

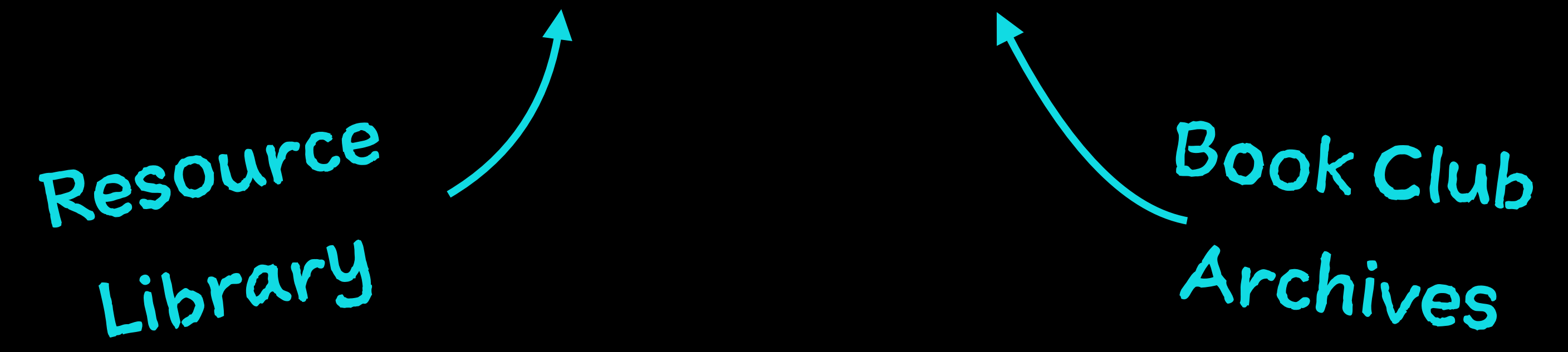
FOCUS CLUB



October 2017



thefocuscourse.com/dashboard



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TODAY'S TOPICS

3 Waves of Productivity

Auditing Your Workflows

Q&A

3 WAVES OF PRODUCTIVITY

1. Efficiency

2. Intentionality

3. Meaningful



3 WAVES OF PRODUCTIVITY

FIRST WAVE
“EFFICIENCY”

Systems, methodologies, and tools.

FIRST WAVE
“EFFICIENCY”

Threatened by

Inefficient systems or even no system at all.

SECOND WAVE

“INTENTIONALITY”

Making room for doing the “real work”.

SECOND WAVE

“INTENTIONALITY”

Threatened by

Tyranny of the urgent and lack of Margin.

THIRD WAVE

“MEANINGFUL”

**Make the time and take the time to do
the most important work.**

THIRD WAVE

“MEANINGFUL”

Threatened by

Lack of clarity and an inability to focus.

CLARITY CURES BUSYWORK

A focus on the third wave without clarity,
leads to busywork and distracted living.

A workshop wall covered in various tools. The top row features several hand planes with wooden bodies and metal blades. Below them are numerous chisels with wooden handles, organized in a rack. To the right, there are various pliers and screwdrivers. On the left, a large hand saw with a curved blade is prominent. The background is a wooden wall, and the overall scene is dimly lit, creating a focused and professional atmosphere.

IMPROVING YOUR WORKFLOWS

Simple ways to be more efficient.

IMPROVING YOUR WORKFLOWS

Audit your current apps and tools

IMPROVING YOUR WORKFLOWS

Review your current schedule

IMPROVING YOUR WORKFLOWS

*Audit your office workflows, systems,
and dependencies.*

IMPROVING YOUR WORKFLOWS

Consider your most common activities at work (email, scheduling, tasks, etc.)

IMPROVING YOUR WORKFLOWS

Any repetitive tasks you can automate?

IMPROVING YOUR WORKFLOWS

Standard Operating Procedures

IMPROVING YOUR WORKFLOWS

Have a weekly “learning goal”.

IMPROVING YOUR WORKFLOWS

Find the highest point of leverage.

Q & A

JUSTIN

I recently worked on writing an essay. My original goal was to get it done in one week, but it ended up taking 3 to 4 weeks. After the second week, I was frustrated that it's taking so long.

So my question is how do we deal with the frustration we get when something takes longer than we think?

