

the simple  
**PRODUCTIVITY**  
**WORKBOOK**

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## Introduction

In this workbook you will use what you have learned in The Simple Productivity module and implement the advice in your own life. This workbook will help you find clarity and focus. It will help you to make a plan and to take action consistently to achieve what you want.

You will find a one sheet summary at the end of the book that you can post everywhere in your life – fridge, wall, work space, bathroom etc. – to see your plan summarized and as reminder to keep you on track each and every day. There is also a short Sunday checklist you can use at the end of each week to review your progress.

### 1. What is your major goal?

What is your major goal right now? How can you break it down into a plan with written tasks that you can act upon?

Think about it and figure out what your most important goal is right now. Then write it down along with all the things you can do to achieve it. Write the goal following the 5 guidelines from the Simple Productivity guide: A written and specific goal that YOU really, really want to accomplish with a deadline if possible. And write it as if you are already there and are living your goal.

Then brainstorm for 5-10 minutes. Just write down what comes up and then evaluate what actions/tasks would have the largest positive impact to help you reach your major goal. Then put numbers to order them in order of importance. After that take action on most important one as soon as you can. When you are done with that one move on to

the next action or task. You may not do all of the things you come up with since the payoff is simply too small for some of those actions/tasks.

Make your plan detailed and concrete (but know that the plan will most likely need readjusting as you take action and gain new understanding of what you want to achieve). I recommend using the free to-do list online at [teuxdeux.com](https://teuxdeux.com) or pen and paper as you move past this initial to-do list that you create below.

**My most important goal and my plan with the most important things I can do to move myself toward that goal:**

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## 2. What is the one action you can take today and now to start working toward your goal?

It doesn't have to be something big, but just something to get the ball rolling.

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## 3. How can you make your success guaranteed?

The process of achieving your goals and making progress can often be made easier and simpler. You can also find ways to make surer that you will reach your goal. Ways such as getting an accountability buddy and setting a public deadline (more suggestions can be found on in the last chapter of the Simple Productivity guide).

So ask yourself:

- What friends or family or people can you ask for support and help?
- How can you reshape your environment to make the change easier and to make the environment more supportive of you?
- What are the pitfalls in your environment such as people or media influences you should stay away from or minimize input from to make the change easier to accomplish and to not fall back into your old ways?
- What can you do to make it impossible to avoid doing the things you have to do for success?

Take a few minutes and write your answers below. It is important to be smart about this and spot the advantages you already have in your life that you can use and to see how you can push yourself to stay on track even after the initial enthusiasm has decreased a bit.

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#### 4. What can you delay, minimize, delegate or eliminate?

Take a look at what you do during your day and week. Both at work/in school and in your life at home.

Ask yourself, what can I delay in my normal day so that I can use my energy early in the day for something more important?

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Ask yourself, what can I minimize in my day and week? What can I do less of and still get pretty much the same result?

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Ask yourself, what can I delegate? What can I ask a friend, school mate, employee or family member to do so that I can focus on doing something else?

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Ask yourself, what can I eliminate? Will doing something pay off for me in some way or can I just eliminate doing this altogether and very little or nothing will change in my results?

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## 6. Using the morning ritual for consistency

As I described in the Simple Productivity guide, a planned morning ritual is a great way to start your day. So create your own morning ritual and think about how you can incorporate your major goal into that morning routine if possible. Some examples:

- If you want to get more things done then add doing the most important/hardest task of the day by using the 3 basic habits of simple and relaxed productivity to your morning ritual.
- If you want to improve your health then incorporate a healthy breakfast and a short exercise routine into your morning ritual.
- If you want to improve your social life then make sure to open your day with being social with family, co-workers or friends in school by being open, positive, giving value and being interested in their life.
- If you want to focus on your creativity then set off some time in your morning ritual to write or paint or draw etc. and create something.

Incorporating these things into how you start your day will not only make the rest of your day more consistent with your current goal. Because your days become your week and your weeks become your months and so the momentum becomes more and more powerful.

Write down your morning ritual below and incorporate elements from the area you want to focus on. You can find examples of habits you may want incorporate into your morning ritual or other daily rituals in the chapter on rituals in the Simple Productivity guide.

**My morning ritual:**

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Have you thought about any other small rituals such as for example a small lunch ritual or an evening ritual that you would like to create too? If so, here is some space below to write such a ritual down.

**My other ritual:**

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## 7. What is your daily reminder?

Write down just one phrase that you can write down on post-its and then put on your bathroom mirror or fridge. Or on your cell phone, on a white board on your wall, on the screen saver on your computer and so on.

Mine is for example: Keep things extremely simple.

But if your focus is health then you may choose something like: I am living my day in healthy way.

Or if you want to improve your social life it could be something like: Be kind and interested.

Think about it and write down something that feels motivating and right for you below (you can revise it later of course as much as you'd like). Then put that phrase where you can't avoid seeing it every day to keep your focus in the right place throughout your day.

One alternative to this is, if you prefer it, to cut out photos from magazines or print out pictures from the internet that show the outcome you want such as for example a fit body and post those images on your wall.

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## Weekly checklist – Sunday Checkup

It is a very helpful habit to take 10-15 minutes at the end of your Sunday to review your week and to be honest with yourself and see how the week really went. And to plan for next week. So use the checklist below to check how things are going and to figure out how you can overcome your current obstacles - if there are any - to make the next week even better and more effective.

1. Are you on task and working towards your current goal?
2. Are you using your reminder effectively to keep yourself on track each day?
3. Have you been taking action towards your goal and done the most important tasks?
4. What have you discovered about yourself and your current goal this week?  
Positive or negative new experiences/obstacles that have popped up?
5. What have been distracting you or stopping you from doing the most important things this week? What can you do about it next week (like facing your fear, cutting back on TV, reducing the number of tasks to not become fatigued and overwhelmed etc.)?

## The Daily Focus Summary and Reminder

1. What is my most important goal right now?

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2. What are the three most important things I can do to move myself toward my goal?

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3. Have I done my morning ritual?

4. What is my daily reminder?

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