

Steal this Productivity Cheat Sheet to GET SH#T DONE

Pomodoro Technique



1. List your tasks.



2. Set a 25-min timer.



3. Focus and work.



4. Take a 5-min break.



5. Repeat 4 times, then break for longer.

3/3/3 Method

From Oliver Burkeman. Do these daily:

3

Spend 3 hours working on an important project.

3

Complete 3 shorter urgent tasks or meetings.

3

Do 3 maintenance tasks to keep life running smoothly.

Eisenhower Matrix

		Urgent	Not Urgent
Important	Important	Do it	Schedule it
	Not Important	Delegate it	Eliminate it

Eat the Frog

Do your hardest task first. The rest will be easier.

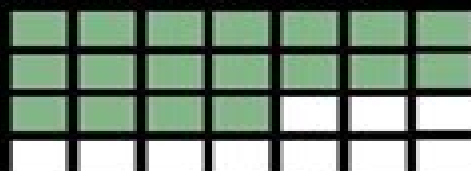


"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."

— Mark Twain

Seinfeld Strategy

1. Set your goal.
2. Mark a calendar each day you do it.
3. Keep the streak as long as you can.
4. Never miss 2 days in a row.



Time Blocking

9 - 12 Deep Work

12 - 12:30 Email

12:30 - 1 Lunch

1 - 2 Gym

2 - 2:30 Break

2:30 - 4 Meetings

1. Identify what needs doing.
2. Group similar activities together.
3. Assign time slots for tasks.
4. Plot blocks on a calendar.
5. Stick to the schedule.
6. Take breaks between blocks.
7. Make changes if needed.

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Get Sht Done

Misha



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Get Shit Done Lauris Liberts, Startup Vitamins, 2014-11-04 Get Shit Done Less Meetings More Doing Passion Never Fails These mantras have bred the likes of Twitter and Instagram Now the essence of the startup world has been captured in book form There s rocket fuelled insight from the pioneers of the Lean revolution alongside timeless wisdom from Zuckerberg Bezos and Jobs Whenever you re in search of inspiration and motivation pick up this book And then Get Shit Done It s the new buzz acronym taking over the start up world and kicking workers into action Evening Standard Lauris Liberts is a serial entrepreneur and the founder of Startup Vitamins which supplies motivation to the startup world In Latvia he built the only European competitor of Facebook that s still locally dominant then expanded globally with the Draugiem Group Behappy me and DeskTime Startup Vitamins offers inspiration through posters mugs t shirts and more It s based in California and Latvia and ships globally fast

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Getting Shit Done Alicia Dattner, 2006-09-07 Getting Shit Done is a parody of the cult time management hit Getting Things Done by David Allen It contains over a dozen ludicrous tools and tips to increase productivity

It's Called Work for a Reason! Larry Winget, 2007 Most business books on the market today stroke people s egos by telling them what they want to hear and by reinforcing what they already know Larry Winget makes the case that poor results in the workplace are the result of apathy and poor performance He points the finger of blame exactly where it needs to be pointed the face of the reader

Get Your Sh*t Together Sarah Knight, 2016-12-27 Declutter your mind and do the important sh t you ve been putting off with this New York Times bestseller from the author of The Life Changing Magic of Not Giving a F ck and You Do You The no f cks given no holds barred guide to living your best life Ever find yourself stuck at the office or even just glued to the couch when you really want to get out for once get to the gym at last and get started on that someday project you re always putting off It s time to get your sh t together In The Life Changing

Magic of Not Giving a F ck anti guru Sarah Knight introduced readers to the joys of mental decluttering This book takes you one step further organizing the f cks you want and need to give and cutting through the bullsh t cycle of self sabotage to get happy and stay that way You ll discover The Power of Negative Thinking Three simple tools for getting your sh t together How to spend less and save more Ways to manage anxiety avoid avoidance and conquer your fear of failure And tons of other awesome sh t Praise for Sarah Knight Genius Cosmopolitan Self help to swear by The Boston Globe Hilarious truly practical Booklist

Get Shit Done! Workbook Katie Gunn,2020-08-06 We all want to feel more production to manage our time to have more time to do the things we want to do Well Get Shit Done Workbook offers you a format to follow through on completing the things you want to complete This is more than just a checklist we created a book to help you delve into what motivates you how to reflect on your progress and how to set up realistic goals We all start out the year with good intentions setting New Year s Eve resolutions this book helps you keep your good intentions and turn them into reality The good news is you can start in any month Your year of goal setting and getting shit done can start in any month Don t wait until January Let s Get Shit Done NOW

Bound by Redemption Ryan Michele,2021-02-21 Micah and Ensley s story continues Redemption Micah thought he was on the right path making amends with the Ravage MC and taking responsibility for his daughter Remy Suddenly everything turned on its head Now he along with the brothers of the Ravage MC have a serious task Figure out who is responsible for the chaos surrounding them Can he do this keep his woman and child safe and prove to the brothers of the MC that he is ready to be a part of their family This book is not a standalone You must read Bound by Consequences before this book

How to Come Alive Again Beth McColl,2019-04-04 Essential reading not just for anyone struggling with mental illness but for anyone who knows someone who needs support That s all of us Daisy Buchanan author of How to Be a Grown Up An essential wondrous WOW of a book Sarah Knight New York Times bestselling author of The Life Changing Magic of Not Giving a F k It doesn t matter that you ve lived in the shadows that you ve slept through years of your life that you ve done things you re shamed to admit even to yourself It doesn t matter that you re an anxious mess with a shouty monster brain that keeps you from conforming to society s definition of normal How to Come Alive Again is a relatable honest joyous and above all practical guide for anyone who has a mental illness or anyone who knows and loves someone who does Beth McColl shares what s worked for her and what hasn t and what she wishes she d known from the start from advice on how get through a bad day to the truth about medication and what to expect from a partner Here are the basics for mending your life accepting yourself and learning to live again

All Else Failed Dana Sachs,2023-03-21 Dayton Literary Peace Prize Finalist Clara Johnson Award Finalist As hundreds of thousands of displaced people sought refuge in Europe the global relief system failed This is the story of the volunteers who stepped forward to help In 2015 increasing numbers of refugees and migrants most of them fleeing war torn homelands arrived by boat on the shores of Greece setting off the greatest human displacement in Europe since WWII As journalists reported horrific mass drownings an ill prepared and seemingly

indifferent world looked on Those who reached Europe needed food clothing medicine and shelter but the international aid system broke down completely All Else Failed is Dana Sachs s compelling eyewitness account of the successes and failures of the volunteer relief network that emerged to meet the enormous need Closely following the odysseys of seven individual men and women and their families it tells a story of despair and resilience revealing the humanity within an immense humanitarian disaster *Vengeance* Johnna B,2017-10-31 In this highly anticipated sequel to Beautiful Nightmare it s the girls turn to show the men how the killing is really supposed to be done Sena and Moochie are back and their love is put to the test time and time again but Sena is willing to bust down the gates of hell to make sure they stay together Sena is determined to take down anyone or anything that tries to step in the way of her family s happiness Moochie s whole world is flipped upside down and his emotions are swept up in a whirlwind He is forced to bring out the beast inside but he believes that with Sena at his side there is nothing anyone can do to stop them Shay D is back as Sena s sidekick and she is willing to do anything to keep up with Sena Everyone knows that Sena is off her rocker and Shay soon learns that she might not be able to keep up She tries her best to replace Sena s deceased best friend Valencia but how will she ever be able to fill those shoes In this love story gone awry vengeance is hell in heels and there is nothing these two women won t do to protect their families and prove their love **Bad Country** CB McKenzie,2014-11-04 A dirt filled noir debut the stark Southwestern setting might hold you over if you re still suffering from Breaking Bad withdrawal Esquire Winner of the Tony Hillerman Prize Winner of the Spur Award for Best Western Contemporary Novel Finalist for the Shamus Award for Best First P I Novel Finalist for the Edgar Award for Best First Novel Rodeo Grace Garnet lives with his old dog in a remote corner of Arizona known to locals as El Hoyo He doesn t get many visitors in The Hole but a body found near his home has drawn police attention to his front door The victim is not one of the many undocumented immigrants who risk their lives to cross the border in Rodeo s harsh and deadly backyard but a member of a major Southwestern Native American tribe whose death is part of a mysterious rompecabeza a classic crime puzzler that includes multiple murders cold blooded betrayals and low down scheming with Rodeo caught in the middle Retired from the rodeo circuit and scraping by on piecework as a bounty hunter warrant server and divorce snoop Rodeo doesn t have much choice but to say yes when offered an unusual case An elderly Native American woman from his own Reservation has hired him to help discover who murdered her grandson but she seems strangely uninterested in the results Her attitude seems heartless but as Rodeo pursues interrelated cases he learns that the old woman s indifference is nothing compared to true hatred and aligned against a variety of creative and cruel foes the hard pressed PI is about to discover just how far hate can go *Capturing The Plug's Heart 3* Misha,2019-04-04 Putting her pride and hesitation to the side Justice finally agrees to give things between her and Zahir a try Things start off good but as always drama rears its ugly head With her mom gone she starts to focus more on herself After finding out who her father is she s livid because he could have saved her from the childhood she had Will she forgive him or

move on with her life without him Zahir is enjoying his relationship with Justice Everything is going well his new restaurant has opened and he's ready to start his legal businesses aside from his illegal As he and Justice are becoming closer he gets the shock of his life right at his front door Now he has to figure out how to handle his situation as well as keep Justice from thinking this relationship was a mistake Justice and Zahir are trying to ease their way into this relationship Justice lost the love of her life and Zahir wants to show her that there can be more than one love in your life What will happen when serious issues arise Will they be able to overcome it or will Justice end the relationship because it's all too much for her *The Dirty Divorce Part 2* Miss KP,2010-11-09 The most anticipated sequel has readers drooling from the mouth In *Dirty Divorce Part 1* the Sanchez family ended with a bang Lisa Rich and Denie all fought treacherously to escape a harsh death sentence Only time will tell who had the heart to survive *Dirty Divorce part 2* starts off with drama and violence as Rich learns that his son Juan is dominating an industry where he used to be top dog After grinding all his life the fast money and numerous women land Rich in a place where his only son has turned against him For the first time in Rich's life money can't solve the problem and it certainly can't keep the ruthless Renzo off his ass Just when Rich thinks Lisa will take everything in their final divorce proceeding his life may soon be ending too Beware **I Can't Make This Up** Kevin Hart,2017-06-06 New York Times bestselling author superstar comedian and Hollywood box office star Kevin Hart turns his immense talent to the written word in this hilarious but also heartfelt *Elle* memoir on survival success and the importance of believing in yourself The question you're probably asking yourself right now is What does Kevin Hart have that a book also has According to the three people who have seen Kevin Hart and a book in the same room the answer is clear A book is compact Kevin Hart is compact A book has a spine that holds it together Kevin Hart has a spine that holds him together A book has a beginning Kevin Hart's life uniquely qualifies him to write this book by also having a beginning It begins in North Philadelphia He was born an accident unwanted by his parents His father was a drug addict who was in and out of jail His brother was a crack dealer and petty thief And his mother was overwhelmingly strict beating him with belts frying pans and his own toys The odds in short were stacked against our young hero But Kevin Hart like Ernest Hemingway J K Rowling and Chocolate Droppa before him was able to defy the odds and turn it around In his literary debut he takes us on a journey through what his life was what it is today and how he's overcome each challenge to become the man he is today And that man happens to be the biggest comedian in the world with tours that sell out football stadiums and films that have collectively grossed over 3.5 billion He achieved this not just through hard work determination and talent Hart is an incredibly magnetic storyteller on the page as he is onstage and that's what shines through in this genial entertaining guide to a life in comedy *Kirkus Reviews* *A Fabulous Disaster* Gary Holt,2025-04-01 Prolific guitarist and Exodus songwriter Gary Holt presents an entertaining personal memoir detailing his destruction laden life and the origins of the Thrash Metal scene from the Bay Area to its world dominance Since exploding out of the Bay Area heavy metal scene in the 1980s thrash metal has made its way to every

corner of the globe conquering worldwide charts year after year As the guitarist and primary songwriter of Exodus and an originator of the subgenre and one of its fiercest proponents Gary Holt watched as his peers Metallica Megadeth Slayer Anthrax soared to superstardom As his fellow artists amassed millions of fans and record sales Exodus s albums received critical recognition and inspired generations of listeners but struggled to reach the same heights of success as the band was plagued by years of bad management bad luck and bad decision making In A FABULOUS DISASTER Holt shares a deeply personal account of what it was like to live fast play fast and crash hard as thrash metal dominated the globe Readers witness his highest of highs and lowest of lows as Holt and his bandmates juggle major label contracts MTV sponsored tours and festivals growing addictions to alcohol and meth and the departures of original members In the throes of addiction Holt s own fall from grace is swift one year he s playing on the MTV Headbanger s Ball Tour with Anthrax and Helloween and the next he s struggling to find minimum wage jobs as he battles drugs divorce and the impending collapse of his music career Ultimately after the tragic death of one of his closest friends and former bandmates Holt realizes the only one who can save him is himself An unadulterated odyssey through decades of insanity punctuated by Holt s unique insight and knack for storytelling A FABULOUS DISASTER is a thrill ride from start to finish His story proves that redemption even from the pits of rock n roll excess is always possible **Whimsy** curtis shalo,2024-07-01 A collection of quirky short stories that will make you laugh cry and think

Indispensable Chris Hirst,2025-06-26 This book will give you clarity confidence and a serious edge The straight talking practical career guide we all need right now Chris Donnelly host of Waking Up With Chris Donnelly and Secret Leaders From the bestselling author of No Bullsh t Leadership comes the ultimate guide to career success Success isn t luck Whether you re at the start of your career an ambitious young leader an entrepreneur or on the brink of the boardroom the fundamentals that make for career success don t change This book strips away the jargon clickbait and corporate bullsh t to reveal what really works including how to Get hired and get ahead Become an indispensable team member Manage your boss instead of being micro managed Network like a pro without feeling fake Negotiate the pay rises you deserve Maximise your productivity Work hard without burning out Nobody cares about your career as much as you do so take control cut through the noise and make yourself Indispensable Cuts through the noise and reminds you what really matters at work No fluff real world advice that shifts how you show up and stay indispensable Harpreet Kaur winner of the The Apprentice UK Chaos and Rage Frank Tinsman,2009-03-01 A band of 10 shooters and looters bulldozes its way inside the Computercobrs facility hammering down thunder on the entire security guard staff The chaos unfolds fast and hard with SWAT teams rocket launchers rampant use of high explosives and enough twists and turns to cause whiplash *Adriano Exists* Lisa Sa,2019-06 From working out of unheated basements of independent record labels to fetching coffee for pervy untalented doughnut loving tech nerds in their forties Alexis Brunetti has done every music internship out there Yet despite her efforts nobody is hiring Or at least nobody is hiring her That is until she accidentally crosses paths with multi platinum

award winning Italian singer Paolo Petrinelli and his band of colourful characters Or perhaps more specifically his rhythm guitarist and pro feminist Riccardo D Angelo Following this encounter Alexis finds herself propelled into a battle against sexism drugs tantrum prone musicians and the abominable chaos that ensues the moment you have the luck of entering the music business Crazy Bastard Trapped in Haunted Whore House Danny Salazar,2022-08-30 A family of three leave their home to start a new life in a town called Skank Hill Nevada Only this town wasn t exactly what they always dreamed of Dealing with their crooked Landlord and their own personal family issues they then finally meet another family who is just as screwed up as they are

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