

The **7** Keys to
Ultimate
Productivity

10x Your Productivity
in 7 Simple Steps

Welcome to the **7 Keys to Ultimate Productivity**. Showing you how to 10x your productivity in just seven simple steps.

My name is Elizabeth, and I have over a decade of experience being an entrepreneur in various endeavors, including Real Estate, running an online business, becoming a published author, and creating TheRevolutionBlog.com, where I write about everything from productivity to finance to eco-living to health and self-care.

Starting my first company while still working a full-time job is what initially sparked my interest in productivity. One of the first books I read on the subject was Dan Kennedy's No B.S. Time Management for Entrepreneurs and I ended up pulling an all-nighter because I couldn't put it down. However, that was not the end of me learning about productivity, as it was a long journey to get where I am today.

Being an entrepreneur taught me how much productivity can affect your life and your bottom line. For most of my entrepreneurial career, I worked long hours and was focusing on the wrong things. On top of that, I didn't have much of a life. All of my energy went into my business, and whenever I wasn't working and attempting to enjoy myself, I always felt there was something I should be doing on my mile-long to-do list for work instead.

In addition to my struggles with work-life balance, I also have Attention Deficit Hyperactivity Disorder, more typically known as (ADHD). ADHD is a problem with executive function skills and can cause the individual to struggle with analyzing, planning, organizing, estimating time, staying focused, and completing tasks. These struggles put me in a constant state of overwhelm, leading to excessive procrastination and the recurring loop of constantly feeling guilty that I wasn't getting enough done.

When I finally got fed up with working long hours while still feeling like I was spinning my wheels by not completing any of my most important tasks, I decided to do something about it. That led me on a quest to learn everything I could about productivity and the secrets and tools to get more done in less time. I realized if the things I was learning and the tools I was using could help me regain focus, get more done in less time, stop feeling overwhelmed, and start enjoying life, they could help others!

So that is my goal with this guide helping others learn the most valuable things I learned about productivity in the most efficient way possible. In the end, isn't that what productivity is all about?

You will know you came to the right place if any of these things sound like you:

- Do you constantly feel like you have too much to do and not enough time to get it all done?
- Are you overwhelmed with all the things you need to do and want to get everything out of your head and into a manageable and easy to organize system?
- Have you been struggling to find the perfect planner and task management system that is easy to use and can be customized to fit your exact needs?
- Do you want to learn key execution strategies that will help you do twice the work in half the time?
- Are you ready to finally figure out how to focus and start mastering your time and schedule so that you are proud of all you accomplish at the end of the day and have time to do all the things you enjoy doing?

So what's coming up?

- I will show how to once and for all how to get everything out of your head and effectively prioritize your tasks.
- I will also walk you through the strategies and framework used by successful executives and major companies for completing twice the work in half the time.
- Finally, I will share the most effective techniques and secrets for increasing focus and putting you in a state of deep work.

Now let's not waste any more time and dive into the seven keys to ultimate productivity that brought you here.

First, what exactly is productivity?

Productivity according to a common definition is the ability for an individual, team, or organization to be able to maximize efficiency and output when completing tasks, projects, and/or objectives.



#1 Focusing on the Right Things

"Efficiency is doing things right; effectiveness is doing the right things."
-Peter Drucker

When increasing productivity, it is foundational to understand that it does not matter how effective your execution is, how good you are at organizing your tasks or planning your days. If you are not focused on your high-value tasks, you are not being productive.

Getting clear on what your MVT's are is instrumental for true productivity.

What are MVT's, you ask?

MVT's are your most valuable tasks. These are the things that bring you closest to your goals, mission, values, and vision of your life. Therefore, getting clear about your MVT's and being able to value your tasks correctly is the first thing you need to do to become more productive and more accomplished.

So, in summary, the first step to ultimate productivity is to figure out your goals, mission, values, and vision for your life. If you need any help with that, you can check out my [Life Design Program](#).

Your next step is to figure out the tasks that will help you get closer to them, and those will be your MVT's and your primary focus for increasing your productivity.

It is also helpful to get clear about what you are spending most of your time on that is not adding value to your life and create a stop doing list to eliminate, delegate, or minimize the time spent on low or no value tasks.



#2 Getting Everything out of your head

"Your mind is for having ideas, not for holding them." - David Allen

Feeling like you have too much to do with endless tasks floating around in your head does not usually motivate you to do more. Instead, it does the opposite, putting you in a state of overwhelm and feeling defeated before you even start.

The best way to combat overwhelm and procrastination is to get everything out of your head and in an easy to manage and organize system.

The first step of that process is to do a full fledge brain dump where you corral all the miscellaneous notes, papers, and scattered to-do lists and use a trigger list to get everything out of your head so you can officially let go.

When performing a brain dump, it is important not to overthink things during the actual process and instead record everything that comes to mind without judgment.

After you get done thoroughly sweeping your mind and space of any lingering tasks, you can add judgment to them by sorting them into different categories, giving them correct values of importance, and deciding what to eliminate.

To do this effectively, you need some type of master list system that allows you to assign different values, categories, timelines, and even groupings to make managing your tasks that much easier.

Then once you have gotten all your tasks into a master list system, it is crucial to have a schedule of reviewing the system because once your brain trusts that things are not going to fall through the cracks, it will feel like it can finally let go.

The other important part of this process is having a reliable system in the future to capture everything that pops into your head to get properly processed into your system.



Key #3 Have the right Planning System

Having a well-maintained, organized, external planning system that works best with how you work is essential to anyone who seeks productivity.

There is no shortage of planning systems on the market. However, it can be overwhelming to figure out which one to choose with the abundance of digital planners, physical planners, and the now-infamous bullet journal method.

The problem I see with a majority of the planning systems currently on the market is that they are not customizable enough to fit everyone's unique needs or, in the case of the bullet journal, too customizable, which makes it time-consuming to implement.

When looking for the right planning system, it is important, to begin with, the fundamentals of a good planning system. We already discussed the importance of a master list system to keep all your tasks organized and easily assessable. In addition to that, a good planning system also includes a calendar system for appointments and scheduling time blocks, a place to plan and break down your weeks, and a place to plan and break down each day.

Key questions to ask yourself when picking the right planning system?

- Does the structure make sense to me?
- Is it available in my preferred format? (meaning do you prefer to plan on paper or digitally)
- Am I able to customize it so it can best fit my needs?

As mentioned finding the best planning system for you is a crucial part of becoming more productive. The best planning system for you is always going to be the one you most consistently use!



Key #4 Block Your Time

Some of you may already be familiar with time blocking, but for those who aren't, time blocking is the practice of planning out your days or weeks in advance by dedicating specific blocks of time to certain tasks.

Time blocking is one of the most important tools you could have in your productivity arsenal and comes with many benefits.

- It helps you prioritize your MVT's by assigning time slots to them.
- It promotes deep work and more sustained focus.
- It takes advantage of Parkinson's Law "Work expands so as to fill the time available for its completion."
- It helps you get better at estimating the amount of time tasks will take.
- It gives you clarity, not just that you will be doing something but when you will be doing it.
- It helps eliminate decision fatigue.
- It is more effective at actual task execution than to-do lists.
- It helps you get more done in smaller increments of time.

The key to effective time blocking is to build in buffers and breaks and not to be too rigid about the process. Very few weeks and days go exactly as planned. However, and I can speak from personal experience on this that taking the time to map out not just what you are going to do but when you are going to do it helps you get more done.

Even if your whole intended schedule goes awry, you will still usually accomplish more than you would have had you not time blocked due to the clarity it gives you.



Key #5 Work in Sprints

For those of you who are not familiar, a sprint is a fixed period of time (usually one to four weeks) where a defined set of activities occur.

Sprints are part of and made popular by the Scrum framework that is typically used as part of agile product development.

If some of you are still confused about what I am talking about, I don't blame you. I came across the magic of the sprint when I read the book *SCRUM The Art of Doing Twice the Work in Half the Time* by Jeff Sutherland.

And let me tell you that book more than delivered on its promise. At the time in my entrepreneurial career, my team had recently been cut down by half. Conducting sprints via the Scrum framework enabled us to more than double what we accomplished within the same time period as before even though we now had half the number of people on the team.

So you are probably still asking what is Scrum?

Scrum (short for scrummage) is a method for restarting a play in rugby. However, the term was adopted as a name for a framework designed to enable business agility. Scrum is already used in most of the world's top technology companies, but the same methods can be applied to any industry or individual looking to increase output.

While the original scrum framework is designed to involve a team that includes a product owner and scrum master, it can also work very well on an individual level.

So what makes the Scrum framework so magical?

While I am a huge fan of performing planning & reviews on a yearly, quarterly, and even weekly basis, as taught in my [Revolutionize Your Life: Planning & Review System](#). I realized the real magic of execution is then taking those plans and breaking them down into smaller sprints.

It is typical for most people when planning something like a quarter, month, or year, for example, to start strong and end strong but fall off track or just slow down in the middle. That is why working within smaller time periods (although not too small to where you can't make significant progress) is a huge element to increasing productivity and getting more done. Just like running sprints, it is about going shorter distances faster.

Working within smaller time frames also provides more agility (which is where the term agile development comes from) to move quickly and change course if you realize that what you are working on is no longer the best course of action to be taking.

The other elements of Scrum that makes using the framework so successful are using velocity scores, which measure the amount of work a team or individual can tackle during a single sprint. It also helps with future forecasting to determine a reasonable workload for each sprint period.

The Scrum framework also includes a short daily Scrum check-in to get updates and confirm what has been completed, any bottlenecks, and what will be completed. Finally, at the end of each sprint, performing a retrospective to evaluate what went well and what still needs improvement is the key to consistently improving with each sprint.

So if I were to try to simplify and sum up key five to ultimate productivity, it would be to plan and perform your work in sprints ranging 1-4 weeks (I found the sweet spot to be three weeks), assign values to your workloads, check-in daily for what you accomplished vs. what still needs to be done, and take the time to reflect at the end of each sprint to figure out how you are going to improve the next one.



Key #6 Work off Templates

There are two different types of checklists. The first type we already discussed is one where you record all your to-do's when you are brain dumping or just generally gathering a list of things you need to remember to get done.

The second type of checklist is commonly used by astronauts, engineers, surgeons, successful CEOs, and anyone else whose work consists of multi-step processes.

These checklists are based on the steps necessary to complete repeated processes and refined over time. The most important part of this type of checklist is that the tasks associated with them are not created from scratch every single time but instead are copies based on templates to form a repeatable system.

In his book, *The Checklist Manifesto*, surgeon Atul Gawande writes about how the World Health Organization once asked him for help with a project to reduce deaths during surgery. The solution came in the form of a checklist.

His team put together a 19 item Surgical Safety Checklist and implemented it in eight hospitals around the world. The findings were after the chosen hospitals adopted the checklist, death rates fell by 47%.

You may be thinking I am not a surgeon or in charge of saving lives how does this apply to me? Truth is absolutely anyone could greatly benefit and increase their productivity and accuracy from using checklist templates for the regularly repeated processes in their everyday lives.

What the checklist template does is it relieves the mind of trying to remember. Your mind can do more of the complex when it's not bogged down by the simple task of remembering what to do next and it enables you to complete things much quicker.

Checklist templates also make you far less susceptible to errors that could result in you needing to do the entire task over.

As Atul Gawande stated in his book "Whether running to the store to buy ingredients for a cake, preparing an airplane for takeoff, or evaluating a sick person in the hospital, if you miss just one key thing you might as well not have made the effort at all."

He also stated, "Checklists seem able to defend anyone, even the experienced against failure in many more tasks than we realized."

In addition, checklist template systems make it possible to delegate much easier to others. Whether hiring a full-time employee or just getting some extra help, you will be able to have more confidence in their ability when you have a checklist system in place for them to follow.

Not to toot my own horn, but I am the queen when it comes to creating checklist templates for my personal and professional life, and I became that way because of the profound impact they have had and continue to have in my own life.

As mentioned, I have ADHD, which causes me to struggle with executive function skills. Executive function skills enable us to plan, focus attention, remember instructions, and manage multiple tasks. Because of that, I am the type of person to start a task, get distracted and start something else until I have five different things going at once, none of which get completed in a reasonable time frame. It also makes me more prone to forgetting steps and making errors.

Checklists help me dramatically by making my next steps clear and visible, so I don't have to rely on my executive functioning to figure out what to do next. They also help me stay focused on that one process instead of starting five different ones.

Trust me, you don't need to have ADHD, to be able to get the profound benefits of using checklist templates. Checklists can be used for anything from developing daily routines, cleaning, getting ready to go on a trip, filming a video, publishing a blog or social media post, or doing your taxes.

I encourage you to think about some things checklist templates could benefit you with in your own life.



Key #7 Optimize Your Focus

True focus can be hard to come by in this day and age.

We live in a time period where it is considered normal to carry little devices around with us where we can be reached by anyone, anywhere, no matter what we are doing. They also made it possible to carry our work around with us so fewer people can leave a location at the end of the day and just be done.

In addition, the tech companies that design these devices and the builders of the applications that run on them have learned how to hack your attention on a neurological level by taking advantage of your dopamine receptors to make them as addictive as possible.

Every time you use your smartphone or another device to scroll through social media, check messages, or stay updated on current events, your brain releases dopamine, a feel-good chemical that causes you to seek out more of that activity.

Unfortunately, very few of these activities that give you the dopamine boost to make you feel better actually make your life better.

Research shows that the average person is distracted or interrupted during their workday every 11 minutes. The amount of time it takes to return to fully engaging with a task after an interruption is over 23 minutes.

Most people should consider themselves lucky if they could complete three hours of focused work within an eight-hour workday.

While we currently live in a culture that rewards and looks highly upon people who work long hours and consistently make themselves available to others, shouldn't we admire the opposite. The people who work considerably less because they can stay focused in the hours they work.

Those are the true superheroes, the ones fighting the weapons of mass distraction on an everyday basis.

As Cal Newport stated in his book *Deep Work* staying focused for extended periods of time is "the superpower of the 21st century."

So I guess the next question is what are the steps to being able to fight distraction and maintain focus?

Step One: Be realistic. The first step is to be realistic. You are not going to be able to spend your entire workday in a non-distracted focused state. Especially for professions that revolve around being available and regularly working with people like sales or customer service. That said, it is essential to look at your situation on an individual level to set a target for how much distraction-free focused deep work you want to complete in a day. Deep work can also benefit you on a personal level.

As Newport also stated in his book *deep work*:

"I build my days around a core of carefully chosen deep work, with the shallow activities I absolutely cannot avoid batched into smaller bursts at the peripheries of my schedule. Three to four hours a day, five days a week, of uninterrupted and carefully directed concentration, it turns out, can produce a lot of valuable output".

Step 2: Be intentional. This is about pre-deciding what exactly you are going to do and when you will do it. Again this is where time blocking can be beneficial to differentiate the times you will be aiming for distraction-free deep work vs. the times you will be in a more available state. However, it is not enough to decide when you want to do things. You also need to be very clear on what you want to get done, For example, instead of simply stating my deep work focus block's objective for creating this book. It is far better to state that the objective of my deep work focus block is to write an outline, then a rough draft otherwise, I could spend the beginning of my focus block just figuring out exactly where to start.

Step 3: Have a checklist. If I haven't made it clear already, I am a huge fan of checklists, and this case is no different. The best way to get in a distraction-free state is to have a checklist focus ritual on getting yourself focused that you complete at the beginning of every focus time block. This could include things like turning your phone on silent (and hiding it), turning off any notifications on your computer, wearing noise-canceling headphones or listening to focus music, putting up a do not disturb sign on your office door, etc.

And remember deep focused work only has value if the tasks you do within that time are valuable.

So that sums up the **7 Keys to Ultimate Productivity**. Even just using one of the keys I taught in this class has the potential to dramatically increase your productivity but using them all together...



I have complete faith would turn you into a powerful, productive superhero able to enjoy life even more because you accomplished all you set out to do in record time.

As Gary Keller, author of The One Thing said:

"The people who achieve extraordinary results don't achieve them by working more hours...they achieve them by getting more done in the hours they work."

Now you are probably wondering the best way to implement these practices in your own life. And you have a couple of different options for doing that.

Option One:



Is to do what I did and spend hundreds of hours and dollars reading all the different books on productivity, taking online courses, and attending seminars to learn how to implement everything I just taught most effectively.

Then the next part is to spend a lot of time and money trying to find the perfect planning system or do what I did and spend even more time creating one yourself.

Option Two:



Press the easy button and have all this work already done for you by me, so all you need to do is follow along and implement as you go. You can take advantage of that option by enrolling in my **Ultimate Productivity System**.

The Ultimate Productivity System is a proven program that includes all the techniques, tips, and customizable templates for 10xing your productivity in just four weeks!



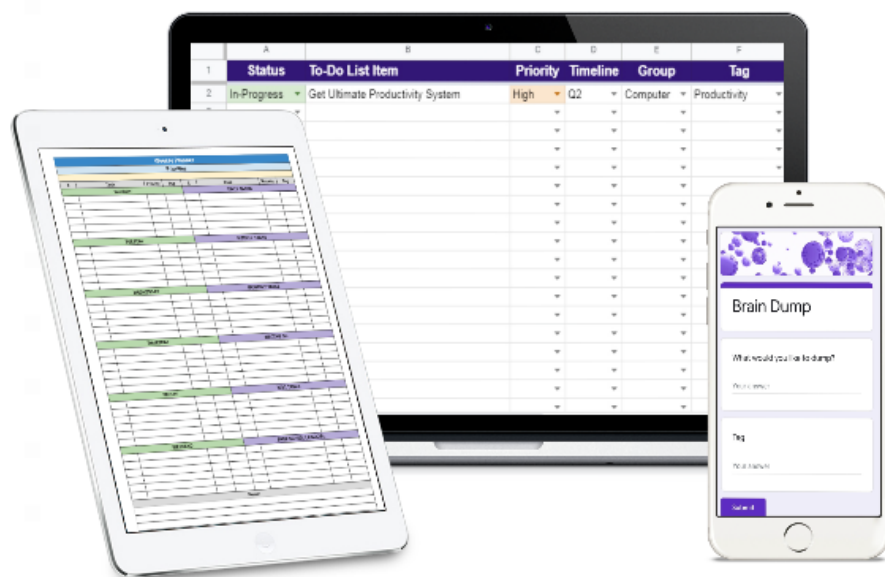
The Ultimate Productivity System is designed to help you master all the seven keys of productivity we just went through.

In just four weeks, it will:

- Break down how you can best value your tasks, and figure out your MVT's to keep you focused on the right things.
- Help you get everything out of your head by providing full instructions and a trigger list for performing an effective brain dump. It also provides master list templates that can be categorized and customized to help you organize your tasks.
- Provide you with all the fully customizable planning templates you need to plan your weeks and days. You never need to purchase another planning system again and can set it up the way it works best for you.
- Show you the most effective ways to successfully time block and provide the templates for time blocking.
- Teach you the framework you need to know to effectively perform sprints and integrate Scrum into your life as an individual or within a team. It will also provide templates for effectively setting up the sprints, determining velocity, and performing sprint retrospectives.
- Walk you through setting up checklist templates in your own life or business for the tasks and routines you regularly perform.
- Go even more in-depth on how to optimize your focus, increase your energy and eliminate distractions.

Now that you know what it will do, you are probably wondering what all you will get when purchasing the Ultimate Productivity System.

When you sign up for the Ultimate Productivity System, you will receive.



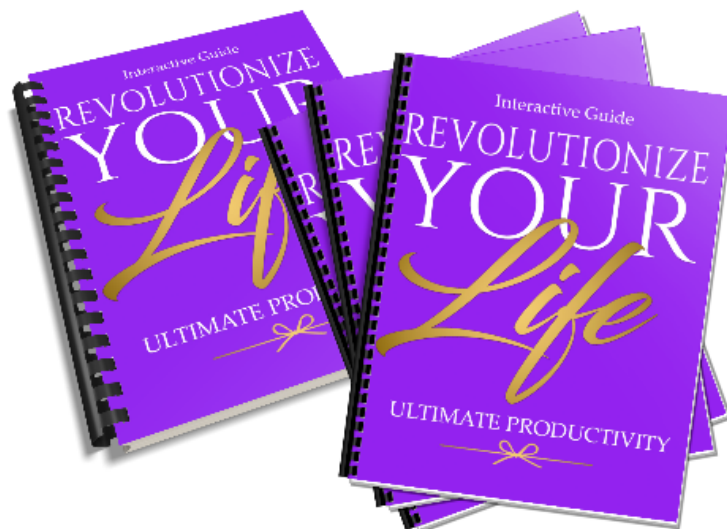
Customizable spreadsheet templates can be accessed from any device to set up your perfect planner and master to-do lists.



Printable versions of the templates so you can plan using pen & paper if that is most effective for you.



A large library of video tutorials will walk you through each phase and show you the setup process of all the templates and tools provided.



Interactive guides that allow you to take notes and provide easy reference for everything you learn and complete during the process.



Visit the link below to learn more about the [Ultimate Productivity System](https://TheRevolutionBlog.com/UltimateProductivitySystem) and how it can help you gain control over your to-do list, strengthen your focus, maximize your schedule, and get twice as much done in half the time.

TheRevolutionBlog.com/UltimateProductivitySystem

Thanks for reading! I wish you a happy, healthy, and productive life!

-Elizabeth Hemmings