often come from just putting one foot in front of the other carefully observing and altering habits slogging through baby steps toward new behavior Rather the research reveals that serious life turnaround usually happens in a moment with a flash of inspiration Epiphany arrives like a lightning strike rapidly shifting the recipient of such enlightenment onto a new path that creates a better life Motivational psychology has traditionally focused on slow and steady gradual improvement over time to reach a desired goal whether it s weight loss career change

battling addiction or success in relationships We've been told since toddlerhood that the tortoise beats the hare But through compelling science and powerful stories James Fell shows us that the hare has the edge overwhelming desire can be awakened fast and furiously When you learn to become attuned to that sensation of sudden awakening a new path can be followed almost effortlessly because it feels like destiny Everyone has the ability to experience the lightning strike The Holy Sh t Moment will teach you how to create a life changing epiphany and go directly from intention to action **The EOS Life** Gino Wickman,2021-09-21 Do what you love with people you love Make a huge difference Get compensated accordingly And still have time for other passions The EOS Life will help you to discover clarify and customize the life you want to live one where you do what you love every day with the people you love doing it with while at the same time making a huge difference and impact getting compensated very well for doing it and still having plenty of time to pursue other passions hobbies and interests that energize you From Gino Wickman creator of the Traction Library TheEOS Life will give you practical real world time tested tools and insights to maximize your productivity vitality happiness and work life balance This book is a must read for all entrepreneurs and their leadership team members interested in living their ideal life **Faking the News** Ryan Skinnell,2018-05-29 Donald J Trump's speaking and writing invite passionate reactions maybe he's a bluecollar billionaire hero who speaks the language of the common man or maybe he's a gleefully illiterate tremendously unqualified idiot Whatever the case he was persuasive enough to get himself elected President of the United States and he's been persuasive enough to keep a majority of his supporters behind him In Faking the News What Rhetoric Can Teach Us About Donald J Trump eleven prominent rhetoric experts explain how Trump's persuasive language works Specifically the authors explain Trump's persuasive uses of demagoguery anti-Semitism alternative facts populism charismatic leadership social media television political slogans visual identity image comedy and humor and shame and humiliation Faking the News is written for readers who may not know anything about rhetoric so each chapter explains a feature of rhetoric and uses that lens to illuminate Trump's rhetorical accomplishments Specifically about how he has used and still uses language symbols and even style to appeal to the people in his various audiences *The Silicon Valley Model* Annika Steiber,Sverker Alänge,2023-12-14 The first edition of The Silicon Valley Model published in 2016 addresses the need for a fundamentally new approach to managing and developing large firms with an emphasis on entrepreneurship This second edition validates extends and updates these original findings While still encompassing the observations and analysis featured in the first edition this new edition addresses new developments in management and in the global business environment Further it presents Dr Steiber's research identifying more companies in Asia Europe and the USA that are implementing management approaches that parallels the Silicon Valley Model and in some respects advanced upon it New material appearing mainly in the Recent Developments sections in each chapter includes both real life events and new research findings related to the management principles for entrepreneurship In some cases elements of innovation and development of the Silicon Valley Model have taken

new forms in response to changing times or the desires of the companies involved The Silicon Valley Model Second Edition is beneficial to executives from the board and CEO level on down consultants researchers and others who study or work with new developments in management

Product Management: Mastering the Product Role Asomi Ithia, 2019-04-28 In a new series Asomi Ithia provides a pragmatic approach to the range of activities required to create deliver and manage products In Mastering the Product Role Asomi describes the various functions of product management and outlines its uses in different organisational contexts

Managing Priorities Harry Max, 2024-05-14 Because time attention and resources are finite wise prioritization lies at the heart of any flourishing organization or meaningful life Yet there s surprisingly little actionable advice on how to do it well and many seductive reasons to avoid it entirely This approachable psychologically astute and deeply practical book has the potential to change all that Reading it is well worth your time Oliver Burkeman author of Four Thousand Weeks Time Management for Mortals Managing Priorities is your guide to prioritizing anything anytime and anywhere Harry Max digs into the best practices for prioritization at Apple DreamWorks NASA Adobe Google Microsoft and beyond and brings them together in a single practical method that you can apply step by step Who Should Read This Book Every business person who is even remotely interested in prioritization should read Managing Priorities Whatever you need to prioritize tasks goals OKRs projects this book is for you Specific chapters are dedicated to what needs to happen and when for individuals teams and whole organizations Takeaways Learn what prioritization is Gain insight into the costs of not prioritizing intentionally Explore different methods of prioritization including the Eisenhower Matrix the Analytic Hierarchy Process the Max Priorities Pyramid Paired Comparison Stack Ranking and more highlighted in the Appendix Apply the author s DEGAP method of prioritization with its five phases Decide Engage Gather Arrange Prioritize Identify understand and address your current state or lack of prioritization the context of your problem the people involved and the issues surrounding timing Use a scale to differentiate items to prioritize and arrange them appropriately Select an approach to prioritization that works for your specific situation

Dirk (Book 1) Lena Pierce, This is book 1 of the Shattered Hearts MC romance series Books 2 and 3 are available everywhere now Dirk Dvorak takes what he wants He came to keep me safe He won t rest until he s claimed me for himself But betrayal on all sides leaves us with only each other Can I trust the man who s sworn to break me MEGHAN I got away from the biker life a long time ago Since then I ve put as much distance as possible between myself and my brother s club the Shattered Hearts MC I built a new life Away from the hatred Away from the violence But then my brother gets in touch and tells me I m in danger Now whether I like it or not he s pulling me back into the world of the Hearts to protect me The man he sends to collect me is everything I ran away from Dirk Dvorak is dangerous deadly and drop dead gorgeous And if I m not careful he s going to break my heart DIRK One rule in the biker world Do what your president says But when the job turns out to be collecting his baby sister and keeping her out of trouble the stakes are that much higher I m supposed to keep my hands to myself But that s impossible Because Meghan is sassy

fierce and too tempting I've kept my distance until now but I won't last much longer The problem is it's never as simple as making her mine This started as a straightforward bodyguard gig But then the killers came for us And now it's a whole new ballgame There's blood to be shed A woman to be protected And maybe at the end of all this A new life with her there for the taking

Reckless Kiss Lena Pierce, *Reckless Kiss* is book 2 of the Shattered Hearts MC trilogy Book 3 *Burning Kiss* is available everywhere now I took her unprotected just to keep her safe I'm holding her here under the president's orders But the fiery mystery that drove Meghan into my arms has hidden layers I never expected She doesn't want my help but she's getting it anyways We'll find the answers she wants Then I'll pin her down and take what I want too

DIRK When your MC president gives you a job you do it No questions No dallying Just get the sh*t done But when the job turns out to be snatching up his baby sister and keeping her under my eye things get a little more interesting It doesn't hurt that Meghan is a stone cold fox with the temper to match She's feisty I like that in a woman It makes it all the more fun when I break them But what was supposed to be a simple bodyguard job turned into exile and war as we run from the men who seem to want her dead Protecting your mark is never easy but it's even harder when I'm dying inside to get my hands on her curvy little frame Every time she smiles at me I feel emotions bubbling to the surface Things I haven't felt in years Things that make me want to break all the rules to make her mine F*ck it all I've decided I want her in my arms And I don't care what I have to do to keep her there

MEGHAN I left behind everything to make a life for myself The biker world has long since receded in my rearview mirror Now all I want is piece in my little corner of the city No war no choppers no dead bodies Just quiet Calm Gratitude But I soon learn that it's not so easy to escape the outlaw lifestyle My brother the one who refused to give up his biker ways when I left calls me out of the blue His voice is different than I remember Darker Deeper More haunted and cruel He tells me I'm in danger Whether I like it or not he's pulling me back into the world of the Shattered Hearts MC He says it's for my own good But the man he sends to collect me doesn't seem good at all In fact he's the definition of a bad boy Dirk Dvorak is everything I ran away from Massive muscled tatted and terrifying But he keeps making me react to his presence in ways I never anticipated He takes what he wants And gives me only what I beg for I'm forced to watch from within the MC clubhouse as my little store goes up in flames No one seems to give a d*mn about finding out who wanted to hurt me so bad Not even my dear brother No one that is except for Dirk And the longer I spend on the hunt for answers with the biker bad boy by my side the more I find out about the man he truly is And the more I fall deeper and deeper down the rabbit hole I tried so desperately to claw my way out of

Savage Kiss Lena Pierce, *Savage Kiss* is book 1 of the Shattered Hearts MC trilogy Books 2 and 3 *Reckless Kiss* and *Burning Kiss* are available everywhere now I took her unprotected just to keep her safe I'm holding her here under the president's orders But the fiery mystery that drove Meghan into my arms has hidden layers I never expected She doesn't want my help but she's getting it anyways We'll find the answers she wants Then I'll pin her down and take what I want too

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choppers no dead bodies Just quiet Calm Gratitude But I soon learn that it s not so easy to escape the outlaw lifestyle My brother the one who refused to give up his biker ways when I left calls me out of the blue His voice is different than I remember Darker Deeper More haunted and cruel He tells me I m in danger Whether I like it or not he s pulling me back into the world of the Shattered Hearts MC He says it s for my own good But the man he sends to collect me doesn t seem good at all In fact he s the definition of a bad boy Dirk Dvorak is everything I ran away from Massive muscled tatted and terrifying But he keeps making me react to his presence in ways I never anticipated He takes what he wants And gives me only what I beg for I m forced to watch from within the MC clubhouse as my little store goes up in flames No one seems to give a d mn about finding out who wanted to hurt me so bad Not even my dear brother No one that is except for Dirk And the longer I spend on the hunt for answers with the biker bad boy by my side the more I find out about the man he truly is And the more I fall deeper and deeper down the rabbit hole I tried so desperately to claw my way out of

The Art of Being Indispensable at Work Bruce Tulgan,2020-07-21 What s the secret to being indispensable a true go to person in today s workplace With new technology constant change and uncertainty and far flung virtual teams getting things done at work is tougher and more complex than ever We re in the midst of a collaboration revolution working with everyone all the time across silos and platforms But sometimes it feels like we re stuck in a no win cycle dealing with an overwhelming influx of asks with unclear lines of communication and authority Overcommitment syndrome looms larger than ever before But even amid the seeming chaos there s always that indispensable go to person who thrives on their many working relationships with people all over the organization chart How do they do it Go to people consistently make themselves valuable to others maintain a positive attitude of service are creative and tenacious and take personal responsibility for getting the right things done In this game changing yet practical book talent guru and bestselling author Bruce Tulgan reveals the secrets of the go to person in our new world of work Based on an intensive study of people at all levels in all kinds of organizations Tulgan shows how go to people think and behave differently building up their influence with others not by trying to do everything for everybody but by doing the right things at the right times for the right reasons regardless of whether they have the formal authority This book will teach you to Understand the peculiar mathematics of real influence Lead from wherever you are up down sideways and diagonal Know when to say no or not yet and how to say yes Keep getting better and better at working together And much more The Art of Being Indispensable at Work is the new How to Win Friends and Influence People for an era in which the guardrails of traditional management have been pulled away

Master Mentors Scott Jeffrey Miller,2021-09-07 For busy professionals and lifelong learners seeking practical strategies for reaching new heights Master Mentors distills 30 essential learnings from Seth Godin Susan Cain Trent Shelton General Stanley McChrystal and other top business minds and thought leaders of our time Mining the best and brightest revelations from FranklinCovey s global podcast On Leadership with Scott Miller Scott personally introduces you to 30 Master Mentors featuring the single most

transformative insight from each of them Depending on where you are in your journey Master Mentors will Challenge your current mindset and beliefs leading to what could be the most important career and thought process shifts of your life Restore you to the mindset and beliefs you find effective but aren't currently living in alignment with Validate that you are on the right path with your current mindset and beliefs and empower you on your way forward Whether you are challenged affirmed informed or inspired Master Mentors guarantees you will experience a transformative shift in your personal mindset life skillset and career toolset

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