

12 Productivity Keys from the 4 Hour Work Week: by Tim Ferriss

- ☐ Ask "if this is the only thing I accomplish today, will I be satisfied?"
- ☐ Focus on 20% of the work that brings 80% of the results
- ☐ Clearly define time for work and relaxation
- ☐ Develop the most important habit: action
- ☐ Focus on being productive instead of busy
- ☐ Delegate and automate unimportant tasks
- ☐ Do your most important tasks before 11am
- ☐ Improve income per hour not total income
- ☐ Age doesn't matter, an open mind does
- ☐ Quit things that aren't working
- ☐ Learn how to control your time
- ☐ Leverage your strengths