

# Activity Management

1. **Focus on the critical few.** 80% of the things you do account for only 20% of your results. And vice versa. Put your time and energy into the activities that are productive and that move you and your goals forward.
2. **Learn to procrastinate.** Procrastination is absolutely essential to your success. Just make sure you procrastinate the right things. Put off the 80% and tackle the 20%. Losers do just the opposite. They tackle the 80% and put off the 20%.
3. **Throw away your “to-do” list.** Create instead an 80/20 list. Write the top-priority items at the top in the 20% box. Write the lower-priority items at the bottom. Only work on the top of your list.
4. **Reward yourself for doing the right things.** The Things That Get Rewarded Get Done. If you reward yourself for your most positive actions, you will get more of them done ... almost effortlessly. Small rewards are necessary, not just big rewards at the achievement of a big goal.
5. **Do your FTF: Feared Things First.** Which activity on your list do you fear (or procrastinate on) the most? That’s your FTF. When you start your day, ask yourself, “What’s my FTF today?” Start your day with that activity. By training yourself to do your FTF, you unconsciously urge yourself to tackle tougher tasks.
6. **Plan.** Take time for planning. Plan your week (Friday after work or Sunday evening before the week) and plan your day (end of the work day for the following day).
7. **Exercise.** It helps you work harder, longer, have more energy, and think more clearly. It increases your health span and your life span. While exercising listen to great books, courses, seminars, and podcasts so that you can layer those two activities together.
8. **Layer your activities.** Use your waiting time productively. Multi-task when it is warranted. Listen to audios while exercising, driving, doing paperwork, waiting for a meeting or appointment, or standing in line. Always carry a notepad and pen with you. Constantly ask yourself this question: “Is this the most productive use of my time?”
9. **Write out your goals weekly.** Knowing exactly where you want to go helps you make daily decisions about how to properly invest your time, effort, energy, and money.
10. **Just say “No!”** Learn to say NO without guilt.

