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 you 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

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