

THE ONE-HANDED GRAB

The first play that is offered in The Productivityist playbook may seem simple at first but it's tough to execute because trying to work with one hand is challenging. Especially when you're trying to juggle a great many things.

WRITE DOWN 5 TASK

Sure, you can have more than 5 tasks to do, but for the purposes of this play (and your sanity) write down only 5 that you want to do today. Don't number them. Just write them down.

You can also use digital tool and highlight 5 tasks however the tool does this. But you can also do it on paper and transfer to digital later instead.

MARK 1 AS "THUMBS UP"

This is where the prioritizing comes into play. Indicate only ONE of the tasks as the task that you absolutely need to work on first. This is your "Thumbs up" task. It's the one task that matters most of all

You can mark this task however you see fit, but only mark this task. If you can draw a "thumbs up" illustration, go for it!

DO THE 5 THINGS

Starting with your "thumbs up" task, get to the doing. Don't assign a new "thumbs up" task when you've completed the original one. Don't add new tasks to the list until you've done all 5. Just do the 5 things.

You can repeat this play, but only after you've run the entire play each time.

Why is this play listed as moderately difficult? It is easy on the surface but the willpower it will take to execute is challenging. It involves creating and sticking to boundaries. It is also tapping into the power of awareness. You can only do so much in a day. This play is designed to help you isolate and execute on 5 of those things