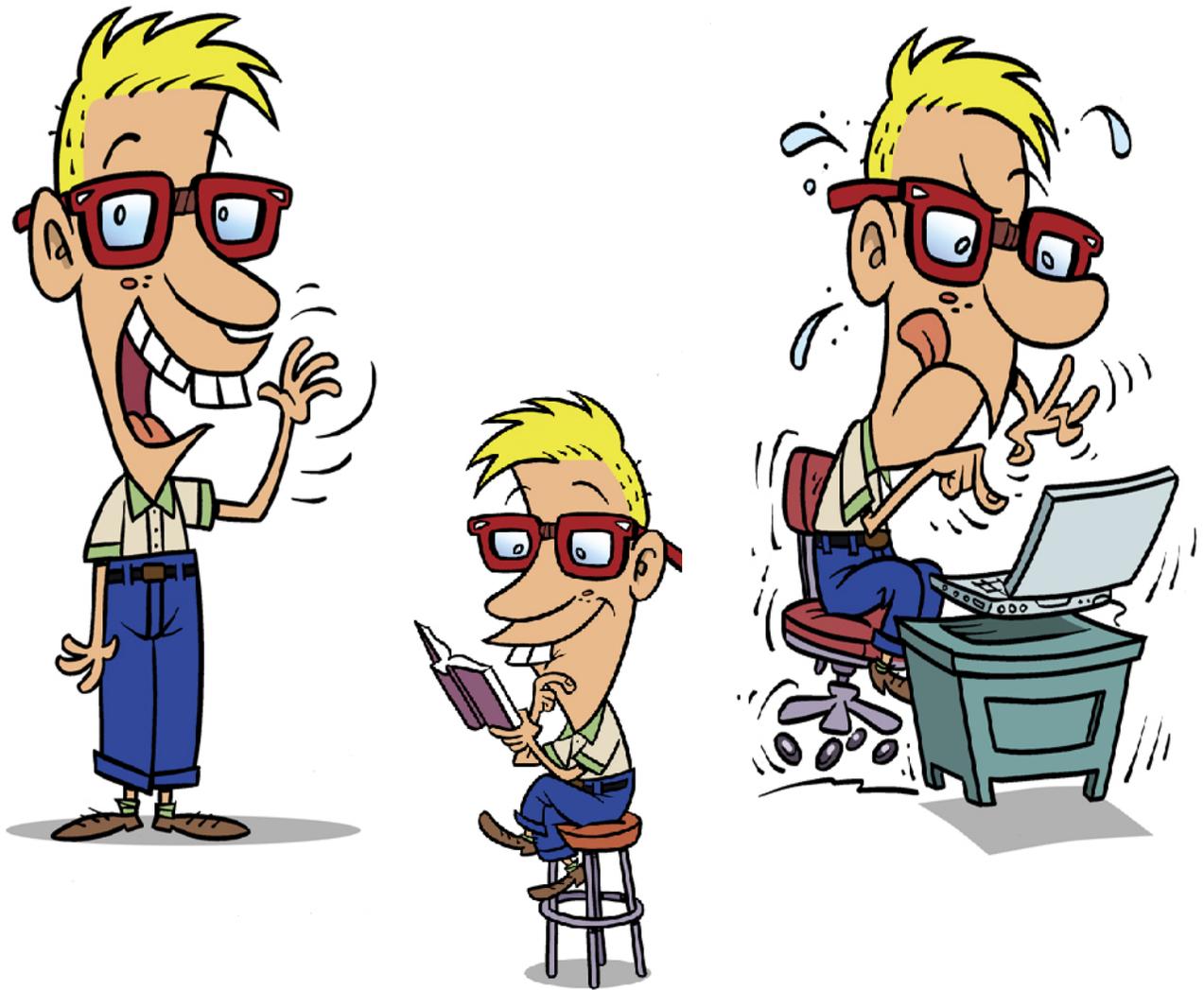


# My Note Taking Nerd Report

"Giving You The Edge!"



"What My Note Taking Nerd Learned At  
Eben Pagan's Wake Up Productive 2.0"

**Idea:** If your desk is cluttered and you can't find anything, it's very difficult to work efficiently. Same thing with your mind. **If your mind is cluttered and you have a million things going around in it, you cannot work efficiently.**

1) Write for 15 min. a list of everything that's in your mind: everything you're worried about, everything you're concerned about, everything you think when you're going to get slept, etc.... Write everything you think about.

2) **Put a checkmark in all that's out of your control and an asterisk in all that's inside your control.**

- Get the asterisk ones and pass to another list those that are important for me, those from what I'll get results in my life if I put effort in them.

Then, prioritize them -> These are the things in what I'm going to focus and in what I'm going to try to be productive in the next 3 months, in the next year -> They should be maximum 10 things.

- I should try to take the rest of them out of my mind consciously -> When you put a checkmark in them ask: "Can I take this thing off of my mind?". Answer: "Yes, I can take it off of my mind". And consciously delete it from your mind.

## **FAST START SESSION 2: COMPLETING LOOSE ENDS**

Things that are incomplete in our life suck energy from ourselves. We need to have completion on these things in our life.

1)- Make a list of all the areas in your life where you don't have completion, where something is incomplete (beware that when we have incompleteness we tend to avoid to think about it because it's too painful). (about 1 page - 5-10 minutes).

2)- Prioritize this list in order how much energy it's robbing you. Find the 20% of this list that's getting off the 80% of your energy and either complete them or let them go (release them to the Universe) -> You have to get completeness, whatever that means.

## **FAST START SESSION 3: GETTING OUT OF THE GREY ZONE:**

From Tony Swartz - The power of full engagement.

**Grey zone ->** When we're multitasking, we get to a point where we are mixing all the kind of stuff we're doing, and we cannot enjoy a pure experience any more.

So, the question is: Where are you living in the grey zone?

- physically.
- emotionally.
- logically.

Where are you mixing your life up trying to do different things all at once?  
Where do you feel that you're not putting all your attention in one thing?  
Where are these times in your life?

Make a list of all the places where you are living in the grey zone (5-10 min).

## **FAST START SESSION 4: ELIMINATING ENERGY PROBLEMS:**

Looking at our life and find out the things that rob us our energy. It's like an engine, it must be well tuned.

Most of us have things in our life that are robbing energy from us and we don't even realize it because they're just parasitic.

A lot of us know more than we think about ourselves. Let's do a self-diagnosis:

1) **Write a list of what are the things that rob me energy.** In three levels: physical energy, emotional energy and mental energy (5-10 min).

2) **Prioritize these items, identify which are the 20% that robs you the 80% of your energy and create a plan to take them off of your life.** Decide how to eliminate them -> stop the leaks, plug the holes  
-> take some action to eliminate these things of your life.

## **FAST START SESSION 5: HABIT GRAVITY & ESCAPE**

### **VELOCITY:**

This teaches a framework that lets us to bridge our inner game and our outer game of personal productivity. This is the most powerful concept in productivity and self-management. It's like a combination between eastern thinking (like Zen Buddhism) and systems thinking and management theory.

1) The most important, powerful, amazing and miraculous stat that we can be in, or experience, is the state called **AWARENESS**. Awareness is when we remember that we're alive, we remember ourselves, and see things from the perspective of the witness (you see the big picture, how things fit into yourself). You see the next thing that you need to do.

\* If you imagine progress in life like a giant staircase, the next step is always in light. You can always see where to go next but you cannot see where to go ten steps up the way. When you take the next step, the next step lights up, and so on.

The problem is that we want to go 10 steps up the way and we crave for it, and we don't take the next step because we think: "If I even don't know where I'm going, I'm not going to take the next step".

**ACTION TO TAKE** -> Identify the next step of every one of your projects at hand (personal and professional).

When we go to awareness, we see the next step that we need to take.

\* **Physically:** If you look at your life physically right now, you know where you need to be at the next step. You know the next level that you need to take to improve your physical health.

\* **Emotionally:** You know the next level for you emotionally: the things that you'd like go off and you know what will make you more integrated, more whole, with more abundance, be more loving, more optimistic.

\* **Mentally:** You know your next step mentally, intellectually, the next level of education that you need in different areas of your life.

We know what the next steps are, just we don't think about them often.

Awareness is when you have a realization about something. This is the most powerful, valuable and rare state that we can have. When you have it, you have to PAY ATTENTION to it. When you have awareness, welcome it in.

2) The rarest, most valuable and most precious form of energy that we have is WILLPOWER. We get a very, very little tiny bit of it, and we squander it. Most of us waste all our willpower: resisting things that we don't want, trying to hold back our emotions, ...

If you repress your emotions, you burn your willpower in holding your emotions back.

So, how do we use this to make ourselves more powerful and more effective, and to manage ourselves and our time better? -> HABIT GRAVITY AND ESCAPE VELOCITY.

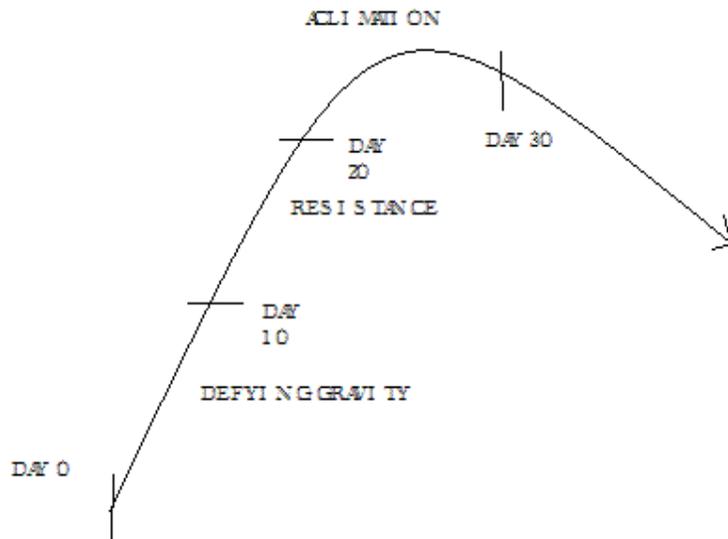
\* It takes about 30 days to really get acclimated to a new habit, to a new routine in your life -> You have to do the thing every day for 30 days.

Different things happen in three periods:

Phase 1: Day 1 to day 10.

Phase 2: Day 11 to day 20.

Phase 3: Day 21 to day 30.



**If you know these things and expect them, is much easier for you to go through and don't stop the effort of getting the habit in the middle.**

For instance, the 87% of the energy in putting the Space Shuttle in the orbit is spent in the first 2 minutes. It needs all this energy to resist gravity. This is almost exactly what we have to do when we want to get a new routine in our life: escape habit gravity and reach escape velocity in order to get ourselves to do it. Once you understand this, you change the way you look at the things that you need to do to get more productive.

**Phase 1: DEFYING GRAVITY ->** You experience a lot of hindrances because you're trying to do something and everything inside you, everything physical, emotional and logical says "No. I don't want to do that". The first day you have a little energy to do it, the second it requires more effort, etc...

You defy gravity in your life. You are against gravity in your doing.

**FACE 2: RESISTANCE ->** It's less than defying but you still feel resistance in doing it, and you still have to push through. You still don't feel natural doing it.

**FACE 3: ACCLIMATION ->** You start the integration of the habit into your life. You start to feel that it's the natural thing to do.

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We get a little bit of awareness and a little bit of willpower and when we get awareness and have will power; **we should focus it in creating new routines that we do everyday for 30 days.**

So, if you have an awareness of something that you have to do differently in your life, you have to create a new routine, a new thing that you do everyday, and when you wake up in the morning focus this power in doing the thing in every day.

It is: **AWARENESS - WILLPOWER -> ROUTINE (RITUAL)**

The recommended is doing just one new ritual every month (maybe two, but its better just one). In this program, we identify three key rituals to do and do one per 30 days.

When you have awareness and wake up for a second, ask yourself: "What new ritual have I to put in my life?", plan it and implement it.

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## **MODULE 1 - INNER GAME:**

### **WEEK 1 - YOUR PERSONAL SUCCESS RITUAL**

We have a huge area of leverage in our lives, from where we can get incredible success, that we don't even know that it's there.

Remember:

**Your rarest and most valuable state is AWARENESS. Your rarest and most valuable form of energy is WILLPOWER.**

There's another rare form that we get. It's the rare and valuable action -> **The rarest and most valuable form of action is INTENTIONAL REPETITION.**

It's because most of the things that we do are unconscious, they are patterns that lay in our mind, emotions and body.