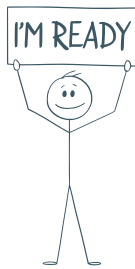


# START HERE



## FEEL GOOD PRODUCTIVITY PRINCIPLES

PART 1

PART 3

PART 2

### PART 1 ENERGIZE

#### PLAY



that play restores mental and physical fatigue. As adults, we often lose our sense of play, but we can regain it through these experiments.

##### Experiment 1: Choose your character

Identify your play personality (e.g., Competitor, Explorer, Creator). Use this insight to make daily tasks more enjoyable by embodying your play persona, such as turning a routine email into a creative narrative.

##### Experiment 2: Embrace your curiosity

Curiosity enhances learning and memory by triggering dopamine release. Introduce "side quests" in your daily life, like working in a new environment, to stimulate creativity and focus.

##### Experiment 3: "The Magic Post-It Note"

Ask "What would this look like if it were fun?" Put the question in a Post-it Note to remember it. Add elements like music to make tasks more enjoyable and less monotonous.

##### Experiment 4: "Enjoy the Process, Not the Outcome"

Focus on the enjoyment of the process rather than just the end result. Mihaly Csikszentmihalyi's "flow" theory suggests that immersion in tasks enhances satisfaction.

##### Experiment 5: Reframe your failure

View failures as "data points" rather than setbacks. Research shows that framing failures positively increases persistence and success. Lower the stakes and treat challenges as experiments.

##### Experiment 6: Don't Be Serious. Be Sincere

Approach tasks with sincerity rather than seriousness. Engage with the process and maintain a lighthearted attitude. This approach can improve work dynamics and reduce stress in challenging situations.

#### POWER



empowering people with autonomy (power) leads to greater creativity and success.

##### Experiment 1: The Confidence Switch

Belief in your abilities boosts performance. Act as if you're confident to increase real confidence, improving outcomes.

##### Experiment 2: The Social Model Method

Seeing others succeed enhances your own confidence. Engage with success stories through books, podcasts, or videos to boost your belief in your abilities.

##### Experiment 3: The Shoshin Approach

Embrace tasks with curiosity and openness, as beginners do, to drive learning and innovation. Avoid being constrained by past successes.

##### Experiment 4: The Protégé Effect

Teaching others improves your own understanding and skills. Use mentoring or explaining concepts to deepen your knowledge.

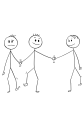
##### Experiment 5: Own the Process

Focus on how you approach tasks to find empowerment, even in repetitive or restrictive roles. Control your method for a greater sense of satisfaction.

##### Experiment 6: Own Your Mindset

Viewing tasks as choices rather than obligations enhances motivation and feelings of autonomy. Changing your perspective can increase your sense of power and effectiveness.

#### PEOPLE



empowering people with autonomy (power) leads to greater creativity and success.

##### Experiment 1: The Comrade Mindset

Adopting a comrade mindset—seeing others as partners rather than competitors—can significantly enhance motivation and productivity.

##### Experiment 2: Find Synchronicity

Engage in activities that create a sense of synchronicity with others, such as working in sync or participating in group tasks.

##### Experiment 3: Random Acts of Kindness

Perform small acts of kindness to enhance teamwork and create a positive environment.

##### Experiment 4: Ask for Help

Asking for help builds relationships. In-person requests with positive language are more effective.

##### Experiment 5: Overcommunicate the Good

Share and celebrate good news enthusiastically to strengthen relationships and boost happiness.

##### Experiment 6: Overcommunicate the Not So Good

Overcommunicating the not-so-good is essential for harnessing positive effects from others. Lying, even small ones, triggers a stress response; honesty often feels like a low-stress situation. Be honest and direct. Use radical candor to provide feedback without damaging relationships.

#### SEEK CLARITY



Procrastination is often attributed to a lack of motivation, but real barriers like time, health, and responsibilities are usually the causes. Unblock method helps identify and address root causes like negative emotions or unresolved issues, rather than forcing action through discomfort.

##### Experiment 1: Using Commander's Intent

Rather than obsessively planning every detail, focus on understanding the purpose behind a project. This approach prevents getting lost in minor tasks and helps maintain clarity on the end goal.

##### Experiment 2: The Five Whys

Ensure every task contributes to your main goal. Avoid getting sidetracked by tasks that don't support your ultimate purpose.

##### Experiment 3: NICE Goals

Traditional goal-setting can lead to reduced motivation and tunnel vision.

- NICE Goals Approach:
  - Near-term: Focus on immediate, manageable goals.
  - Inspire-based: Emphasize the process over distant outcomes.
  - Controlable: Set realistic, achievable goals.
  - Emerging: Include enjoyable elements to maintain motivation.

##### Experiment 4: The Crystal Ball Method

Before starting a task, envision potential obstacles a week ahead to identify and mitigate risks.

- This helps in troubleshooting and avoiding pitfalls, increasing the likelihood of success.

##### Experiment 5: Implementation Intentions

Study Findings: Setting "If X happens, then I will Y" plans increases habit formation.

- Examples: Create specific plans for daily habits (e.g., "When I get up, I'll take five deep breaths").

##### Experiment 6: Time Blocking

Schedule specific tasks in your calendar to ensure they are completed. This helps prioritize what matters while reducing uncertainty.

- Three-Level System: choose the level that fits you:
  - Level 1: Block time for avoiding tasks.
  - Level 2: Time-block most of your day with a structured plan.
  - Level 3: Plan your entire week to reflect your priorities.

### PART 2 UNBLOCK

#### FIND COURAGE



Fear can block productivity by misinterpreting challenges as threats, causing procrastination. Courage is key to moving past fear and unlocking potential.

##### Experiment 1: The Emotion Label

Affective Labeling: Naming fears increases self-awareness and reduces rumination.

- Identifying fears can be difficult; use questions like "What am I afraid of?" to uncover root causes.
- View your fear as a story about someone else to gain perspective.

##### Experiment 2: The Identity Label

Labels shape behavior. Negative labels reinforce fear, while positive ones boost confidence.

- Replace negative self-labels with positive ones to shift behavior and reduce procrastination.

##### Experiment 3: 10/10/10 Rule

Fear can lead to catastrophizing minor setbacks.

- 10/10/10 Rule: Ask three questions to gain perspective:
  - Will this matter in 10 minutes?
  - Will this matter in 10 weeks?
  - Will this matter in 10 years?

##### Experiment 4: The Confidence Equation

Self-doubt fuels procrastination. Confidence is the perception of ability versus standards.

- Start tasks even with low confidence to break the cycle.
- Use personas to act with confidence and overcome fear.

##### Experiment 5: Stop Spotlighting

People overestimate how much others notice and judge them.

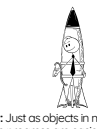
- Most people are focused on themselves rather than judging others.

##### Experiment 6: The Batman Effect

Adopting an alter ego can help overcome fear by embodying desired traits.

- Study Findings: Children who imagined themselves as superheroes showed better self-control.

#### GET STARTED



Newton's Law: Just as objects in motion stay in motion, tasks in progress are easier to continue. Starting tasks takes more energy than maintaining them.

##### Experiment 1: Reduce Environmental Friction

The physical setup can hinder task initiation.

- Example: Placing a guitar in the living room instead of hiding it made the practice more accessible.
- Adjust your environment to make starting tasks easier and automatic.

##### Experiment 2: Reduce Emotional Friction

Mood and motivation barriers can prevent task initiation.

- Five Minute Rule: Commit to working for just five minutes to lower the starting barrier. Often, this leads to continued work.
- Start with small, manageable tasks to overcome inertia.

##### Experiment 3: Define the Next Action Step

Break tasks into immediate, actionable steps to reduce overwhelm.

- Timothy's Method: Focus on the next small step rather than the whole project.

##### Experiment 4: Track Your Progress

Regular tracking boosts motivation and goal achievement.

- It helps identify setbacks, patterns and provides motivation through visible progress.

##### Experiment 5: Find an Accountability Buddy

Collaborating with others increases motivation and adherence to goals.

- Partners provide energy, encouragement, and social obligation.

##### Experiment 6: The Batman Effect

Letting go of guilt improves productivity and well-being.

- It reduces guilt, improves focus, and allows better concentration on current tasks.

#### CONSERVE



Burnout can occur when work lacks meaning, or enjoyment, or becomes overwhelming.

##### Experiment 1: Energy Investment Portfolio

Purpose: Manage where your energy goes to prevent burnout.

- Steps: Create two lists—List A: Long-term goals (e.g., learning a new language); List B: Current focus (e.g., exercise, cooking).
- Limit active projects to 3-5 to avoid overcommitment.

##### Experiment 2: The Power of No

It's hard to say "no," but necessary to avoid burnout.

- Methods:
  - "Hell Yeah or No?": Only say "yes" if you're genuinely excited.
  - Opportunity Costs: Consider what you're giving up by saying "yes."
  - 6-Week Trap: Avoid committing to future tasks based on current free time.

##### Experiment 3: Add Friction

Make distractions harder to access and desired actions easier.

- Examples: Remove social media apps, log out after use, or use tools that delay access to distracting sites.

##### Experiment 4: Corrective Course

Don't let minor distractions derail your progress.

- Start over without judgment.
- Regular breaks (52 minutes work, 17 minutes break) help maintain focus and prevent burnout.

##### Experiment 5: Schedule Your Breaks

Plan regular breaks to recharge and sustain productivity.

##### Experiment 6: Embrace Energizing Distractions

Some unplanned breaks, like chatting with a friend or taking a walk, can refresh and energize you.

- Allow for spontaneity to maintain well-being and prevent burnout.

### PART 2 SUSTAIN

#### RECHARGE



Not all breaks are equal; replace negative activities (like doomscrolling) with positive ones that truly refresh you.

- Use CALM activities to recharge effectively:
  - Competence: Build skills.
  - Autonomy: Exercise control over actions.
  - Liberty: Allow mental freedom.
  - Mellow: Reduce stress.

##### Experiment 1: CALM Hobbies

Focus: Enjoy hobbies for the process, not for mastery or profit.

- Tip:
  - Set specific times and spaces for hobbies.
  - Embrace mistakes without stress.
  - Avoid turning hobbies into side hustles; keep them for relaxation and fun.

##### Experiment 2: CALM Projects

Definition: Projects with a clear start and end that enhance creativity and fulfillment, separate from daily work.

- Tip: Involve others, like joining an art class or writing group, to increase motivation and enjoyment.

##### Experiment 3: Bring in Nature

Nature exposure reduces stress and improves mental function.

- Practical Tip:
  - Spend more time outdoors.
  - Incorporate plants or nature elements in your living space.
  - Use nature sounds for relaxation.

##### Experiment 4: Take a Walk

- Walking boosts mood and reduces anxiety.
- Walk in nature or with friends to maximize benefits.

##### Experiment 5: Let Your Mind Wander

DMN (Default Mode Network): Active during mind-wandering, aids in creativity and future planning.

- Schedule time for daydreaming and routine tasks without distractions to recharge mentally.

##### Experiment 6: The Rethink Principle

- Concept: Take a day with no goals or productivity expectations.
- This allows rest without guilt, leading to increased creativity and effectiveness later on.

#### ALIGN



Different types of motivation

- External motivation: is driven by others' opinions and rewards
- Introjected motivation: stems from guilt or obligation.
- Identified motivation: comes from aligning actions with personal values.

##### Experiment 1: The Eulogy Method

- Objective: Reflect on what truly matters by imagining your legacy.
- Exercise: Write your own eulogy, focusing on personal impact and relationships rather than career achievements.
- This helps prioritize actions that reflect long-term values and desired legacy. It also encourages decisions that align with how you want to be remembered.

##### Experiment 2: Odyssey Plan

- Objective: Explore different potential life paths to find one that aligns with your desires.
- Exercise: Create three five-year plans:
  - Current Path: Continue on your current trajectory.
  - Alternative Path: Choose a different direction based on other interests.
  - Radiant Path: Imagine a life free from constraints like money or obligations.
- It encourages creative thinking about what excites and motivates you. And helps identify the path most aligned with your authentic desires and values.

##### Experiment 3: The Wheel of Life

- Objective: Evaluate the alignment of your actions with your values across different life areas.
- Exercise: Draw a circle divided into nine segments (Health, Work, Relationships) and shade each segment based on how aligned it feels with your values.
- This provides a visual assessment of balance and areas needing management and highlights areas of life that need more alignment with your values.

##### Experiment 4: The 12-Month Celebration

- Objective: Turn long-term dreams into actionable steps for the next year.
- Exercise: Imagine celebrating your achievements a year from now and set specific goals in areas like health, work, and relationships. Identify immediate actions to reach these goals.
- This breaks down long-term goals into manageable actions. It also ensures daily actions align with long-term values, enhancing engagement and satisfaction.

##### Experiment 5: The Three Alignment Questions

- Objective: Focus on immediate, actionable steps aligned with broader goals.
- Exercise: Each morning, review your 12-month goals and select three small tasks (alignment questions) to complete that day in areas like health, work, and relationships.
- This helps maintain consistent progress toward long-term objectives through daily actions. It also boosts motivation and progress by focusing on manageable, short-term tasks.

##### Experiment 6: Scientific Approach to Alignment

- Objective: Use a structured, experimental approach to improve alignment in life.
- Exercise: Identify an area of misalignment, hypothesize a change that could improve it, implement the change, and monitor its impact.
- This encourages a systematic approach to personal development, allowing for experimentation and adjustment. It will help you discover what adjustments lead to greater alignment and fulfillment in life.