

PRODUCTIVE

VS

BUSY

Have a Mission for Your Life

**Let their results to do their
talking**

Prioritize Most Important Tasks

Single Focus

Focus on clarity before action

Say “No” by default

Focus on the Big Picture

Result-Oriented

Spend Money to Save Time

**Use breaks to refresh their
mind and reboot their energy**

Want to look like they have a mission

Talk about how busy they are

Prioritize every task equally

Multitasking

Focus on action

Say “Yes” by default

Focus on the Details

Process-Oriented

Spend Time to Save Money

**Use breaks for even more mental
stimulation**

WEEKLY TO DO'S

week:

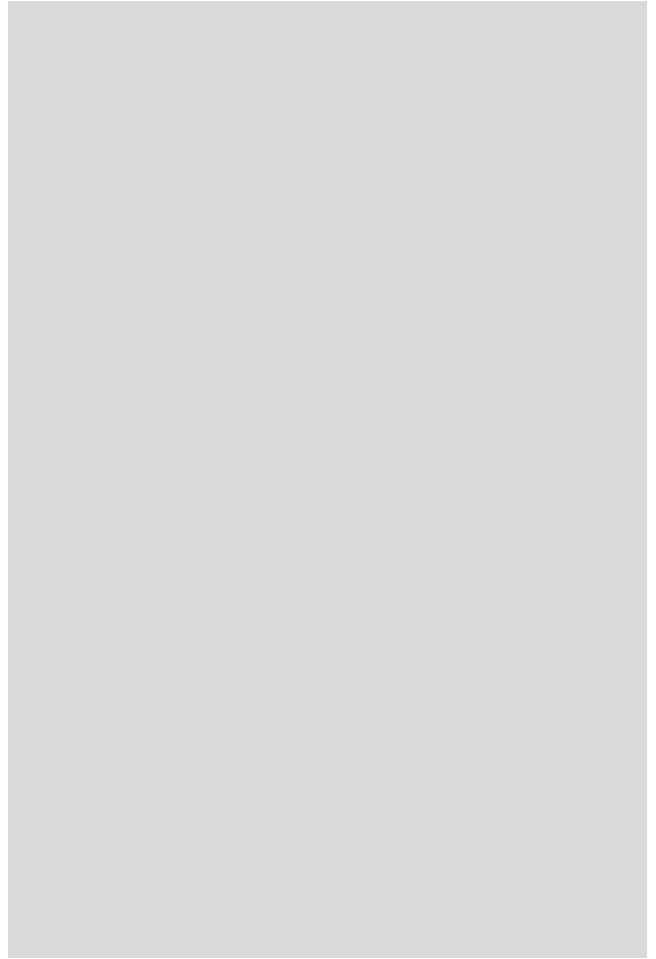
<p>MONDAY</p> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/>	<p>TUESDAY</p> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/>
<p>WEDNESDAY</p> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/>	<p>THURSDAY</p> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/>
<p>FRIDAY</p> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/>	<p>SATURDAY</p> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/>
<p>SUNDAY</p> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/>	<p>SOMETIME THIS WEEK</p> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/>

DAILY AGENDA

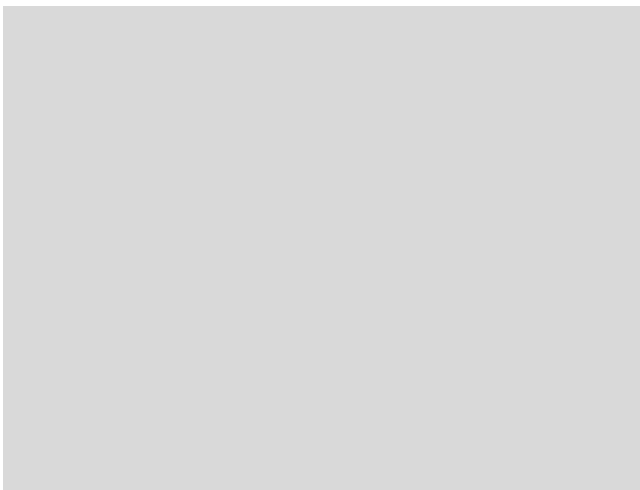
To-do List



Priorities



Postpone for Tomorrow



Personal Responsibilities

-
-
-
-
-
-

POWERFUL WORK-BREAKS

Day:

break:

activity:

01

02

03

04

05

