

PRODUCTIVITY

KORY KOGON, ADAM MERRILL, LEENA RINNE

The Time Matrix

IMPORTANT

1 NECESSITY

Crises
Emergency meetings
Last-minute deadlines
Pressing problems
Unforeseen events

Q2 EXTRAORDINARY PRODUCTIVITY

Proactive work
High-impact goals
Creative thinking
Planning
Prevention
Relationship building
Learning and renewal

Q3 DISTRACTION

Needless interruptions
Unnecessary reports
Irrelevant meetings
Other people's minor issues
Unimportant emails, tasks,
phone calls, status posts, etc.

Q4 WASTE

Trivial work
Avoidance activities
Excessive relaxation,
television, gaming, Internet
Time-wasters
Gossip

NOT IMPORTANT

URGENT NOT URGENT

Global Study Data

51.2% SPENT ON URGENT ACTIVITIES

30.8% SPENT ON THINGS THAT REALLY MATTER

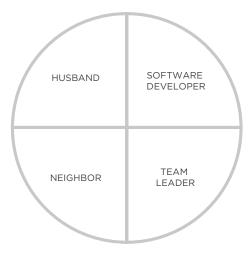


41.5% SPENT ON UNIMPORTANT ACTIVITIES

Life Wheels



JAIVON



Spidergrams

KIVA



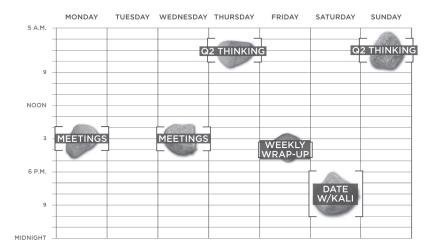
JAIVON



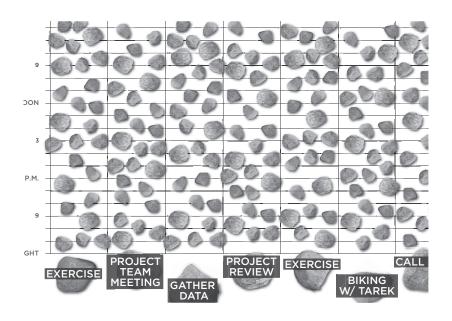
Big Rocks and Gravel

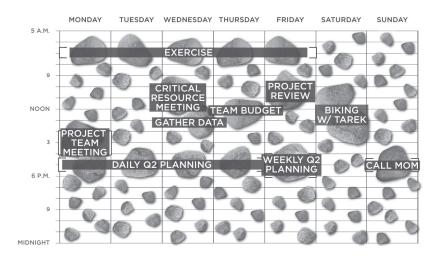


Jaivon's Q2 Time Zones



Kavi's Week: Before and After Q2

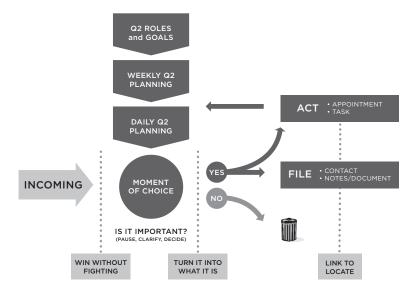




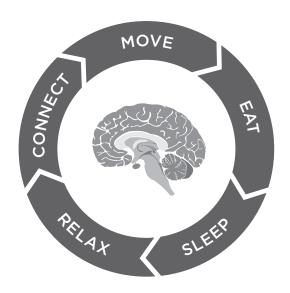
Sherry's System

	PAPER	DIGITAL							
	PAPER	MOBILE PHONE TABLET		LAPTOP/DESKTOP					
APPOINTMENTS		✓		/					
TASKS		/		/					
CONTACTS		/		/					
NOTES/ DOCUMENTS	Personal Notes			Large Documents					

The Q2 Process Map



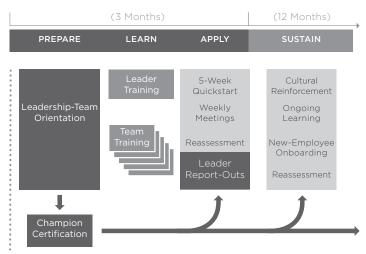
The Five Energy Drivers



Energy Self-Assessment

QUESTIONS		Not Like Me at All						A Lot Like Me			
1. I get up and move regularly throughout the work day.		2	3	4	5	6	7	8	9	10	
2. I have a consistent exercise program that boosts my energy.		2	3	4	5	6	7	8	9	10	
3. I eat in ways that provide sustained energy throughout the day.		2	3	4	5	6	7	8	9	10	
4. I have a pattern of eating nutritious food at every meal.		2	3	4	5	6	7	8	9	10	
5. I get at least seven hours of sleep each night.		2	3	4	5	6	7	8	9	10	
6. I am satisfied with the quality of sleep I get each night.		2	3	4	5	6	7	8	9	10	
7. I have effective coping strategies to deal with stress.		2	3	4	5	6	7	8	9	10	
8. My lifestyle supports my ability to manage stress.		2	3	4	5	6	7	8	9	10	
9. I take time to connect regularly with the important people in my life.		2	3	4	5	6	7	8	9	10	
10. I regularly connect with the purposes and values that make my life meaningful.		2	3	4	5	6	7	8	9	10	
TOTAL SCORE											

Installation Process Map



Pre-Assessment