



*It's a  
Breeze*

list

stress over

**Stuff**

trash

move



hoard

organize

need

collect

look forward to

**Stuff**



# Credits

## ***Getting Things Done***

David Allen

## ***7 Habits of Highly Effective People***

Steven Covey

## ***Brain Rules***

Dr. John Medina

## ***Zen Habits Blog***

[www.zenhabits.net](http://www.zenhabits.net)

## ***Inbox Zero Lecture***

Merlin Mann | [Google Video](#)

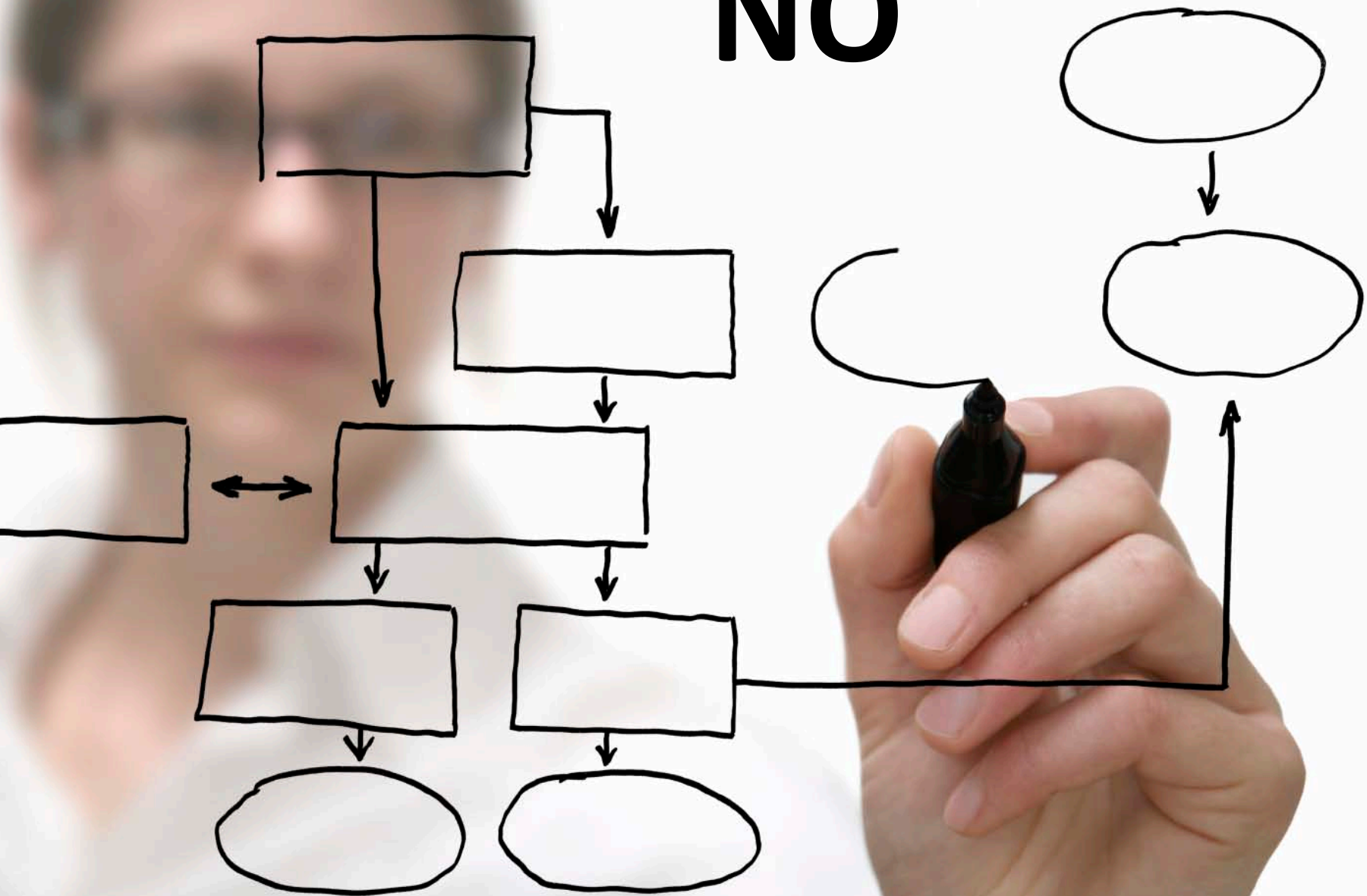
## ***Randy Pausch Lecture***

[Google Video](#)



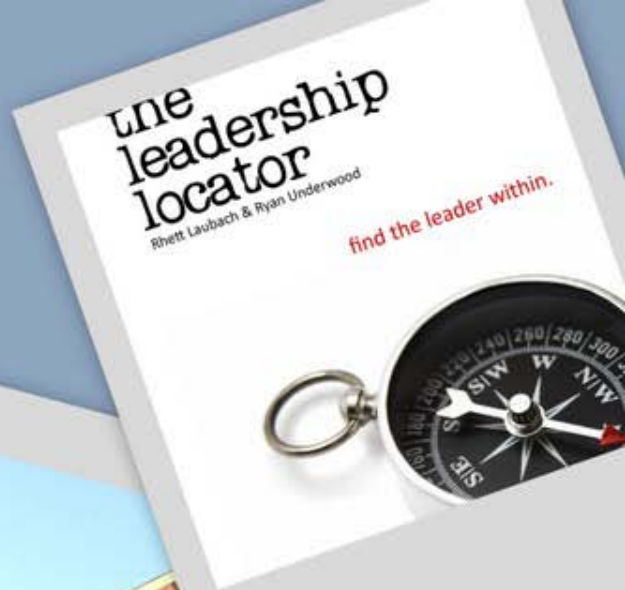
HELP

**NO**





**YES**





*Urgent*

*We find time for the important*

# What word is this?

**Delete**

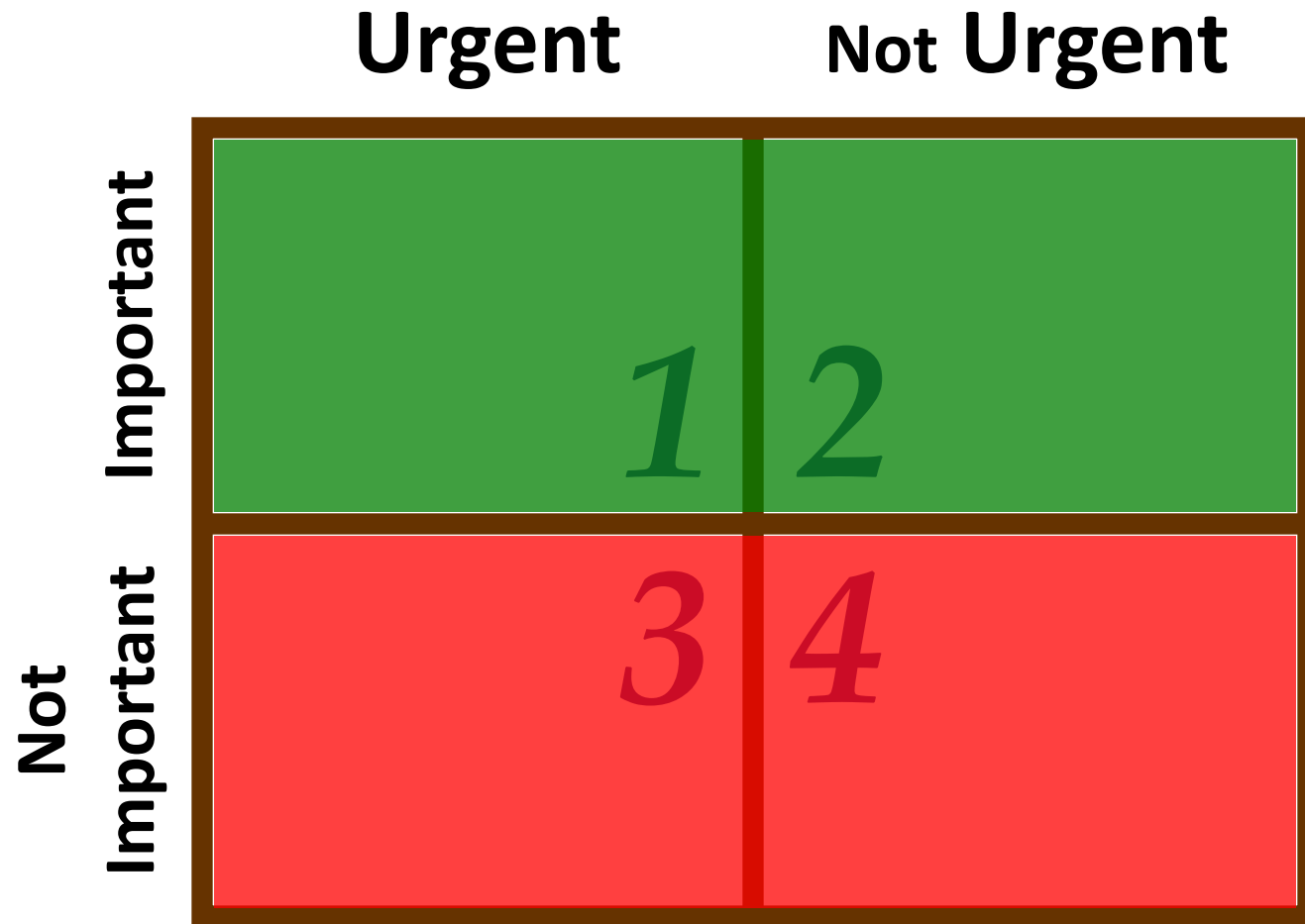
**Action**

**Productivity**



# VACATION PLANNING

- organize action lists -
- get a ton done



**Covey's Quadrants**  
What should I do first?

# THE BOX PRINCIPLE

Time and Attention are Finite

Options and Distractions are Infinite



**If you put something lousy in your box, something cool is going to have to come out.**



Credit: Merlin Mann

# TECHNIQUES



# T-COIN

Take Care Of It Now

The Bankruptcy of Repetition



# OPEN LOOPS



@Waiting For

Credit: David Allen

*When you do read...*



*Take immediate action*

*Delegate w/specifics*

*Move to task list*

*Archive*

**\*CLASSIC T-COIN THINKING**

**ZERO INBOX**

**Credit: Merlin Mann**

# To-Do LISTS



Actionable Items Only



Night Before List



Eat the Big Frog First

# PRODUCTIVITY WINDOWS

**Maximize your  
efficient times**



# MINIMIZE THE GAPS



Waiting in line  
Disengaged mode  
First thing in the AM  
Last thing at night



Leadership

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Skills Content

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[www.AuthenticityRules.com](http://www.AuthenticityRules.com)

Rhett's **BLOGS**



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