

# 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.

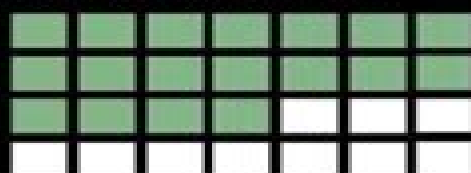


"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."

— 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

**Andy Norman**



## **Get Sh T 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, 2019-11-12 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* 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 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 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

**Sh#t Your Ego Says** James McCrae, 2017-02-21 Don't read this book your Ego says Your life could change And that scares me Sometimes our worst failures lead to our greatest transformation In 2012

James McCrae left behind a comfortable life in Minnesota and a successful career in advertising to move to New York City and pursue his dreams of being a writer. Soon after he arrived Hurricane Sandy ripped through the eastern seaboard. New York City was underwater and James jobless and running out of money was suddenly homeless. Fleeing to the island of Culebra for refuge, James sat alone on Flamenco Beach while his greatest doubts and insecurities rose to the surface. What he discovered was his Ego, and it had a lot of shit to say. This story of adventure, redemption, and transformation reminds us that we all have two voices inside us: the Ego and the Higher Self. The Ego is our reactive, attached mind that tells us we're victims of circumstance. The Higher Self is our source of intuition and imagination that reminds us we're the creators of our reality. Shit Your Ego Says exposes the battle between these voices. With arresting honesty and candid, compelling prose, James takes you through practical strategies for overthrowing your Ego and reclaiming a life of creativity and freedom. Whether you're looking to achieve meaningful career success, improve your relationships, or unlock your imagination, this book provides a no-nonsense roadmap to living with purpose.

**Get Shit Done** Lauris Liberts, Startup Vitamins, 2014-11-04. Get Shit Done: Less Meetings, More Doing. Passion Never Fails. These mantras have bred the likes of Twitter and Instagram. Now the essence of the startup world has been captured in book form. There's rocket-fuelled insight from the pioneers of the Lean revolution alongside timeless wisdom from Zuckerberg, Bezos, and Jobs. Whenever you're in search of inspiration and motivation, pick up this book. And then Get Shit Done. It's the new buzz acronym taking over the startup world and kicking workers into action. Evening Standard. Lauris Liberts is a serial entrepreneur and the founder of Startup Vitamins, which supplies motivation to the startup world. In Latvia, he built the only European competitor of Facebook that's still locally dominant, then expanded globally with the Draugiem Group. Behappy.me and DeskTime. Startup Vitamins offers inspiration through posters, mugs, t-shirts, and more. It's based in California and Latvia and ships globally fast.

**Power Snacks** Tiffiny Hall, 2026-01-06. The healthy snack bible for powering you every day from major Australian health and fitness expert and TXO creator Tiffiny Hall. Don't hate on snacks. This is your one-stop guide to smart snacking. If you're wanting to tone up, it's important to keep your metabolism firing by enjoying healthy, filling snacks between meals without being derailed. Power Snacks features 200 delicious recipes from health expert and fitness instructor Tiffiny Hall, including the best pre and post workout snacks, snacks to eat according to your different moods, snacks to satisfy the whole family, easy-to-follow tips and tricks for batch cooking, prepping in advance, and snacking on the go. These snacks are designed to be compatible with a busy lifestyle and will complement your training program, helping you to look and feel better than ever before. No matter what your goal to have more energy, build lean muscle, feel healthier, or just satiate your hunger, there's always a smart way to snack.

**The Power Code** Katty Kay, Claire Shipman, 2023-06-13. Power is not working for women, for men, or for the world. We don't need to remake women. We need to remake power. New York Times bestselling authors Katty Kay and Claire Shipman are on a mission to reclaim power for women. In the wake of sweeping changes in the way we work, the veteran journalists challenge

preconceived notions of what power is and what it's good for along with the insidious mostly hidden structures of the status quo that hold women back. What started as a straightforward examination of best practices has become a manifesto for a new form of power: a distinctly female version that is already emerging in workplaces, in politics, and on the home front. It's a version that is more appealing to women and most men as well. It offers women a blueprint for shaping their own professional futures, maximizing their impact for the benefit of others, and experiencing the real joy that comes from taking the reins and influencing outcomes. Writing from their own lived experiences, Kay and Shipman interviewed dozens of women of all ages, races, and backgrounds around the world, as well as cutting-edge academic researchers. Taken together, these perspectives offer a clear-eyed and hopeful redesign of the workplace and our relationships at home, one that puts women in a remade and modernized seat of power. And now is exactly the right moment for women to step into their power. What's at stake is much greater than the next job; it's about the need for a new vision of what power can be for a new code that focuses not simply on hierarchy or having power over others, but also on purpose, on what power can achieve. Both a prescription for societal change and a professional guidebook for individual women, *The Power Code* shows you how to leverage the power you already have, find new sources of power in yourself and your community, and remodel your workplace and your home life to produce less ego, more joy, and maximum impact.

**Two Awesome Hours** Josh Davis, 2015-05-05 *Two Awesome Hours* reveals how to use science-based strategies to tap into your abilities to efficiently accomplish your daily tasks. Feeling overwhelmed with work and life demands? Rushing, multitasking, or relying on fancy devices and apps won't help. The answer is to create the conditions for two awesome hours of peak productivity per day. Drawing on cutting-edge neuroscience, Josh Davis, director of research at the NeuroLeadership Institute, explains clearly that our brains and bodies operate according to complex biological needs that, when leveraged intelligently, can make us incredibly effective. From what and when we eat to when we tackle tasks or disengage, how we plan our activities has a huge impact on performance. Davis shows us how we can create the conditions for two awesome hours of effective mental performance by recognizing when to effectively flip the switch on our automatic thinking. Scheduling tasks based on their processing demand and recovery time. Learning how to direct attention rather than avoid distractions. Feeding and moving our bodies in ways that prep us for success. Identifying what matters in our environment to be at the top of our mental game. We are capable of impressive feats of comprehension, motivation, thinking, and performance when our brain and biological systems are functioning optimally. *Two Awesome Hours* will show you how to be your most productive every day. Exceptionally practical, Davis offers suggestions that are straightforward, easy to apply, and immediately useful. I spent two awesome hours reading this book last night, and it changed the way I'm working today. Peter Bregman, bestselling author of *18 Minutes and Four Seconds*. *What Matters Most* Chanel Reynolds, 2019-03-19 Part memoir, part guidebook, this is a practical look at getting your affairs in order before the unthinkable or inevitable occurs. On July 17, 2009, Chanel Reynolds's husband, Jos, was struck by a van and then died one week

later Just hours after the accident Chanel realized that she was completely unprepared for what came next What was the password to his phone Were their wills legally binding How much insurance did they have Could she afford the house And what the hell was probate anyway Simply put she didn't have her shit together The truth is most of us don't Drawn from firsthand experience expert advice and the unparalleled resources of her celebrated website Get Your Shit Together this honest no nonsense guide provides step by step practical advice to help you with Checklists What to do before during and after a crisis Legal documents Create your will living will and power of attorney Covering your ass Get enough of the right life insurance Get your money sorted Emergency funds savings and budgets Make a what if list Have a watertight emergency plan Digital details Track your online accounts and passwords Praise for What Matters Most Named One of the Top 10 Self Help Books by The Seattle Times Chanel's wisdom is a gift What Matters Most offers you the chance to find and consider those critical answers Rebecca Soffer coauthor of Modern Loss Candid Conversation About Grief Beginners Welcome A rallying cry for us all to get our shit together before it's too late Caitlin Doughty New York Times bestselling author of Smoke Gets in Your Eyes Not only sound counseling but a straightforward plan for when the unthinkable occurs Library Journal Best Wellness Book

**Snack Power** Tiffany Hall, 2020-04-28 Don't hate on snacks This is your one stop guide to smart snacking If you're wanting to lose weight and tone up it's important to keep your metabolism firing by enjoying healthy filling snacks between meals without being derailed Snack Power features 225 delicious recipes from Tiffany Hall's TIFFXO fitness program including the best pre and post workout snacks snacks to eat according to your different moods the best snacks for special occasions snacks to satisfy the whole family easy to follow tips and tricks for batch cooking prepping in advance and snacking on the go These snacks are designed to be compatible with a busy lifestyle and will complement your training program helping you to look and feel better than ever before No matter what your goal to have more energy build lean muscle lose weight or just satiate your hunger there's always a smart way to snack

**The Dry Challenge** Hilary Sheinbaum, 2020-12-29 The definitive guide to giving up booze People Foreword by Lo Bosworth For many people drinking a glass of beer or wine after work is a part of everyday life But did you know taking a break from drinking even for just a month has extreme benefits and can be incredibly life changing From losing weight to saving money to sleeping better at night the overall health and mental gains of going dry for a month are endless Whether you're eager to try Dry January or simply want to lessen your quarantine drinking habits in a positive and approachable way as daunting as it may seem you too can do it Understandably more and more people have been turning to alcohol as a coping mechanism to get through the pandemic but maybe this is a good time to ask yourself Are you waking up feeling out of sorts more often than you'd like to be Offering friendly support and encouragement and filled with engaging activities to help you prepare and complete a full alcohol free month The Dry Challenge provides an easy step by step guide for completing your first Dry January Sober October or any other alcohol free month You'll find plenty of booze free activities from prompts to checklists to the best mocktail recipes

around From making a plan to sharing the news with friends and family and what to do when someone tries to sabotage your boozeless journey to getting back on track if you slip up and have a drink or two we got you covered Trend journalist on air host and lifestyle expert Hilary Sheinbaum has been participating in Dry January for the past four years What started out as a bet with a friend to see who could go the longest without taking a sip of alcohol during January became a ritual she looked most forward to every year As friends family and readers turned to her for advice on how to start their own dry month journeys Hilary realized everyone's motivations differed greatly The decision to give up alcohol is deeply personal and making the choice to stop drinking for any length of time can be discouraging given how normalized alcohol culture is in our society Have you noticed we use every celebratory event as an excuse to get our drink on But you don't have to do it alone In The Dry Challenge you'll find a best friend support system ready to help you tackle the challenges of forgoing alcohol for a month and encourage you every step of the way to the finish line In The Dry Challenge you'll Discover the health mental and financial benefits of living a month without booze Learn how to combat social pressures from our current drinking culture Find fun non boozy activities everyone can participate in including making delicious zero proof drinks and throwing the best nonalcoholic shindigs gorgeously packaged and filled with bold colors and graphics The Dry Challenge is the ultimate interactive guide to staying booze free for one month yes this includes champagne Written with humor compassion and insight this book will help you achieve your goal of completing an alcohol free month one less drink at a time **Murderball** Will Swanton, 2009 They call it Murderball An impossibly brutal game that you can't believe is a Paralympic sport Players in reinforced steel chairs smash into each other with deadly intent and animal ferocity You expect massive casualties in every game But as one of the players says What have we got to lose It's not like we're going to break our necks again Australian Ryley Batt a 20 year old who was born with no legs and webbed hands is considered the world's best player He and his colleagues are determined to become the No 1 Murderball team in the world And after what they've been through **Fit Gurl** Melissa Alcantara, 2020-05-05 From the USA Today bestselling author and celebrated personal trainer of Kim Kardashian West a fitness plan designed to get serious results What do you want To have biceps a butt and defined abs To wear anything To feel resilient and capable These things are about one thing work If you're ready to put in the time commitment and dedication Fit Gurl will change your body and your life Fit Gurl features Melissa's day by day Turnaround program that worked for her and will work for you Melissa's unbelievable story of transformation going from post pregnancy fitness newbie to shredded athlete and full time personal trainer Over forty recipes for healthy meals smoothies and sides including poke bowls pancakes and more This isn't just about your body Fit Gurl is a path to self discovery through fitness and a plan for going from one way of life to another with purpose and intention Melissa did it and so can you Melissa pushed me Once I started to work out with her I realized this is way harder than I thought it would be Kim Kardashian West **Heiress On Fire** Kellie McCourt, 2021-01-01 After accidentally blowing up her husband can Indigo get back on her four inch heels In this



madcap debut One for the Money meets Crazy Rich Asians with a little Miss Fisher's Murder Mysteries thrown in The marriage of Aussie billionaire heiress Indigo Daisy Violet Amber Hasluck Royce Jones Bombberg to conscientious reconstructive surgeon Dr Richard Bombberg has come to a spectacular end In the middle of a cocktail party Indigo set him and a mysterious redhead on fire And then blew them and her penthouse up All terrible accidents When detectives discover explosive device remains in the charred penthouse they're gunning for Indigo Unless she can remain upright stuff her dignity into her Chanel clutch and uncover the mystery redhead's identity she's going to jail To help Indigo her semi-retired semi-Buddhist supermodel mother hires Esmerelda a recent graduate of the model mentor prison program as Indigo's personal assistant Indigo and Esmerelda traverse Sydney's upper class underbelly picking locks outsmarting bankers and leprechauns beating up feared gangsters breaking into hospitals setting a cathedral on fire another terrible accident bribing a giant fireman and some other stuff How hard can all this be for an heiress and a felon

*Woman of Influence: 9 Steps to Build Your Brand, Establish Your Legacy, and Thrive* Jo Miller, 2019-12-13 Reinvent yourself as a woman of influence and become the leader you were meant to be Have you ever felt like your organization's best kept secret Are you the go-to person for work that downplays your potential Do you want to hone your leadership skills while still staying true to who you are If you answered yes to any of these questions or if your reputation as a standout contributor is not translating into career advancement Woman of Influence is for you With more than two decades of experience working with hundreds of thousands of women and clients including eBay GM Microsoft and more Be Leaderly CEO Jo Miller has the strategies stories and research to help women shift their focus from doing to leading In Woman of Influence she provides a practical hands-on roadmap that walks you through 9 specific steps to build your brand establish your legacy and thrive Each step is reinforced with self-assessments inspiring exercises and checklists that have been road-tested by tens of thousands of professional women

Mental Immunity Andy Norman, 2021-05-18 Mental Immunity is the perfect vaccine for the mind viruses infecting our culture alternative facts fake news and conspiracy thinking to name a few Michael Shermer publisher of Skeptic magazine and author of The Believing Brain Astonishingly irrational ideas are spreading Covid denial persists in the face of overwhelming evidence Anti-vaxxers compromise public health Conspiracy thinking hijacks minds and incites mob violence Toxic partisanship is cleaving nations and climate denial has pushed our planet to the brink Meanwhile American Nazis march openly in the streets and Flat Earth theory is back What the heck is going on And what can we do about it In Mental Immunity Andy Norman shows that these phenomena share a root cause We live in a time when the so-called right to your opinion is thought to trump our responsibilities The resulting ethos effectively compromises mental immune systems allowing mind parasites to overrun them Conspiracy theories evidence-defying ideologies garden-variety bad ideas these are all species of mind parasite and each of them employs clever strategies to circumvent mental immune systems In fact some of them compromise cultural immune systems the things societies do to prevent bad ideas from spreading Norman shows why

all of this is more than mere analogy minds and cultures really do have immune systems and they really can break down. Fortunately they can also be built up strengthened against ideological corruption. He calls for a rigorous science of mental immune health what he calls cognitive immunology and explains how it could revolutionize our capacity for critical thinking. A practical guide to spotting and removing bad ideas. Mental Immunity is a stirring call to transcend our petty tribalisms and a serious bid to bring humanity to its senses.

**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.

New York Court of Appeals. Records and Briefs. New York (State).,

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