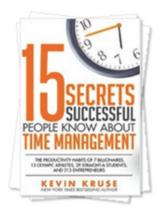
# THE 15 SURPRISING THINGS ULTRA PRODUCTIVE PEOPLE DO DIFFERENTLY

15 Secrets Successful People Know About Time Management, by New York Times bestselling author, Kevin Kruse, is the only guide based on actual research into thousands of working professionals and on interviews with Mark Cuban and other billionaires, Olympic athletes, straight-A students, and over 200 entrepreneurs.



#### #1: They focus on minutes.

There are 1,440 minutes in every day. Invest every one of them intentionally.

### #4: They beat procrastination with time travel.

Your future-self can't be trusted. What can you do now to make sure your future-self does the right thing?

## **#7:** They only check email three times a day.

Don't let email or social media interrupt your flow; schedule times to read and respond to email.

#### #10: They follow the 80/20 rule.

80% of outcomes come from only 20% of activities. Identify the 20% and ignore the rest.

#### **#13:** They touch things only once.

If something will take less than 10 minutes to complete, do it immediately.

#### **#2:** They set daily priorities.

Identify your Most Important Task (MIT) and work on it for two hours each morning.

#### **#5:** They make it home for dinner.

There will always be more that can be done. Time-block your priorities and end the day guilt-free.

#### #8: They avoid meetings at all costs.

Don't hold meetings. If you have to, keep them short and make everybody stand up.

### #11: They delegate or outsource almost everything.

Identify your unique ability, utilize it, and outsource everything else.

### #14: They have a consistent morning ritual.

Wake up early and give yourself 60-minutes for mental, physical and spiritual health.

### #3: They don't use to-do lists.

Throw away your to-do list; instead schedule everything on your calendar.

#### #6: They use a notebook.

Capture everything in your notebook so your mind can stay carefree; move to-do's to the calendar.

## #9: They say "no" to almost everything.

Every "yes" is actually a "no" to something else. Say no to everything outside of your goal areas.

## **#12:** They have work themes for days of the week.

Create a set day of the week schedule to focus on major areas; batch your tasks during the day.

### #15: They don't think about time; they focus on energy.

Maximize your energy to maximize productivity. Focus on sleep, diet, exercise and short breaks throughout the day.

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