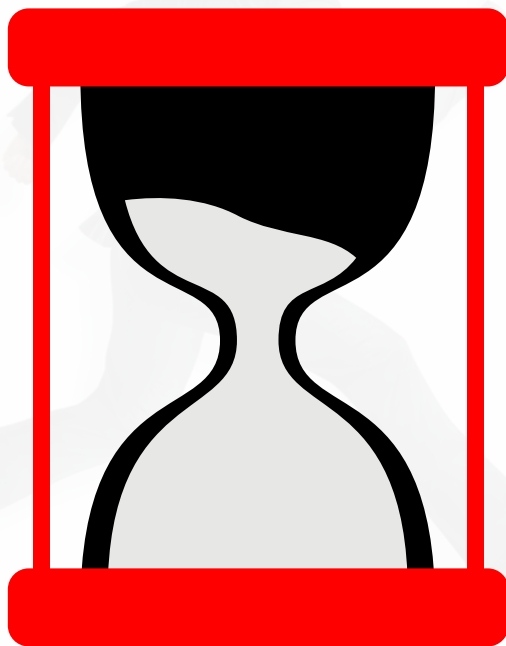


8

Steps to Better Productivity



A Guide By Ryan Breslow

People often ask me how I am so productive.

My Secret - **Productivity** is the process of **Removal**.

Time is such an easy thing to waste.

Here's what you can remove from your life to save up to

**60 HOURS
PER WEEK**



1

Snacking on Work

It's incredibly easy to “work and chill”.
This self-deception is horribly **unproductive**.

When you work, work like a lion

Have a pile of tasks?

Don't do them while watching **Netflix**.

Focus and get the job done.

Savings: 5-10 hours per week



2

Snacking on Food

I used to waste an extraordinary amount of time snacking.

My realization: it was out of stress.

Eat **3 meals a day**, and don't think about food otherwise.

It's also **way healthier!**

Savings: 5 hours per week



3

Small Talk

People love to chit chat.

A little is great; a lot is a waste.

In conversations, kindly **cut to the chase**.

Turn 60 min meetings into 30 min,
30 into 15, dinners into quick coffees.

BIG TALK only!

Savings: 5- 10 hours per week



4

Perpetual Phone Use

This one is hard; these days we're wired to our phones.

Start to **cut the cords** ✂

Have certain hours of the day designated to **bulk reply** to messages.

When you're not on 24/7, your network stops messaging you 24/7.

Savings: 5- 15 hours per week



5

Unnecessary Meetings

75% of meetings are unnecessary.

Question ALL meetings.

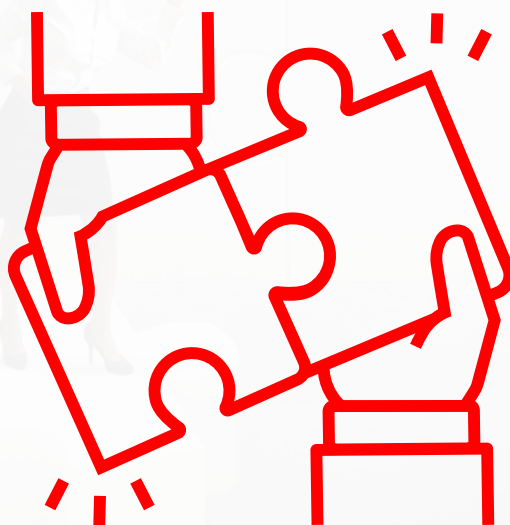
At Bolt and Love, we love

Writing > Talking.

Anything that can be
done in writing, should be.

Asynchronous collaboration FTW.

Savings: 5- 20 hours per week



6

Unnecessary Fitness

Fitness can take forever.

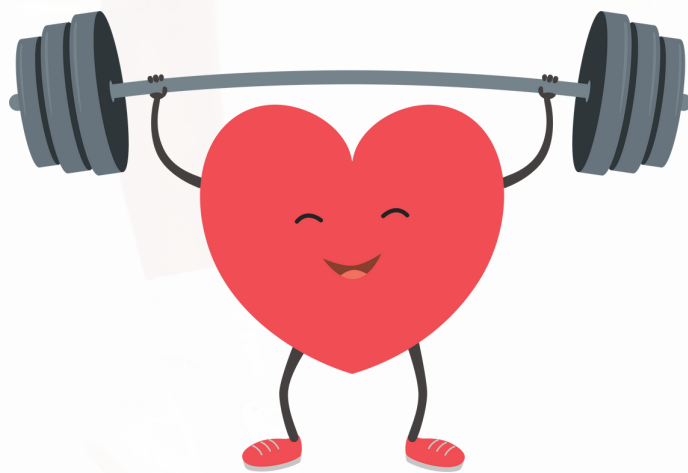
Work like a lion; also **workout like a lion**

I do 20 minutes of high intensity cardio
and 30 minutes of yoga every day.

Takes less than an hour per day.

And I've **never felt healthier.**

Savings: 5- 10 hours per week



7

Unfruitful Friendships

Relationships can be the **most rewarding thing** in the world.

They can also be the most costly.

Ask yourself the question:

“is this person **helping me grow?**”

If the answer is no,
it might be time to move on.

Savings: 5- 15 hours per week



8

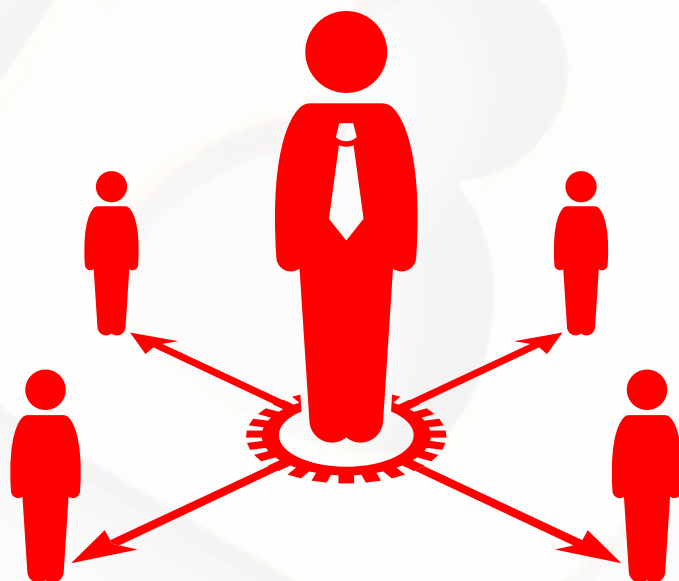
Easy-to-Outsource Tasks

Whatever you can afford to **outsource**, do it.

Determine your hourly rate
(i.e. what is your time worth?)

Anyone you can pay to do the tasks for you at a lower rate, do so. Having a part time assistant, even virtual, **goes a long way**.

Savings: 5 hours per week



These 8 tips will help you save **40-60 hours** per week.

That is almost equivalent to a **full time job**.

Here are 5 bonus tips to get more out of your time:

1. Sleep at the same time every night.
2. Audit your calendar daily.
3. Prepare food in bulk.
4. Automate everything.
5. No multitasking - Focus!

TL;DR

SUMMARY

- #01 — *Avoid snacking on work*
- #02 — *Avoid snacking on food*
- #03 — *Avoid small talk*
- #04 — *Manage your phone usage*
- #05 — *Don't take unnecessary meetings*
- #06 — *Short intense workouts*
- #07 — *Move on from unfruitful relationships*
- #08 — *Outsource what you can*

Please note

Maximizing productivity means you can **get more done with less time**. This gives you more time to enjoy other things in life outside of work. Work with an insatiable focus, so you can unplug with that same focus!

I'm sure there are countless other productivity hacks out there. I'm sure they're great, but there's **nothing more effective than removal**. It's challenging, but time is all we've got!!

ATTENTION



Ryan Breslow

CEO @ Love | Chairman @ Bolt | Cofounder @ Eco + Prism

Get more done!

These 8 habits have helped me greatly increase my output at work and I am confident they will work just as well for you too!

Feel free to download this guide for reference!

