PRODUCTIVE LEARNING PRESENTS

BE 20% MORE PRODUCTIVE IN 20 MINUTES OR LESS

USE THIS SIMPLE TOOL TO BECOME MORE EFFECTIVE IN BUSINESS AND LIFE

IF I TOLD YOU THAT YOU COULD GAIN AS MUCH AS 20% MORE PRODUCTIVITY BY SPENDING JUST 20 MINUTES OR LESS DOING A SIMPLE EXERCISE, WOULD YOU BE WILLING TO GIVE IT A TRY?

IMAGINE WHAT YOU COULD DO WITH THAT EXTRA CAPACITY?

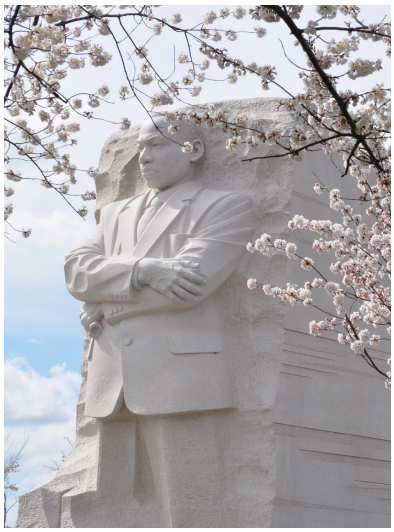
- Would you close an extra deal today?
- Would you create a new marketing message?
- Would you follow-up with that prospect from last week?
- Would you finish work early, energized, so you could spend time with your family?

WHATEVER YOU WANT TO PRODUCE, THIS SIMPLE PROCESS WILL EMPOWER YOU TO GET THERE - FASTER, EASIER, AND WITH ENERGY LEFT OVER.

THE MYTH OF TIME MANAGEMENT

Most of us assume that our productivity is a function of the amount of time we have to devote to a task or goal. So, when we feel that we need to be more productive, we install a new time management system, or say no to other things we want to do, so we can have more "time" to fulfill on our goals.
But if you really think about it, **it doesn't make any sense to "manage time."**

Think about all the people you admire who have accomplished what you want to accomplish.



Does **Richard Branson** have more time in a day than you?

Does **Oprah Winfrey** have more time in a day than you?

Did **Martin Luther King Jr, Nelson Mandela**, or **Mother Theresa** have more time in a day than you?

WE ALL HAVE THE SAME AMOUNT OF TIME, SO IT'S A MYTH TO IMAGINE THAT YOU COULD MANAGE YOUR TIME BETTER TO IMPROVE YOUR PRODUCTIVITY.

WHAT DOES IT TAKE TO ACTUALLY IMPROVE YOUR PRODUCTIVITY?

YOUR EFFECTIVENESS IS A FUNCTION OF THE ENERGY YOU DEVOTE

So, the question becomes, where are you putting your energy when you are dealing with a challenge or an area that doesn't seem to move forward the way you desire?

If you are like most people**, you are putting your energy into resistance.**

It's common for people to lose 20% or more of their energy to resistance.

That's **energy that you are actively using to resist doing something instead of using it towards your goals and objectives.**

HOW DO YOU RECLAIM THIS LOST ENERGY?

THIS SIMPLE PROCESS IS GOING TO GUIDE YOU TO TRANSFORM RESISTANCE INTO ACTION.

It requires only one thing - your absolute honesty with yourself.

This might be the first time you've looked at this situation in this way, and it may seem uncomfortable or unusual. The key to success here is to simply be honest with yourself and complete these simple questions.

This will release the energy, and you can decide where and how to use it!

LET'S GET TO IT!

STEP 1:

What are you resisting? Write a brief description of what it is you want to accomplish but aren't. It could be a whole project, or it could be one aspect of something you need to do.

Now, really allow yourself to get into that resistance. Let your mind and body go right into the experience when you start to work on that - or when you even imagine starting to work on it. What are the thoughts you are thinking when you look to this project or task? **List all those THOUGHTS of resistance you think or that arise into your awareness:**

What are you feeling when you imagine working on this project or task and are resisting it? What are the **EMOTIONS you experience?**

What are the physical sensations in your body when you are resisting this project or task?

What do you actually do INSTEAD of the project? What actions do you take?

This one is often the most challenging to answer, because we want to say “nothing,” but in reality, you do “do something,” it’s just not what you think you should be doing.

It might look like:

- Play a video game/watch TV
- Call someone
- Find another task on my To Do list to do
- Write a “plan” on how you will do the task later

What do you do instead of this thing that you are resisting?

EXAMPLE OF STEP 1:

What are you resisting?

I want to start a podcast, I don't want to do it alone, and I find myself waiting for the "right time" or the "right person" to collaborate with.

List all those THOUGHTS you think or that arise into your awareness:

I can't do this alone. I don't know the first thing about this. I have no idea what I'm going to talk about. I doubt anyone would want to listen to me any way. I hate the way my voice sounds. There are so many people doing podcasts right now, what difference would mine make. Even if I did start it how could I keep it consistent and fresh? OMG, is this gonna be another one of those things I said I wanted but never got! Stop daydreaming and get back to work, you don't have time for this. If it was meant to be then the people I've asked to collaborate with would be more enthusiastic and take a more active role in getting it started.

What are you feeling when you imagine working on this project or task? What are the **EMOTIONS you experience?**

At first thought, I feel excitement, joy, and curiosity - very quickly followed by frustration, hopelessness, doubt, and blame as I really think about all there is to do to make this happen.

What are the physical sensations in your body?

It starts with a smile at the initial thought, but then frustration feels like a tingling in my brain, and an uptick in my heart rate. Then a heaviness sets in, with hopelessness and doubt. My arms and chest tense up when I start to become blameful and can feel the familiar pain in my back.

What do you actually do? What actions do you take?
What do you do instead of this thing that you are resisting?

I get busy doing something I can accomplish quickly. Could be the dishes, could be checking emails, scrolling through social media, by the end of the day I jump on a video game and play for a few hours.

STEP 2:

We're going to do this process again, but this time, you are going to **look at an area where you *are NOT* resisting taking action** and producing results. This time, you want to get in touch with an area of your life where you are empowered and accomplishing what you want in life. We all have at least one area like this, so think of that area. **Where are you accomplishing what you want in life? Where are you producing results?**

Now, really allow yourself to get into that - feel how you feel when you focus on that area of accomplishment. Let your mind and body go right into the experience of success and fulfillment. What are the thoughts you are thinking when you engage in this? **List all those thoughts you think of that arise into your awareness:**

What are you feeling when you imagine working on this project or task? What are the **emotions you experience?**

What are the physical sensations in your body?

That was easy, wasn't it? Maybe even fun! It's always nice to allow ourselves to experience our wins. So let's move to Step 3:

STEP 3:

We're going to transfer the thoughts and feelings you have around your area of success onto this area you are resisting. Just follow the prompts to get there.

First, write down what you are resisting from above, in Step 1:
What are you resisting?

Now, write down the thoughts and feelings you have in the area of accomplishment from Step 2. Just transfer what you wrote above to here:

List all those thoughts you think around your area of success:

What are the **emotions you experience in your area of success?**

What are the physical sensations in your body in the area of success?

NOW - LET'S HAVE SOME FUN!

RELEASE YOUR RESISTANCE

Now, really allow yourself to get into those thoughts and feelings of success and accomplishment. **Let your body feel it and allow your mind to be filled up with those thoughts.** From that place - think of the area you are resisting, and **with those thoughts and feelings from your success area, write out new actions you can take in this area of resistance:**

Before you do anything else - spend 5 minutes doing at least 1 of these actions- RIGHT NOW!

MOVING FORWARD FROM HERE

What did we just do? You changed your thoughts about that area of resistance, and **we freed the energy that was going into resistance, giving you power & capacity right now.**

WHAT IF YOU COULD MAKE A PERMANENT SHIFT, AND STOP BEING HELD BACK IN AREAS OF LIFE THAT MATTER TO YOU?

At Productive Learning, for over 30 years, we've been empowering individuals and organizations to unleash the power and possibility available to them.

We've got a special invitation for you to experience this kind of permanent shift in an upcoming Live MasterClass.

EXPANDING YOUR VIEW

A Productive Learning Masterclass

At Productive Learning, we know that it is your view of the world that has you experience resistance and a loss of power - NOT something wrong with you or the world.

Join us for this Live, Interactive 2 hour Masterclass where we will show you how your view is obstructing what's possible for you - and how you can shift it for good!

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