



HOW TO MASTER TIME MANAGEMENT + PRODUCTIVITY

NMLS #: 350215

mortgagebox

FOUR HACKS TO INCREASE PRODUCTIVITY

A desk with a stack of papers, a coffee pot, a coffee cup, and a tablet.

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**THE KEY IS NOT TO
PRIORITIZE WHAT'S ON
YOUR SCHEDULE, BUT TO
SCHEDULE YOUR
PRIORITIES.**

- STEPHEN COVEY

HACK #1

CREATING YOUR IDEAL ROUTINE

LAYING THE GROUNDWORK

BOOK TO READ

THE PRODUCTIVITY PROJECT

BY: CHRIS BAILEY

BREAK YOUR DAY INTO FIVE KEY PARTS

**6AM -
8AM**

**THINK/PLAN/
PREPARE**

**8AM -
12PM**

**PRODUCTIVITY
PRIMETIME**

**12PM -
2PM**

**NOURISH AND
REENERGEZE**

**2PM -
5PM**

**COLLABORATE/
BRAINSTORM**

**5PM -
'TIL**

**REWARD
YOURSELF**

**THERE IS NO
CHANGE**

WITHOUT A CHANGE IN ROUTINE

HACK #2

THE RULE OF 3

MAKE EVERY DAY PRODUCTIVE

BOOK TO READ

THE ONE THING

BY: GARY KELLER

HACK #3

SHRINK OR ELIMINATE THE UNIMPORTANT

FOCUS ON WHAT MATTERS

HACK #4

**HIGH ENERGY = HIGH
PRODUCTIVITY**

YOUR HEALTH IS KEY

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Life is not a journey to the grave with the intention of arriving safely in a pretty and well-preserved body. But rather, to skid in broadside, thoroughly used up, totally worn out, and loudly proclaiming... "WOW what a ride!"

- HUNTER S. THOMPSON

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QUESTIONS?

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