

BOOST HEALTHY PRODUCTIVITY INTRO

WORKSHOP

ABOUT

To truly see success, we need three essential elements:

- clarity that sets the direction we're moving towards,
- a plan that guides us on how to reach that direction,
- and action that helps us achieve our goals.

All three are equally important and without one it becomes difficult to achieve the desired outcome.

- Even if you can accomplish tasks and stay productive, results will be vague without direction.
- When you don't have a plan, you don't know the process of how you will reach your direction, how long it will take, and how much it will cost. Without this knowledge, it becomes challenging to do this.
- When you don't take action, nothing happens at all, right? Action becomes the most important thing, but to take action easily, you need to know where you are going (clarity-direction) and how you will get there (plan-guide).

ABOUT

I CLARITY

DIRECTION

II PLANNING

GUIDE

III ACTION

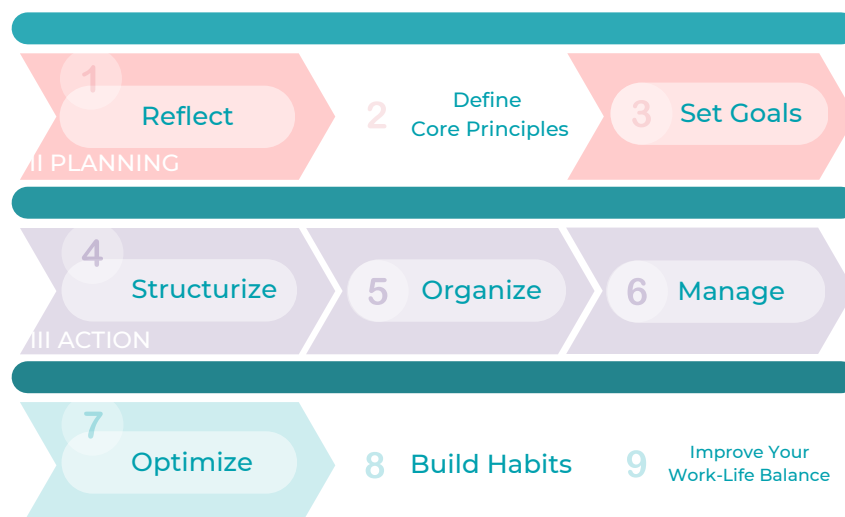
SUCCESS

ABOUT

The Clarity part helps to reflect on the current situation of life, look at the big picture, understand what should be changed, and set core principles and goals.

The Planning part helps you create a framework and how to work effectively within that frame. It's a structure of your tasks, projects, files, and a system that helps you navigate that structure quickly and plan effectively.

The Action part looks at what makes the plan easy and simple to implement, such as optimizing workflow, creating the proper habits, and improving work-life balance to enjoy the whole process. The Boost Productivity course focuses on healthy productivity, so the third model covers things like energy and the ability to rest, and how to discover ways to recharge.



ABOUT

Productivity isn't just about the techniques you employ or how fast you can finish tasks. It's influenced by many other factors.

In this program, we will cover nine actionable steps that you can take to enhance your productivity and find a better balance between work and personal life.

Healthy Productivity means when we:

- have time, energy, and motivation
- can control and manage the situation
- can easily concentrate and finish a task
- can effectively plan and achieve results
- can relax, enjoy life, and have a work-life balance

ABOUT

The Boost productivity course is about personal time management.

Only after learning how to manage your personal time and plan effectively can you easily apply all these methods to improve team and business productivity.

I CLARITY

1 Reflect

- Create More Space in Your Mind
- Time
- Life areas
- Life Purpose

2 Define Core Principles

- Mission
- Vision
- Values

3 Set Goals

- Smart Goals
- Obstacles & Solutions
- Rewards

II PLANNING

4 Structurize

- Declutter
- Create Your Own Structure
- Your Lists and Tasks

5 Organize

- The Scope of Work
- Plan Projects and Goals
- Prioritization

6 Manage

- The Ultimate To-Do List
- Calendar
- Weekly Review

III ACTION

7 Optimize

- Replanning and Facilitating
- Productivity Tips and Methods
- Productivity Apps and Tools

8 Build Habits

- Routine
- Discipline & Motivation
- Focus

9 Improve Your Work-Life Balance

- Energy
- Manage Your Energy
- How to balance

1 CLARITY

Why do you think you get stuck and find it hard to take action?

In fact, it's not due to a lack of motivation or time, as is commonly thought. At such moments, clarity is often lacking.

Every project, task, or goal seems vague when the big picture is unclear. It's challenging to concentrate your actions in the right direction. It's not easy even to start doing something. That's when we get stuck. And the worst thing is that the results also become vague.

I like this saying:

If your ladder is up against the wrong wall, you will just get to the wrong place faster.

It means being busy and doing a lot of work doesn't ensure that you will reach your desired goals. It's easy to learn how to stay busy, but the important question is, where is this taking you? To achieve your desired outcome, it's crucial to ensure that you're working towards the right goal.

Clarifying the purpose of any activity is fundamental to maintaining focus, productivity, and achieving results.

1 CLARITY

That's why this course starts with clarity

1 CLARITY

1

Reflect

- Create More Space in Your Mind
- Time
- Life areas
- Life Purpose

2

Define Core Principles

- Mission
- Vision
- Values

3

Set Goals

- Smart Goals
- Obstacles & Solutions
- Rewards

Sometimes we have so many tasks and responsibilities that it can be hard to understand what we truly want or, even more challenging, our mission and vision. In such situations, it can be helpful to tackle the current chaos by organizing smaller steps into larger sections. We'll delve deeper into that in the planning section of the course.

If you find it difficult to define the purpose, mission, vision and goals in the first part of the course, don't worry, you can always come back to it later. Finding answers to these essential questions takes time and effort.

1 CLARITY



1 REFLECT

WHAT

When you reflect on things in your life, you analyze your experience, behavior, life aspects, or meaning of your life. Reflecting on your actions is one of the most effective ways to identify areas where you need to change, recognize where you've grown, and keep moving forward to achieve your goals.

In this part, you will review where you spend your time, the situation in the areas of your life, and the purpose of your life.

WHY

Analyzing where you spend your time and your life areas helps you feel more in control, allocate energy properly, and achieve your goals.

When you review your current situation and see the reality, you can change it to the one you want, create a more meaningful life and enjoy the process more.

It can also help free up time for new activities and balance your life.

BENEFITS

- Be able to evaluate useful and useless activities
- Stop wasting time on unnecessary activities
- Improve your time efficiency
- Plan and organize better
- More balance in life
- More meaning and enjoyment in life



2 DEFINE CORE PRINCIPLES

WHAT

A values statement lists the core principles that guide a person or company. It defines what is most important to you in your life, what you believe in, and how you behave.

When developed and implemented thoughtfully and deliberately, these statements can serve as powerful tools that provide people with meaningful guidance.

WHY

The better you define your values, the more capable you are of finding a career, a client, or a business that is in harmony with those values.

It helps to see the whole picture and clearly define your actions, behavior, and goals.

Mission, vision, and values provide strategic direction for a company or person, making achieving goals more effortless.

BENEFITS

- Have clarity about the future and goals
- Be able to set clearer goals
- Align your actions with your values
- More satisfaction in life
- Find meaningful activities
- Improve motivation

1 CLARITY



3 SET GOALS

WHAT

To achieve something, you must first know your goal very clearly. Clarity helps map out the next smaller steps and actually make it happen. There's a direct correlation between setting clear goals and achieving success.

When setting goals, it's essential to understand why you want to achieve that goal. Why is this important to you? How does this align with your values? The act of setting goals forces you to contemplate what you truly want out of life.

WHY

Properly defined goals help trigger new behaviors and help you focus on what's important to you. It gives you greater control of your future and helps to see the bigger picture.

Clear goals give more clarity about what you really want in life and a sense of direction; as a result, it is easier to achieve your desired results.

BENEFITS

- Better focus
- More Motivation
- Ability to measure progress
- Constant improvement
- Less procrastination
- Keeps you accountable

There is a huge difference when you do a task with complete clarity about what you are aiming for, and the results are entirely different.

I invite you to try to identify your mission, vision, values, and goals. In the workshop, you'll find valuable tasks that will make it easier for you to do this. You'll see how tremendous the power it can have on your productivity.

2 PLANNING

We all have the same amount of time; the only difference is how we use it. Effective planning helps us plan our time more efficiently and create a work-life balance.

In this part, we will explore the most effective methods for creating a structure, managing the chaos of your tasks, planning bigger projects, and prioritizing and managing to-do lists. It's also a valuable part of the course where you will be able to organize your ideas, goals, and tasks into a specific framework.

II PLANNING

4 Structurize

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5 Organize

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There are tons of great tools on the market, but it's important to remember that even the best tool doesn't solve your planning or productivity problems. It can automate or facilitate the process, but generally, it doesn't guarantee success. So what guarantees?

2 PLANNING

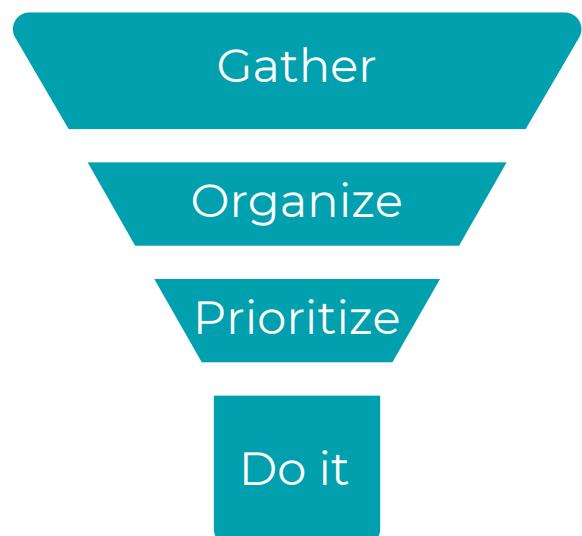
The answer is the SYSTEM, in other words, HOW you plan and use your lists and tasks in your tool.

You've probably noticed that many tools (and paper planners) go unused. If you want the tool to be effective:

- First, create a structure where all your files and folders are easily accessible. Being organized saves a lot of time.
- Second, create and use a system that helps control chaos and make planning easier.

The system means gathering the full scope of work in one place, organizing it, prioritizing it, and creating a final to-do list.

When you focus more on HOW you use the tool, you can only then expect to improve your planning process and achieve results faster.



2 PLANNING



4 STRUCTURIZE

WHAT

When something is structured, it's arranged according to a specific order.

Knowing how to structure your whole digital workplace is crucial. When everything is in its place, work becomes more efficient, and results are faster. And it's not just about an order; it's also about saving your precious time.

To plan more effectively, it's principal to build the right foundations. These foundations are the structure.

WHY

When your lists and to-do tasks are properly sorted, you have more clarity in your mind. It allows you to find the right solutions and answers.

The structure allows you to maintain order, both in your mind and in your work.

BENEFITS

- Clarity
- More order in your digital workspace
- More efficient work
- Easier to find information
- Easier to plan
- Faster work results



5 ORGANIZE

WHAT

Enormous amounts of information, especially if you keep this information in your head, make you feel overwhelmed.

So the main goal is to organize this information properly into the necessary lists and projects to make it easier to plan and actually achieve the result.

Organizing your information (tasks, projects, etc.) allows you to concentrate on what needs to get done instead of being distracted by things around you.

WHY

When your information is properly organized, you can control the situation, make decisions more easily, and feel more freedom.

Arrange the chaos on the outside and it will be much easier to sort out the chaos on the inside.

BENEFITS

- Clarity
- Easier to see the scope of work
- More productivity
- Easier to delegate
- Easier to plan
- Easier to achieve results

2 PLANNING

6 MANAGE



WHAT

Task and calendar management is the final step of planning before a specific action is taken.

If everything up to this stage is done correctly, this process doesn't take long and can be smoothly implemented.

WHY

A well-prepared and final to-do list on the calendar enables you to take action and achieve results.

Also, the proper structure in your calendar can help you maintain a better work-life balance.

BENEFITS

- Have a clear view of what needs to be done
- Choose what is important to implement
- Control the situation
- Create order
- Meet deadlines
- Better focus on what is important

In the workshop, I'll share my planning experience and methods that help me manage chaos, create structure and system, and achieve results.

3 ACTION

While taking action can be challenging for many, as it requires patience, discipline, and sometimes a shift in mindset, I believe that if the previous stages (Clarity and Planning) are executed correctly, it will not be difficult at all.

Clarity provides direction and planning serves as a guide, both are essential but only action leads to success directly. Success is determined by the actions we take on a daily basis, even the small, seemingly insignificant steps.

Progress may be gradual, but by consistently taking daily action, the changes will be noticeable.

Consistency is the most important thing.

Long-term consistency always beats short-term intensity.

3 ACTION

III ACTION

7 Optimize

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So in this last part, we will discuss the most critical aspects that help implement actions, such as replanning, productivity methods, motivation, discipline, healthy habits, routine, focus, energy, and work-life balance.

Habits, routines, and discipline are the primary factors that shape our behavior and daily actions.

3 ACTION

Usually, these words sound very threatening and frustrating. Will you have to force yourself to do something again? Of course not.

- Can it be easy to create new habits? Yes, if you know some simple rules, you can even enjoy the process.
- Is it possible to be disciplined? Yes, if you look at discipline as a consequence rather than a tool. In this case, you need to focus on other things, such as habits.
- Is it possible to stay motivated? Yes, if you discover your motives and know your internal and external motivation.
- Is it possible to create a routine? Yes, if you create the proper routine that works for you, it even might be pleasant to stick to it.

3 ACTION



7 OPTIMIZE

WHAT

Optimizing your workflow means finding ways to do it easier, faster, and simpler.

Optimization is about saving time, adapting to a new situation, and the ability to replan.

So, here we will mainly talk about various productivity methods, tips, tools, and how to facilitate and optimize the workflow.

WHY

When our workflow is optimized; as a result, we can achieve our goals faster, increase productivity, and plan more efficiently.

It can also help us maintain a healthy routine and energy level without reaching burnout.

BENEFITS

- Facilitate the process
- Speed up the process
- Achieve results
- Boost productivity
- Adapt faster to a changed situation
- Save time



8 BUILD HABITS

WHAT

Every day we do specific actions; some are conscious, but many are unconscious. The reasons for this behavior lie in our good and bad habits.

To control it, we need to understand what habits we have, how to change them, and most importantly, how to build positive habits that change our behavior and help us achieve our goals.

Building healthy habits can involve putting ourselves in situations in which we are more likely to engage in the desired behavior.

WHY

Habits are essential to our health. They can make or break our chances of achieving and maintaining our lifestyle goals.

Also, understanding how motivation, discipline, and focus affect us helps to create the proper habits and achieve goals.

BENEFITS

- Control your behavior
- Make a positive change
- Achieve results
- Boost productivity
- Create a healthier life
- Increase awareness

3 ACTION



9 IMPROVE YOUR WORK-LIFE BALANCE

WHAT

We achieve a work-life balance when we can balance different areas of life. It doesn't mean that time will be distributed equally across all areas. Some areas, such as work, will always take up more space in our lives.

Proper balance means that we find time to engage in activities that are important to us. It means that we can fill our lives in many ways.

It also means the ability to rest. Your ability to maintain productivity is directly proportional to your ability to relax and recharge.

WHY

Work-life balance is an essential aspect of a healthy work environment. Maintaining a work-life balance helps reduce stress and prevent burnout in the workplace.

Also, the ability to rest and recharge helps not only to increase productivity but also to improve overall health.

BENEFITS

- Enjoy life more
- Do your favorite activities
- Be able to rest well
- Boost productivity
- Live a healthier life
- Make dreams come true

In the workshop, you will find helpful productivity methods, tips, and tasks to improve your energy, habits, routine, and motivation.

[Join the program here](#)



@AYAJOKUB

WWW.VIVOWOW.COM

HI@VIVOWOW.COM