



...for smarter workers

**Sneak Preview**

Created by Jonny Gibaud



**Thanks for downloading the WorkSmart sneak preview.** In this small taster we will highlighted the modules that the main course contains as well as a preview of one of the smaller modules so you can see how they work. I hope you enjoy.

Here are the modules.



**Perfect Productivity** - Pg 29-35



**Powerful Persuader** - Pg 58-65



**Email Excellence** - Pg 4-12



**Super Sleeper** - Pg 35-42



**Super Systematic** - Pg 66-71



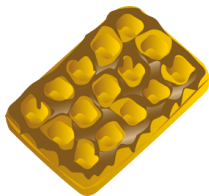
**Effectiveness Extraordinaire** Pg13- 20



**Army Awesomeness** Pg 43-51



**Champion Closer** - Pg 72-79



**instant Irresistibility** Pg 21-28



**Super Speed Reader** - Pg 52-57

**Here is one of the smaller modules to show how things  
are laid out**



# PerfectProductivity

4 Terrific Tips For Investing In Your Most Important Asset

Time is incredibly valuable; it is the only commodity that can be used only once and so it is essential to spend it wisely. You spend time like you spend money, the only difference being that you can replace and re-spend the money but you cannot replace and re-spend time.



# 1. Plan

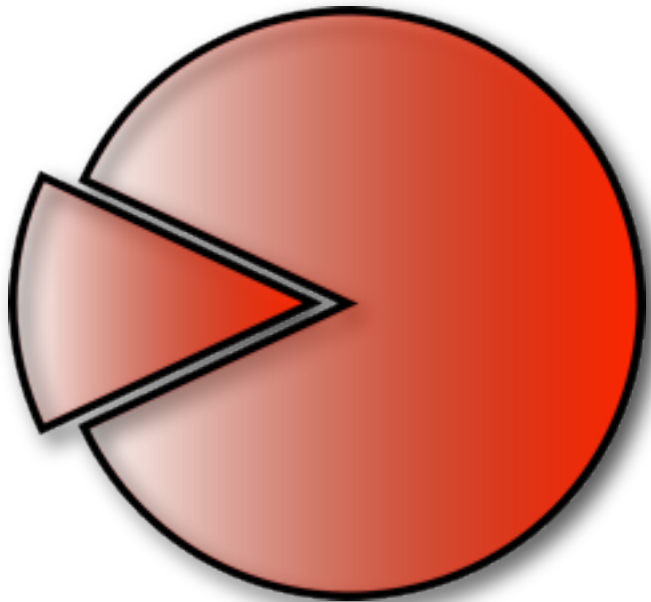
Planning for just 10 minutes the evening before will ensure you can pretty much double/triple and quadruple the amount you get done the next day and limit the amount of time you waste.

Planning is great for two things:

**1. Focussing on what is important**

**2. Limiting wasted time on tasks that are neither important nor urgent.**

Planning is like filling a bucket with rocks. Put the large ones in first, then the smaller ones then the sand, in this way you will fit a lot more into the same space than with any other combination.



## 2. Pareto 80/20

The Pareto Rule states that 20% of the input creates 80% of the output, which also means that 80% of subsequent effort is used for the remaining 20%.

**Invest your valuable time into the 20% that will give you 80% of your returns** and don't waste the other 80% of your time trying to squeeze out the remaining 20%.

Time is short. 80% complete is "good enough".



### 3. 25/5 Rule

The most productive way to work is in time blocks of two hours split into four 25 minute sections with 5 minute breaks interspersed between each.

**25mins, 5 minute break, 25minutes, 5 minutes.**

Think of it like a pie and your four 25 minute slices for ever 2 hour pie interspersed with 5 minute slivers. Yum.



## 4. Set Personal Deadlines

When you set a deadline, whether large or small it is amazing how much you can get accomplished.

**Get into the habit of setting time goals for achieving tasks and keep to them.**

By training your mind to keep to deadlines, you are training your mind to focus on the task and align all your faculties to achieve the goal in a much shorter time span.

A one hour task can easily take an afternoon if it has not been defined as a "task that will be COMPLETE in one hour"

# Final Thought<sup>🤔</sup>

Take care of how you spend your time and try to use it productively. **It is yours, it is precious.** By planning, using the Pareto rule, splitting your work sessions into pies and making the best use of dead-time you can make the most of every minute you have.



# About the Author



Jonny Gibaud is a world traveling designer and entrepreneur who writes for love of Helping People, Inspiring People and Katie Holmes. He is the author of 5 books, is the founder of 2 companies and can be found on the speaking circuit where he talks on Personal Branding, Marketing and Innovation.

If you are bored check out his [site](#), [blog](#) or email him at [jonny@thelifething.com](mailto:jonny@thelifething.com), or say hello on [facebook](#).

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