

PRODUCTIVITY & TIME MANAGEMENT

BY JOSH AXE

PRODUCTIVITY & TIME MANAGEMENT

This class is for anyone who is committed to spending time doing what moves the needle to bring you closer to your vision and goals.

KEY TOPICS:

- Prioritizing your values.
- Time management.
- Discovering your unique ability.
- Success habits.
- Examples and case studies.

ACTION STEPS:

- Do the Prioritization Scorecard Exercise.
- Do the Stop/Start/Keep Exercise.
- Create a Weekly War Plan.
- Write down the most powerful habits you can do and put them in your schedule.

PRIORITIZATION SCORECARD EXERCISE

Grade yourself on a scale of 1-7 to discover where you are at in terms of your ideal prioritization in each area:

- **Marriage**
- **Kids (parenting)**
- **Relationships (top 3)**
- **Spirituality (relationship with God)**
- **Career (grow leaders, profit, impact)**
- **Personal Fulfillment**
- **Mission or Ministry**
- **Character**
- **Health**

What are your biggest life priorities?

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How would you currently rank from a time perspective what has the greatest priority? Re-rank what you want your priorities to be. Write down what you need to do to re-focus your priorities. Now schedule these things to be a priority.

_____ **Spiritual / Church / Mission**
_____ **Self / Hobbies**
_____ **Spouse / Significant Other**
_____ **Children**
_____ **Friends**
_____ **Career / Finances**
_____ **Other** _____

How would you like to refocus your priorities?

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“The key is not to prioritize what’s on your schedule, but to schedule your priorities. Most of us spend too much time on what is urgent and not enough time on what is truly important.”

– Stephen Covey



START, STOP, KEEP

IN ORDER FOR YOU TO START LIVING OUT YOUR PRIORITIES, WHAT DO YOU NEED TO STOP, START, AND KEEP DOING IN YOUR LIFE?

What do you need to **STOP** doing? (Irritating / Wasteful)

What do you need to **START** doing? (Inspiring and Impactful)

What do you need to **KEEP** doing? (Motivating or Necessary)

IN ORDER FOR YOU TO START LIVING OUT YOUR PRIORITIES, WHAT DO YOU NEED TO STOP, START, AND KEEP DOING IN YOUR BUSINESS?

What do you need to **STOP** doing? (Irritating / Wasteful)

What do you need to **START** doing? (Inspiring and Impactful)

What do you need to **KEEP** doing? (Motivating or Necessary)

WEEKLY WAR PLAN

Below is Josh's weekly war plan example:

Monday

- 6:30a-8a** Time with God and leadership reading
- 8a-9a** Workout
- 9:30a-12p** Writing and emails
- 12p-12:45p** Lunch
- 1p-5p** Meetings
- 6p-7p** Dinner
- 7p-10p** Family time
- 10p** Sleep

Tuesday

- 6:30a-8a** Spiritual triathlon (gratitude, read Bible, prayer)
- 8a-9a** Workout
- 9a-12p** Business planning
- 12p-1p** Lunch
- 1p-5p** Ancient Nutrition podcasts and videos
- 5:30p** Guys night or game night with friends
- 10p** Sleep

Wednesday

- 6:30a-7:30a** Time with God and personal growth
- 8a-9a** Workout
- 9:30a-12p** Create content
- 12p-1p** Lunch
- 1p-5p** Meetings or filming/videos
- 5p-6p** Family dinner
- 6p-9:30p** Family time
- 9:30p-10p** Get in bed and listen to Bible audio

Thursday

- 6:30a-7:30a** Spiritual triathlon
- 8a-9a** Workout
- 9:30a-12a** Create content
- 12p-1p** Lunch
- 1p-5p** Leadership content or leadership group
- 5:30p-9p** Josh and Chelsea date night

Friday

- 6:30a-7:30a** Spiritual triathlon
- 8a-9a** Workout with friends
- 9a-10a** Breakfast with friends
- 10a-12a** Emails and meetings
- 12p** Lunch
- 1p-5p** Brainstorm and creative work
- 6p-10p** Dinner and fun time

Saturday/Sabbath

- 8a-10a** Read and morning coffee talk with Chelsea
- 10a-12a** Josh and Chelsea workout
- 12p-1p** Family brunch
- 1p-10p** Time with friends and family

Sunday

- 7a-8a** Spiritual triathlon
- 10a-11:30a** Church
- 12p-1p** Family brunch
- 1p-10p** Time with friends and family

YOUR WEEKLY WAR PLAN

Write down what your ideal week looks like.

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