

MY NOTETAKING NERD

“Giving You The Edge”



MyNoteTakingNerds Report on
The Wake Up Productive Program

Part 1 - Wake Up Productive



Do you FEEL successful? Or do you FEEL out of control?

Feeling successful definition: the feeling of happiness, joy and fulfillment. Feeling good all the time, feel like we made a difference to other people.

Success can be broken into two categories

Inner success - feelings of joy, security, happiness

outer success - making things happen, achieving, productive, results, making a difference

A Roadblock to achieving success - we feel like we don't have control over our lives, or feel like we are being controlled

Multitasking - doing too many things at once - sometimes you have to multitask so you schedule it so it doesn't get out of control - minimize this

We're now more concerned about entertainment than results - e.g. in movies we want to be entertained rather than being a better person by watching the movie. When we eat we're more concerned on getting our sense entertained than getting good nutrient into our body

Culture of magic pills - instant results - the damaging part is we actually believe in magic pills - this harms you and counterproductive - let go of the idea of magic pill - what do I need to do in a system - daily basis so I get results

Short term results of an action & long term results of an action is typically different and opposite of each other (e.g. raw broccoli - good for long term but sucks on short term) - **life is hard if you live it the easy way and easy if you live it the hard way** - if you get momentum and then tipping point your life will change. (30 days of doing something will typically do that)

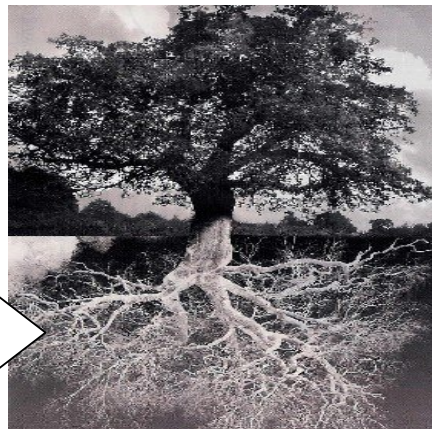
Summary - change the system not the symptom

If you just treat the symptom, then you're going to be "repressing" things...

If you go to work on the "Structure" of your life...then you won't even need to worry about the symptoms [of the old structure], b/c those things will just take care of themselves automatically...

If you start a new habit, and continue to perform it everyday for 30 days...you'll be able to REACCLIMATE yourself...

ARE YOU WORKING ON THE ROOT PROBLEM? CHANGING THE SYSTEM? Or are you focusing on the Symptom of the faulty System or Root?



Skills of self Management

Narrowing choices when we have too many and generating choices when we have too few

Training your focus and expanding your ability to focus on one thing

Focus on one thing and then disconnect from it

Practice not distracting yourself to entertainment and focus on the things that get results



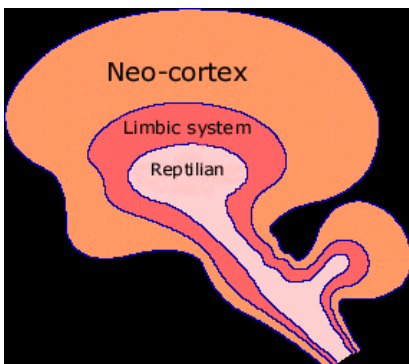
11 Principles of Personal Productivity

1. Everyone can be productive (as well as creative.. productivity and creative go hand in hand) – some work good in structured environments, some in chaos (structure or blank canvas) - if you're structured then you're going to use what you learn to create a structure to thrive inside or if you're a chaos person you're going to use what you learn as a tool to paint your canvas (sort of like using what you learn and do it your way). Example: Tiger Woods - golf is an innate talent, but he (with the help of his father) has developed his talent into a STRENGTH, through years of practice and hard-work...

2. Next identify your gifts/talent/innate and then practice is over and over to make it a strength I.E. Tiger

3. Managing time is actually managing yourself - time mgmt is a misnomer, the challenge is to manage yourself - we can't really manage time because it just flows - **you can't control time**. Managing yourself is taking control of you. (you'll realize how less control you have on yourself, **we're really like robots** - we wake up we think the same thing, do the same thing, routine - we deceive yourself into thinking we can change if we want to

Bottom line is it's much harder to manage yourself than you think - e.g. Fast for one day and by the end of the day your mind will take control having thoughts like "is this healthy", "maybe someone died from this?" etc



4. We have 3 brains not just one - lizard / physical, mammal / emotional, logical / human part of the brain - we think we're our human part brain (the intellectual brain) but the older brains are the ones with the power that are controlling us - we think we make rational choice. Reality is we're rationalizing the emotional decisions. The three brain works individually really well but bad together (can't communicate well with each other). That's why there's a lot of conflict with your physical, emotion and logic. E.g. you'll find yourself pulled emotionally to do something but you know you shouldn't be doing it. Or you want to do it to derive physical pleasure but you feel guilty emotionally. If you understand the three brains and how to integrate them to work together then you'll find yourself more productive

**** Key Insight:** We falsely think that the neocortex/human brain is "US"..we think that we are the rational/logical part of us....what we DON'T realize is that the two older brains (reptilian and mammalian) are MUCH more powerful detriments over our behavior, thoughts, and actions.

We like to think that we...first have a thought (ie, "I want to go on a diet"), and then we believe that we simply can **WILL our emotions** and our body in the direction of what we think and want...

What actually happens, however, is that the two older brains (reptilian and mammalian) often TAKE OVER our thinking brain, and make us rationalize stuff...and we don't realize this!

These two older brains are typically what REALLY are controlling us. These older brains are concerned with things like sex, power, getting control over other people, feeling threatened, getting love and affection, and getting approval from other people.

****Another Key Insight:** Our three brains (the reptilian brain, the limbic brain, and the neocortex) each operate very efficiently individually and independently...but the three of them are not very well CONNECTED to each other!

And so we often experience CONFLICTS, of the physical, the emotional, and the logical...!

Notice that, when you're STUCK in life trying to figure out what to do, and feeling pulled in multiple directions...it's usually because your three brains can't communicate very well with each other. They're not in very good RAPPORT with each other.

You'll find that at times you're compelled EMOTIONALLY to do something, but you know (in your thinking brain), that you really shouldn't be doing it...or you know (in your thinking mind) that you really should go do something that will give you pleasure, but your emotions hold you back due to feelings of fear or potential guilt...

That's where a lot of our inner CONFLICT comes from. And if you understand the three brains, and **if you integrate them and use them together, you'll find that becoming more productive and managing your Self and your time better becomes a lot easier.**



5. Habit is destiny - first you shape your habits then they shape you. We build freeways in our three brains (physically, emotionally, and logically) so it gets easier to do something or think something. It actually builds neuron connections so the more you do or think it the more you do or think it still. E.g. emotions are the most addictive and powerful chemical - **when you experience an emotion when doing something it'll get faster and easier.** Same thing with movements - muscle memory - becomes natural.

6. Internal chaos creates external chaos (and vice versa) - inner butterfly , chaos theory – we are going to find out how much chaos we have and how we're going to soothe and smooth the chaos

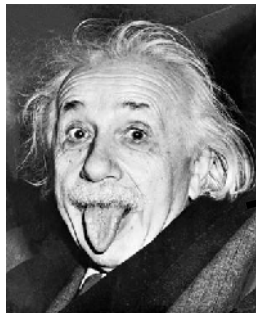
7. Focusing our talents and strengths on our biggest opportunity - in life there are only a few things that matters - if you were to **work on your biggest opportunity everyday** you will find yourself with huge long term success

8. Your future can be either an extension of your past or a new future that you create - we don't know what to do with something new because we don't have a frame of reference for it. But if you change your paradigm and choose to live a future that you create - this instantly changes your life. Tomorrow can be how it is yesterday or today can be the last day this happens - many people like to hold on to all those stuff (story, excuses - e.g. oh I cant do this because I have a bad past etc) instead of becoming the best you.



In order to do this you've got to let go of your past. Focus on what you want to create not on what you want to avoid - what you focus on you'll be more likely to create it.

9. Choose don't decide - difference between choose and decide? To **decide means to cut off possibilities** (cusp "cide" is in words like homicide) **Choose implies having multiple options and choosing what you want.** So those that in "need to decide" camp live in the world that have few choices and possibilities but those in the "Choose" camp live in the world full of choices and abundance and they choose the best ones. Having the paradigm that you're making a choice is very very important



10. Balance organization with restricting creativity - ask yourself where in your life you could use a little bit more structure and where you can flow a bit more - strike a balance.

11. If you want to wake up productive you must go up to the next level - you must become the next version of you, next paradigm. We can't solve this significant problem at the same level of thinking we're at when we create it. The best way to go to the next level is to find someone further down the road than you - who got 5 to 10 years of experience etc. the solution will be obvious to them.

HOMEWORK

- now review your notes
- write down the most significant ones / biggest insight
- ask yourself how and where to apply it
- create checklists but not too restrictive, just three most important things need to do
- Identify talent
- change everything to self management not time management
- choose a habit to master in this 30 days
- meditate (simple breathing exercise)
- biggest opportunity is what? focus on it
- let go of my excuses, story and etc - first find out what these really means and get examples
- focus on what I want
- choose don't decide

Fast Start 1

Clearing off your mental desk

take a blank piece of paper and write down EVERYTHING that you think about on a consistent basis that cause you stress - concerns, worries, just pop up

Action Steps

1. Place checkmark on everything that is outside of your control, star on everything that's within your control
2. Transfer star items into priority list paper (the things that will make a diff in your life) - 10 things max
3. Then place a checkmark next to all the things you are going to consciously let go of and do so.

Fast Start 2

Things that are incomplete, untied loose end robs energy out of us. (E.g. fights that never completed, conflict, build model and never complete and the stuff is around reminding you etc)

Action steps

1. Make a list of all areas of your life where you don't have completion (hint: we tend to avoid it because it's painful etc)

2. Prioritize the list

Fast Start 3

Getting out of the grey zone - we mix up stuff so much that we can't enjoy a pure experience anymore - something like multi-tasking

Where are u living in the grey zone? Physically, emotionally and logically?

Pull out things that you need to focus on long chunks of time - you should have at least one physical, emotional and logical

Fast Start 4

What are the things that rob me of energy? (3 levels, physical, emotional, mental energy)

Physical

Emotional

Mental

Action steps

Choose the 20% that robs 80% of your energy

Do something to stop it

Fast Start 5

Habit Gravity & Escape Velocity

The rarest & precious state we can be in is **awareness** (awareness is when we remember yourself / remember we're alive, aware that we're here now)

It's also being in the position of witness (or observer) so you kind of zoom out and see the big picture, the next thing to do etc

In life we always wants to see where the next step is (imagine giant staircase) and all we can see is the next step but if you take the next step you'll see the next step...then you take next step and you'll be able to see the next step and so on.

In terms of physical, emotional and mental...with awareness you know what the next step is for those three areas.

Normally we push away stuff that we see when we have awareness...now do the opposite...welcome it

The rarest and the most valuable, precious form of energy that we have is willpower

Interesting article about an experiment, 2 groups of people asked to watch emotional movie, 1 group suppress emotion, another group free to emote. Then both group does taxing exercise that needs a lot of focus, group that suppress their emotion does much worse because their willpower is used up to suppress emotions.

30 days to cement habit - the **first 10 days you're defying "gravity"** so it's going to take more effort



AWARENESS!!

The **2nd phase (day 11 to 20) is called resistance** - your mind will resist by giving you excuses and stuff so catch yourself and be aware that you're resisting. **3rd phase is acclamation (day 21 to 30)** - what happens it starts integrating into your life and resistance starts melting away

So the conclusion is use awareness to become aware of what new rituals you need to do to improve yourself and then use all your willpower to make sure you do it everyday until it reaches the acclamation stage.

Just do ONE routine/ritual a month

HOMEWORK

Track your rituals everyday as you do it. (Be aware of the resistance)

Focus on doing one new ritual every month as you continue the old ones.

Inner Game Part 1

Personal Success rituals

Most of the things we do are ‘unconscious’, repeated patterns and repeated activities...

Leverage = getting the most possible return on an action.

INTENTIONAL REPETITION - can give you tremendous leverage.

Oprah Winfrey - talks about starting every morning with Exercise.

The first few things you do in the morning, are the HIGHEST leverage activities of your day. This sets the context for the rest of your day.

When you cheat early on in the morning (e.g., eating junk food, etc), then this can set a negative context for the entire rest of your day.

Your Personal Success Ritual can set an empowering context for the rest of your day. (Eben got the concept of “Rituals” from Tony Schwartz)

The first meal is the most important meal of the day because it sets context for the rest of the day

90 to 120 minutes of the day focused on personal success ritual

Eben - Drink half liter water - also heat up some water (bout 1 liter) then put few drops of essential oil like peppermint etc (after pour into some bowl) - wait a minute - inhale steam 3 min - then uses the salt water in the nose thing called a Neti Pot (reportedly very positive result from eben)

Brush teeth, floss, scrape tongue, etc

Exercise - 30 min - stretch, aerobics, lifting -Yoga - 5 min

Meditation - 5 - 10 min then Deep Breathing

Healthy Balanced Meal - Smoothies + organic blueberries + Flaxseed + greens + hempseed

Shower



Yeah!! I Love the Neti Pot.

HOMEWORK

Plan out specifically your ritual

1. Give yourself 10 to 15 minutes of time before you start your ritual. Eben calls this the On Ramp.

2. Plan what you're going to, put visual reminders if need be, plan where you going to take your cup in the morning, plan where your shoes are etc

3. 10 to 15 min off ramp

Inner Game Part 2

The “INNER Butterfly Effect” is when a small random thought occurs in your mind, and it then leads to further irrelevant, useless, and distracting thoughts and activities by you throughout the day. This kind of thing can keep going until you’ve wasted large amounts of time, and you get pulled way off-track from your other planned activities and tasks. Inner butterfly - trigger -- > next --> next --> chaos

Interesting experiment - cut off left & right brain connector - show coke picture to left eye (right brain process (more abstract and creative side of brain) but cannot communicate to left brain) - person not aware he has been shown coke pic - goes up and buy coke - when asked - make up story that he was thirsty and all

First step to recover from inner butterfly - admitting that we're not as in control as we thought we are - rationalization on desires and passion.

What makes inner butterfly worse?

- Multi-tasking
- Switching one thing to the next
- Parallel processing



Some people are addicted to inner butterfly moment because of the stress and adrenaline hormone thing - some people are even addicted to their struggle

Waking up - the moment you catch your brain running off unrelated thoughts

When wake up do something in the moment, put something in place that helps you get control of that thing.

morning success ritual

Start getting enough sleep - negative stress - at least 7 - 8 hours (might want to try sleeping 8 1/2 hour - 9 hour because it increases productivity)

HOMEWORK

Notice the biggest butterflies - the one that triggers all - become aware why you do it - visualize 5 times being aware before the trigger, take deep breaths and go back to work.

Reward yourself for your rituals & design pain with your accountability buddy

Inner Game Part 3

Streamline your Inner-Game for “Friction-Free” Focus...

Make YOURSELF strong first, before you go out into the world, so that you can then help make OTHERS

strong.

Fire the ‘head of your Success-Prevention Department’! The real goal of the ‘head of your Success-Prevention Department’, is to keep things in your life the same, and to keep you secure, within your comfort zone.

This part of us isn’t really trying to prevent success, it’s just the part of us that fears change and is trying to keep things the same.

To be more precise, we actually do not want to “fire” the part of us that’s holding us back from success. Instead, we want to become conscious of it, and then begin to communicate with it, along with the other parts of ourselves.

‘Inner Friction’ is defined as inefficiency that exists in our lives. It is present when things aren’t flowing smoothly in our lives.

Inner friction is generated by a mismatch between the objectives which different parts of you are attempting to get. For example, when your “logical brain” wants to go for a work-out, but your “physical/monkey brain” is hungry and lazy, and only wants to sit and eat. This type of conflict leads to low productivity.

Friction can become a habit! You can hard-wire inner conflict into yourself if you let it keep going, over a period of time.

Friction is detrimental because it burns up our most rare and precious form of energy: Willpower. If we need to use willpower to force ourselves to do our basic daily routines, then we will quickly use it all up, and have none of it left over to use to create new, positive routines.

Our goal must be to eliminate “inner friction”, by making our different “brains” align and seek after the same goal.

One way to eliminate inner friction in your life...is to eat the same thing every day, or to eat in a way so that you don’t have to think about it. You can gain 30-60 minutes per day by making what you eat a positive automatically.

A big cause of “Inner Friction” is: Values Conflicts.

Here’s an example of a Values Conflict: One ‘part’ of you wants to progress, grow, achieve success, and move forward in your life; while another ‘part’ of you wants to stay exactly the same as you have been in the past, and continue to stay within your comfort zone.

It is important to somehow get these two conflicting ‘parts’ of yourself to align and cooperate.

Inner Friction and Inner Conflict burns up your “Will Power”.

“Parts Therapy” recognizes that there are conflicting ‘parts’ within us that are in control at different times, and it is important to get these different parts to “meet up” and cooperate. This is done through the “Parts Alignment”

- Quantity of focus.....one thing at a time

How long can you focus on one thing at a time?

How many diff thing you focus on during the day?

50 minutes to focus on one thing (ideal)

Results come from focus on one thing for a longer time

- Quality of focus
 - The thing you're focusing on
 - Focus on the results / outcome
 - Big opportunities, leverage point (usually not urgent - no people chasing us down)

If you focus on 3 things everyday what are the things that 5 to 10 years from now your life would totally change / incredible breakthrough / your life on different level

A few compelling outcomes

Physical outcomes

Logical - learning outcomes

Emotional - state, emotional relationship, fulfilling emotional outcome you can describe

1 year outcome / goal in physical, emotional, and logical

Homework

Get digital timer

add 15 to 30 min of reading into ritual

Outer Game Part 1

The Zone

The following things are the OPPOSITE of Focus:

- 'Inner Butterflies' and the resulting chaos that ensues (see notes from Wake Up Productive Week 2)
- Multi-tasking
- Parallel Processing

60/60/30 Solution - format & method to manage time & focus



Your Goal: Get to the point where you can focus on ONE THING...for a 50 minute period.

We want to feel good when working - 3 brains (physical, **emotional**, mental) to be engaged & get some satisfaction everyday.

Physical - star athletes get into the zone - Book "Enter The Zone" eat to get into the zone all the time physically

Emotionally - you must be emotionally flowing when working

Mentally - Flow state - entirely engaged in something entirely

Pointing all of those flows into your purpose

Ultradian cycle - 90 to 120 minutes - natural cycle of expanding and renewing energy

60/60/30 solution - It's minutes of time focusing on single activity or project - or single problems we're working out on our mind - single minded focus

50 min work - rest 10 min - 50 min work - eat small meal 10 min and rest for 20 min.

Before eat small meal drink half liter water to cleanse your system. (300 - 400 calorie meals keep your blood sugar steady) - you get into the physical zone

Intellectually - break the 60 min into 50/10 - the 10 min is stretch - move around, breathing exercises, close eyes & relaxing and zoning out, read mag (the point is getting away from what you're doing.)

Work STANDING UP. Good for your back, sleeps better, very ergonomic and healthy.

Middle of the day takes 20 min nap. (Most of the time he doesn't fall asleep. Just closes eyes and relaxes.) - Winston Churchill during WW2 had nap everyday. This will give your mind the raw material it needs to focus on the 50 min of working chunks.

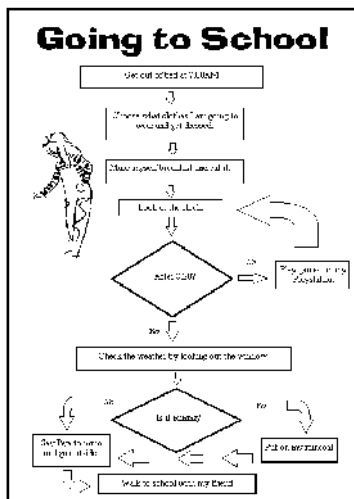
Exercise

Install 60/60/30 into the day - beginning of the day, plan it out in advance - Plan out the meals too (raw, organic, nutritious)

Don't check your emails, voice mail & forum etc because it puts you into reactive mode, you're responding to other people's agenda

Get yourself 3 - 4 timers to put in all over the place.

Outer Game Part 2



What Rituals are you planning in detail?

Creating routines & rituals that really works

we're creatures of habit, the things you think, feel, do is the same as yesterday and the day before.

Mistake - learn new way to do things and remember to do it because we never remember to do it when we need to do it. **We need to install it by practicing it over and over to make it into a habit.**

Routines/Ritualize the most important process in your life so you make sure you do it every single day and first thing in the morning.

Most common objection is "I don't want to feel like I had to do it everyday", but if it's the most important thing in your life why won't you want to?

You must accept something before you can change it - **accept that you're a creature of habit** and it's important to do the most important things in your life everyday

Plan your routine in details - the steps and going through it to make sure it fits - Rehearse it in your mind and reality. E.g. UPS plans which leg to put into truck first etc.

Small things prevents us from doing the routine - you **need a transition period between major steps** like for e.g. looking for your towel and shoes before going to the gym or emergencies. So give yourself 15 min on ramp and off ramp to another routine

60/60/30 Exercise

1. Decide your highest leverage activity in your first 50 minutes chunk of time.

2. Plan a step by step routine around a highest leverage activity in your business so you don't have any distraction, interruptions and frictions.

3. Flow Chart it (some is one time set up in another list, the routine one is in flow chart. e.g. step 1 - close cell phones, emails etc. Pay specific attention to transition between steps)

4. Imagine/Visualize all the steps and rehearse it in your mind. (everyday b4 doing something when 1st making this routine into habit)

5. Fine tune (stop if there's sticking point and see what you can do about it)

Outer Game - Part 3

Getting out of the grey zone



Grey Zone - area of multi-tasking, jumping around tasks.

Biggest areas where we have distractions, interruptions and friction is multi-tasking.

How to control interruptions and multi-tasking

Scheduling your interruptions - most interruptions is not important - schedule and tell the world (set your voicemail, email auto responder) you're going to be available only on set time -e.g. 11 am to noon and 4 to 5 p.m. as interruptions time.

Try also not replying email immediately after you receive them because you don't want people to think you're available all the time to reply them immediately.

Enlightened Multi-Tasking - schedule multi-tasking, most of us are in reactive mode (checking email constantly, so we are triggered into actions) - turn proactive and schedule a set

time for activities you must multi-task. Maybe set one 50 min session for this. Also better if you schedule it together with checking emails, calling outbound and receiving inbound calls time period.

Managing your focus

Clean focus - focusing on one thing at a time using 50 minutes block of time. Always ask yourself while you're doing work "is my focus clean?" , "am I focused on one thing?", "am I really staying focus" - bring yourself back gently and compassionately (dun judge, dun beat yourself up)

Clean cuts - Don't bring another part of your life into another part of your life. Wrap up and cut off your open loop, e.g. tension between family members, unfinished business, etc. In 60/60/30 you want to wrap things up at the end of the 50 so your energy won't be drained.

Change channels - This applies to the 60/60/30 principle - you want to do something different on the 10 minute break. E.g. if you've been stretching your mind for 50 min you'll want to work on your physical (exercise) or emotion. (Call up friends you like)

Exercises

Visualize the grey zone things in your life in a big grey balls, inside there's different colors, sizes and chunks of the grey tasks in your day.

Now organize all the same size and colors into one stacks. (E.g. all phone callings go to one stack)

Now rehearse and visualize yourself doing clean focus on each of the stacks and doing clean cuts

Schedule your interruptions and multi-tasking - schedule it after your first 60/60/30 chunks. (This means don't start your day with checking emails, voicemail etc that gets you in reactive mode) - try also to see if you can know beforehand what it is that you want to accomplish. (Proactive / having a purpose)

Add another 60/60/30 to your day

Outer Game - Part 4

Setting up yourself for success and making high leverage a habit

Prioritizing -

Productivity Pyramid - draw out a pyramid with 4 levels.

1st level - High Lifetime Value - exercising, eating right, building relationships with potential JV partners, build strong relationship with family.

2nd level - High Dollar Per Hour - Make money right now activities

3rd level - Low Dollar Per Hour - admin and errands work

4th level - Zero / Negative - Time waster and negative value - eating junk food, gossiping, worrying, reading general news

Exercise

Prioritize what you're trying to accomplish in your life long term. Where you would like to be in ten years time. Personally - how would you like to feel on emotionally, physically, and logically

Business - what would you like to do with your time and who would you like working with, how much money would you like to have in savings and assets and how much money you would be making per year specifically

e.g. which house you want to live in? Car? Savings? Lifestyle? Work from choice, etc

now you're going to plan your daily activities - do the activities which are going to give you the highest probability of achieving those ten year goals.

Start cleaning your "grill" on two high leverage activities (personal and business) to set yourself up for yourself. e.g. eben puts all the necessary tools in the right place every time for his morning rituals in the right place so that his routine is smooth when he wakes up. The point is to have no friction when you come back to do the routine.

We waste a lot of energy stopping you from doing something we want to stop. (Worry, internal conflict etc)

Stop focusing on stopping yourself from doing something but instead focus on doing the right things. (The 2 top levels at the pyramid)

If you fall off the routine of doing the right things, just get back on track and the bad habits will slowly fall off of your list.