

Productivity Imperatives

1. Recognize that _____, _____, _____ limits your potential.
2. Know how you spend your _____.
3. Focus on the _____ _____ _____ .
4. Make better _____ choices.
5. Master your _____.

Control-Point Thinking

Goals + Action = Achievement

Time Control Points

FNLT	S_____
F_____	S_____
M_____	M_____
A_____	A_____

Performance Control

- _____
- _____
- _____

Traction Control Points



Task List				

Stress and Achievement



Focus Zones	
6 am	
7 am	
8 am	
9 am	
10 am	
11 am	
Noon	
1 pm	
2 pm	
3 pm	
4 pm	
5 pm	
6 pm	
7 pm	
8 pm	
9 pm	
10 pm	
11 pm	
Midnight	

My Stress Busters

Right now, I can: