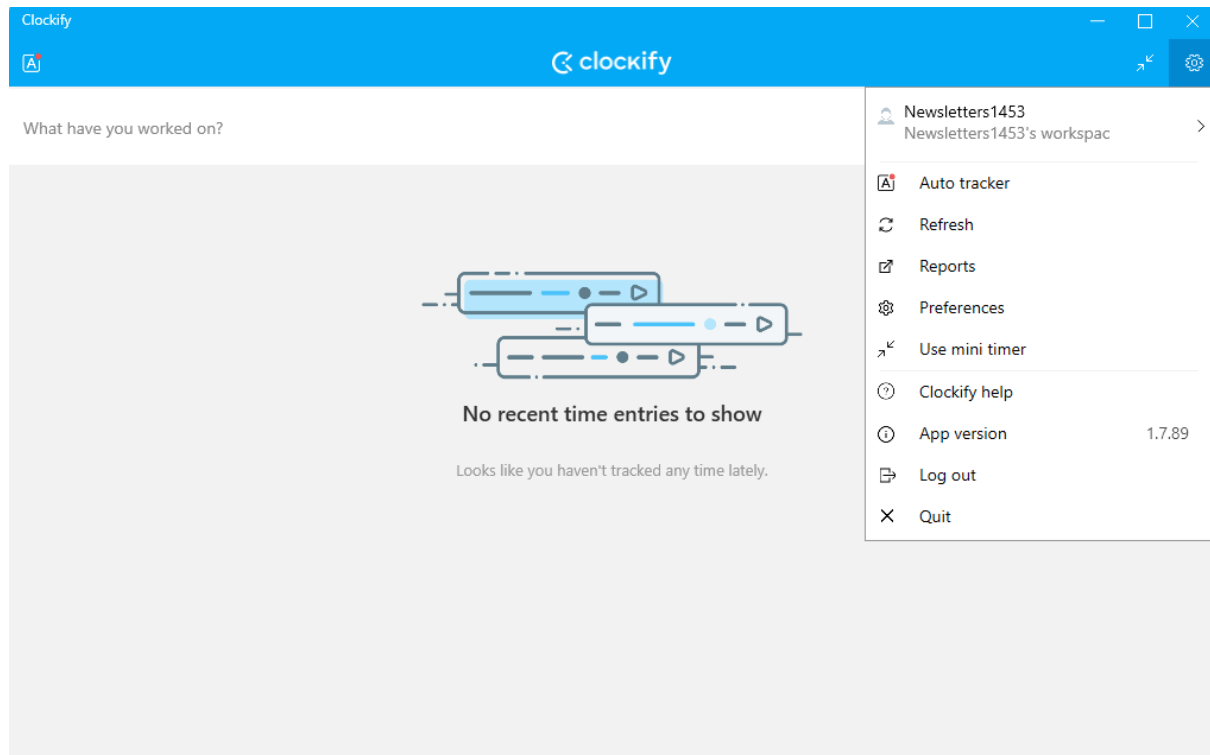


We should make an application document to the challenge

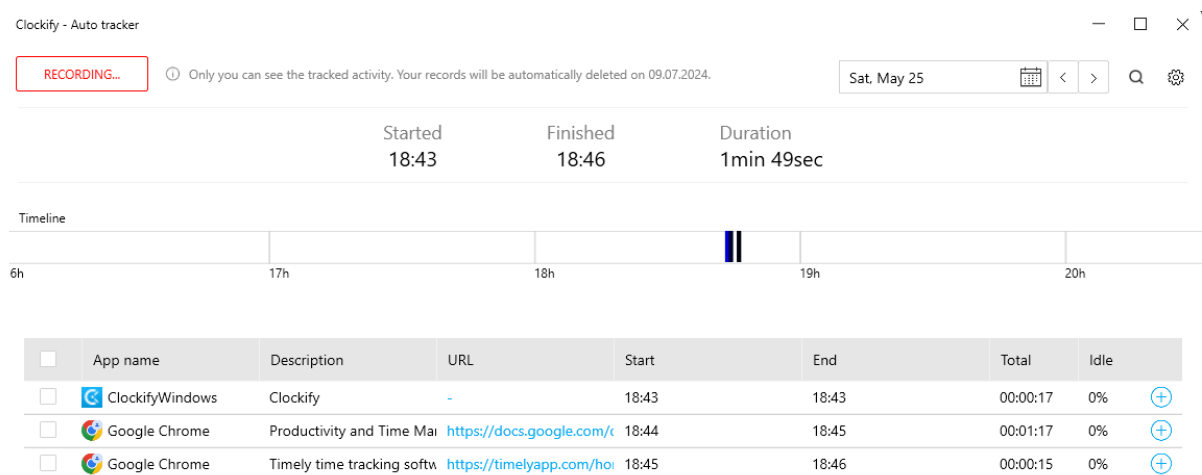
First off, we should use a tool like Toggl, or Clockify to automatically track our current time spending, so we can identify places to carve out more time.

To download Clockify, click this link

<https://clockify.me/windows-time-tracking>



After the setup process, you'll see this window. Click on the gear icon, and then auto-tracker, and it'll start tracking your time spending automatically.



After we've identified places to carve out more time, we get people to actually act on it, and change up their routines. We'll continue using the tracking tools throughout so we can make sure we're actually sticking to our routine.

And the protocol for the challenge needs to include the lessons we learn in the time management / productivity part of the bootcamp. Like the Eisenhower matrix, etc...

Create a system to identify tasks and their level of priority

After that there's making the work more productive & efficient.

Stuff like optimising our environment and mind for flow.

Phase 1: Identify our current time spending

1. Use tools to track, e.g. Clockify
2. Write down what we are actually spending time on
 - Hourly reflections

Phase 2: Change routines to make every block of time we have useful.

1. Check current time spending
2. Identify what is important, and what is not important.
 - a. You could still be doing work, but you can still make sure the work you're doing is more important work. Replying to your business IG comments could be considered work, but it's shallow work, so you can cut it out or minimise and allocate more time to more important work
 - i. Use an Eisenhower matrix and prioritise.

Phase 3: Get more out of the time, becoming more productive

1. Preparation
 - a. Before a work session make sure to prepare. Clear your mind, clear your desk, close unneeded tabs, make sure to be hydrated, etc... Go into a task with clear intent. "I'm going to do X for 30m". Make it measurable. E.g. "Find 10 prospects", or "finish writing email for clients newsletter."
2. Optimise health
 - a. Sleep
 - b. Diet, no cheap carbs.
 - i. Keto or Carnivore is recommended because you basically eliminate brain fog. It's what Andrew Tate does, Hamza, Iman Gadzhi, all the rich mfs
 - c. HYDRATE!!!
3. Cut out or minimise things that take away thinking power.
 - a. Reading news
 - b. Staying up to date with influencers
 - c. Cheap dopamine and social media.
 - d. Low energy music - sad, hedonistic etc
4. Optimise routine
 - a. We have carved out time, but now we take into account stuff like waking up early to get efficient work done first thing in the day or to work out first thing. Less distractions, and you have maximum brain points. This concept is called Eat the frog.

5. Daily reviewing & planning
 - a. This is already built into the daily domination, but we should make sure we're taking it seriously.
 - b. <https://www.notion.so/agoge/THE-AGOGGE-335fb24b88b047bcba59977732e21f75> - Copy template

Phase 1: Identify Current Time Spending

Goal: Understand how time is currently being spent to identify areas for improvement.

1. **Set Up Time Tracking Tools**
 - a. Use tools like Toggl or Clockify to track time automatically.
 - b. **Clockify Setup:**
 - i. [Download Clockify](#)
 - ii. Install the app and open it.
 - iii. Click the gear icon and select "Auto-tracker" to start tracking time automatically.
2. **Track and Reflect**
 - a. Continuously use the tracking tools to monitor time usage.
 - b. Perform hourly reflections to note what activities were completed and assess their value.
3. **Document Time Spending**
 - a. Write down all activities and time spent on each.
 - b. Identify patterns and areas where time is being wasted.

Phase 2: Optimize Routines To Maximize Time

Goal: Adjust routines to ensure time is used effectively.

1. **Analyze Time Spending**
 - a. Review tracked data to identify important vs. unimportant tasks.
 - b. Use the Eisenhower Matrix to categorize tasks:
 - i. **Urgent and Important**
 - ii. **Important but Not Urgent**
 - iii. **Urgent but Not Important**
 - iv. **Not Urgent and Not Important**
2. **Prioritise Tasks**
 - a. Focus on high-priority tasks that contribute to long-term goals.
 - b. Minimize or eliminate low-priority tasks.
3. **Implement Changes**
 - a. Adjust daily routines to allocate more time to high-priority tasks.
 - b. Ensure all blocks of time are utilized effectively.

Phase 3: Enhancement and Sustainability

Goal: Maximize output and efficiency during work periods, and make sure you don't stop doing these things.

1. **Preparation for Work Sessions**
 - a. Clear your mind and workspace.
 - b. Close unneeded tabs and ensure hydration.
 - c. Set clear, measurable goals for each session (e.g., "Find 10 prospects" or "Write email for client's newsletter").
2. **Optimise Health**
 - a. **Sleep:** Ensure adequate rest for optimal cognitive function.
 - b. **Diet:** Consider diets that reduce brain fog (e.g., Keto, Carnivore).
 - c. **Hydration:** Stay well-hydrated throughout the day.
 - d. **Minimise Distractions:**
 - i. Limit exposure to news and social media.
 - ii. Avoid low-energy music and other sources of cheap dopamine.
3. **Refine Routine**
 - a. Start the day with high-priority tasks or workouts (Eat the Frog method).
 - b. Perform daily reviews and planning, using a tool like the Daily Dominator template.
 - c. Maintain a mindset of preserving "brain points" for productive activities.

Ongoing Protocols

1. **Daily Domination**
 - a. Write down 3 priority tasks for the day each morning
 - b. Upon waking, note three blessings.
 - c. Reflect hourly on productivity.
 - d. End the day with a twilight review of accomplishments and plan the next day's tasks.
2. **Weekly Reviews**
 - a. Conduct weekly reviews using the OODA loop (Observe, Orient, Decide, Act).
 - b. Set interesting and challenging goals.
 - c. Maintain a sense of divine purpose.
 - d. Surround yourself with competitive and supportive peers.

Mindset and Philosophy

1. **Brain Points Concept**
 - a. Visualize starting the day with 100 brain points.
 - b. Allocate points wisely, prioritizing high-value tasks.
 - c. Avoid wasting points on low-value activities early in the day.

Additional - We'll Synthesise into a nice document later on.

ACCOUNTABILITY

We set accountability partners for each student. We can make each participant say what level they are currently at., and pair them with someone at a similar level. Or just make them choose on their own.

Levels:

New to time management

Decent at it

Been doing it successfully, but want to squeeze every drop of work out of their time

COMPETITION AND CHALLENGE

Who can spend most time working in 1 day?

Who can carve out the most new time from the start to the finish?

ROADBLOCKS PEOPLE MIGHT FACE

1. Setting tasks, but not doing them, wasting time instead
 - a. Because they lack purpose in the work they're doing
- 2.

Go on walks everyday to gain perspective

Before you allow yourself to go to sleep, you **MUST** plan what you're going to do tomorrow. Just a checklist, don't even need to set a schedule (though planning out what tasks to do at what time is **EVEN** better).

REWARD SYSTEM

When you hit milestones give yourself a reward.

In the start when changing up your routine, reward yourself with something small.

Make your brain's dopamine system be on your side instead of against you.

EISENHOWER MATRIX

Important	Do first, with speed	Schedule
Not Important	Delegate or batch	Delete
	Urgent	Not Urgent

This is not something you need to look back to all the time. You should just download it into your brain and use it when planning your day. What important and urgent tasks do I have? Schedule them first. What unimportant and urgent tasks do I have? Put them all in a batch, or give it to someone else.

Time investment plan

Plan what tasks to do, and schedule them out on your Google Calendar.

Leave some entropy time, because things won't always go to plan, and you might need extra time. It also helps you recharge for your next Work sessions.

PARKINSON'S LAW

Parkinson's law is often seen as an enemy, but you can use it to your advantage. Set challenging time limits for your tasks, and you'll get your work done quicker.

Deadlines are powerful.

Set micro deadlines for micro-tasks

MORNING RITUALS

Morning rituals are good, IF... you do the work first.

Wake up do 30m to 1 hour of deep work, then go do your morning routine.

Meditate, get some sunlight, take a cold shower, go for a walk, get hydrated, get some coffee, whatever.

“WHEN IM AWAKE IM WORKING”

When your plan changes, and you suddenly have free time, you should already have some default tasks you do at these times.

For me, I take the time to analyze copy, read my notes, or learn about something. Or i message my client.

DOPAMINE

Dopamine is what drives motivation. It's what makes us take certain actions that lead to rewarding outcomes. It's important to help us stay consistent with this challenge.

The typical process can be summarised as: **Do the work** → **Get the reward**. When we receive a reward after completing a task, dopamine levels increase, which reinforces the desire to perform the task again in the future.

However, with "cheap dopamine" (easy and immediate rewards), such as scrolling through social media or playing video games, your brain gets the reward without the associated effort. This can be addictive and reduce motivation to engage in more challenging, but ultimately more rewarding, activities.

To counteract the lure of cheap dopamine and harness the drive and motivating power, you can set artificial rewards for completing tasks. For example:

- If I finish this client's landing page, I will treat myself to a favourite activity.

- If I achieve a 25% conversion rate on this landing page, I will buy something I've been wanting.

If you've already experienced direct rewards for your work, such as getting paid for a project, you might not need artificial rewards as much. The direct reward itself (payment, recognition, etc.) serves as sufficient motivation.

However, if you're new to this or haven't yet felt the tangible rewards of your efforts, setting artificial rewards can help bridge the gap. Without this experience, the connection between effort and reward might seem unrealistic, making it harder to stay driven & motivated.

WHAT SHOULD I DO RIGHT NOW? "GOLDEN QUESTION"

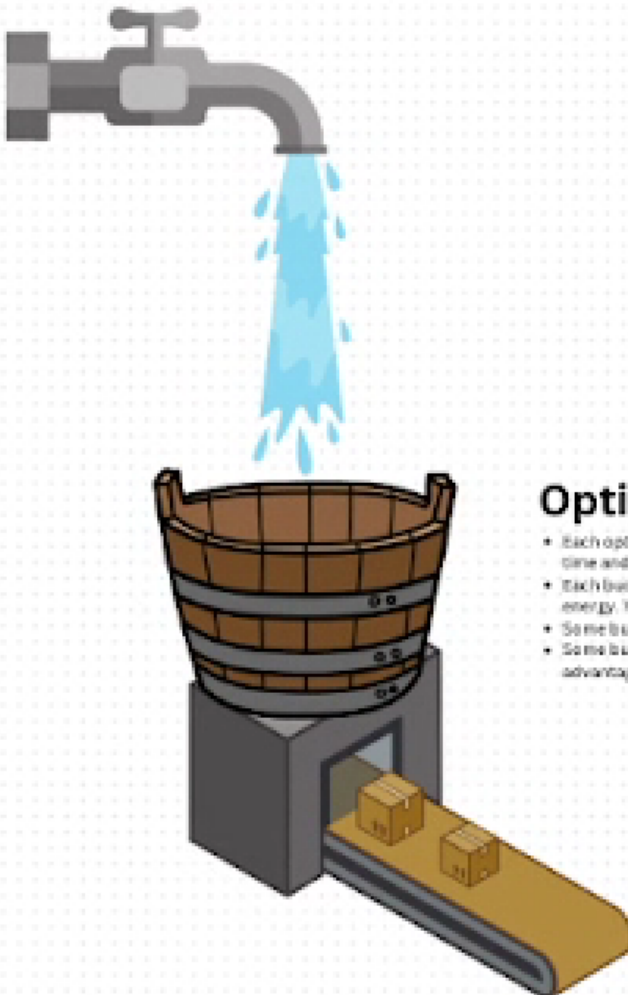
TIME AND ENERGY

Can't save time. It's constantly flowing.

Can only do 1 thing at a time

Time (and Energy)

- You can't "save" it. Time is constantly being spent on something
- Can only do one thing at a time



Options - Buckets/Machines

- Each option you have in your life is like a machine you can pour your time and energy into
- Each bucket has a certain ROI (return on investment) for that time and energy. You put time in, you outcomes/results come out.
- Some buckets give short term benefits and long term problems
- Some buckets give short term difficulty and long term outcomes and advantages

OPTIONS - BUCKETS / MACHINES

Pouring time into a certain bucket will produce a certain outcome. Might not be immediate, but the outcome will happen if you continue pouring into the bucket.

CHOICE

You always have the option to choose which bucket you pour the water into.

Every time you pick 1 thing, you say NO to another thing.

When you pour lots of time into 1 bucket you get diminishing returns.

It's up to you to choose which bucket gives you the most ROI

QUESTIONS TO CHOOSE BUCKETS

What can I do right now to give myself the most competitive advantage?

Will this thing give me the greatest progress towards my goals?

Is there something else that I could spend my time on that gives me a higher ROI?

Is there an important bucket I've been ignoring?

What buckets are NEVER worth it?

What buckets are ALWAYS worth it?

What bucket would the ideal version of myself be pouring his time into right now?

ESSENTIALISM

Go ALL in on one thing

There are 2 parts. Macro and micro

The macro is for example, focusing on just business, instead of focusing on health, fitness, business, relationships, etc... all at the same time

Then the micro is the tasks in business.

E.g. writing copy, finding prospects, posting on business IG profiles, calling clients, planning strategy, reviewing results, etc...

You want to focus on 1 macro area, and focus mainly on 1 micro in that area.

Essentialism for copywriters:

Research & copywriting

Outreach & getting clients

Those 2 things should be your main focuses. YES, it applies to outreach too.

When you've reached success in your focus area, you can focus on another, and maintain your current progress in the previous one.

ACTION STEP:

What are your most important tasks? Now what are the less important tasks you often spend time on that might distract you from the more important ones.

COMPETITION:

Use clockify to track how much time you spend on your PC working.

Whoever makes the best transformation of time spent working before and after the challenge, wins.

Also, who gets most insights. We a channel where students can share their insights from the journey, and other students can react to them with emojis. People with most emojis and reactions win.

Productivity and Time Management Challenge Application

Overview

Welcome to the Productivity and Time Management Challenge! This four-week challenge is designed to help you enhance your productivity, optimize your time management skills, and achieve your goals more efficiently. Through structured phases and ongoing support, you'll learn valuable strategies to maximize your productivity and make the most of your time.

Challenge Details

- **Duration:** Four weeks
- **Start Date:** 5th June 2024
- **End Date:** [Insert End Date]

Challenge Protocol

1. Awareness and Analysis (Week 1)

- **Setup Time Tracking Tools:**
 - Download Clockify from [here](#).
 - Install the app and enable auto-tracking.
- **Track and Reflect:**
 - Use Clockify to monitor your time automatically.
 - Perform hourly reflections and document activities.
- **Initial Analysis:**
 - Review tracked data to identify patterns and areas for improvement.
 - Write down insights from the first week.

2. Optimization and Routine Adjustment (Weeks 2-3)

- **Analyze Time Spending:**
 - Use the Eisenhower Matrix to categorize tasks.
 - Most importantly, what are you wasting time on?
 - E.g, Youtube, Insta, TikTok,
 - Prioritize high-priority tasks and minimize low-priority ones.
- **Prioritize and Implement Changes:**
 - Adjust daily routines to allocate more time to high-priority tasks.
 - Use the Daily Dominator template for daily planning and reflection.
- **Optimize Environment and Mind:**
 - Prepare for work sessions by clearing your workspace and setting clear goals.
 - Focus on optimizing health and minimizing distractions.

3. Enhancement and Sustainment (Week 4)

- **Preparation for Work Sessions:**

- Continue optimizing your workspace and mindset.
- Use specific and measurable goals for each work session.
- **Minimize Distractions:**
 - Limit exposure to news, social media, and low-energy music.
 - Focus on high-priority tasks first.
- **Daily and Weekly Reviews:**
 - Perform daily and weekly reviews using the OODA loop.
 - Set interesting and challenging goals and maintain a sense of purpose.
- **Accountability and Support:**
 - Engage with accountability partners to discuss progress and challenges.
 - Participate in the challenge competition and share insights.

How to Apply

To join the challenge, write your TRW username here:

Benefits

- Improve your productivity and time management skills.
- Gain valuable insights and strategies for maximising your time.
- Join a supportive community of like-minded individuals.
- Compete for recognition based on your progress and insights.

Commitment

By participating in this challenge, you commit to:

- Actively engage in the challenge activities and protocols.
- Support and encourage your fellow participants.
- Share your progress, insights, and challenges with the community.

Let's Get Started!

Are you ready to take your productivity to the next level? Join the Productivity and Time Management Challenge and unlock your full potential! Apply now and embark on this transformative journey.

ATTENTION!

For those of you willing to dare. For those of you who wish to be the best. **We have a competition** for those of you cut from the same cloth as the Agoge Warriors of Old.

The Ancient Spartans believed a warrior must not fight with raging anger but with calm determination.

Spartans Walk without any noise and speak only with few words by the Laconic way of life.

In this competition you must hone all of the

Pain

Anger

Desire

AND FIRE

TO CONQUER YOUR MIND

This isn't just giving you the tools to use your time efficiently.

This is making you into someone people look at as a **TIME GOD**.

what do you think so far?

Good identity play. Cant see any reason people would join. Except time as you said. But thats kind of the point of the challenge, to get more time. Yeah, we should address that objection directly. "I don't have time" - After this challenge, you will 👍. Yeah, like Dobri if you saw that one. 👍 What do you mean launch 1 week in? Oh yeah, scummy sales tactics, but for good. For what? Client work or generally. For this its really just making a protocol, and writing lessons for people. And find a way to manage the challenge and hold people accountable. Both of us speak to Prof about the accountability Channel

But i gotta work out right now. I have lots of time tmrw to work on it though. Ill tag you in TRW

Sound

thank you I know everyone here is huge on it. It's part of hyping it up you know. And people who don't have time will be like shit he's calling me out. Then try.

Yeah I'm gonna write it like an announcement if that makes sense. Long. Yeah or Prof. Also could say you don't have time? You can find the time somewhere some how. Maybe could launch the comp 1 week in? Then that objection is **CRUSHED**.

Awareness and Analysis (Week 1)

Go through this first.

Then launch the competition.

Make people think oh its just a challenge

Yes agreed. I'm using some tricks Andrew has used.

What r u working on rn

This



client called

Lessons

Week 1: Awareness and Analysis

- **Lesson 1: Introduction to Time Tracking**
 - Overview of the importance of tracking time.
 - Explanation of Clockify and how to set it up.
 - Importance of hourly reflections, documenting activities, daily reflections, and planning your day..
- **Lesson 2: Reward System and Dopamine Management**
 - Introduction to the concept of rewarding milestones.
 - Understanding the role of dopamine in motivation.
 - Strategies for setting artificial rewards to reinforce productive behaviours.

Week 2: Optimization and Routine Adjustment

- **Lesson 3: Eisenhower Matrix and Time Investment Plan**
 - Explanation of the Eisenhower Matrix and its application.
 - Tips for prioritizing tasks and scheduling using the matrix.
 - Introduction to creating a time investment plan using Google Calendar.
- **Lesson 4: Parkinson's Law and Morning Rituals**
 - Understanding Parkinson's Law and its implications for productivity.
 - Strategies for setting challenging time limits for tasks.
 - Importance of morning rituals and tips for optimising morning routines for productivity.

Week 3: Enhancement and Sustainment

- **Lesson 5: Choice and Essentialism**
 - Exploring the concept of essentialism in time management.
 - Introduction to essentialism and its application to productivity.
 - Strategies for focusing on high-impact tasks and avoiding distractions.
- **Lesson 6: Options - Buckets / Machines and Questions to Choose The Right Buckets To Spend Time On**
 - Understanding the concept of pouring time into specific "buckets" to achieve outcomes.
 - Exploring key questions to guide decision-making in task prioritisation.
 - Importance of focusing on tasks that align with long-term goals and priorities.

Week 4: Final Push and Reflection

- **Lesson 7: Time and Energy Management**
 - Exploring the relationship between time and energy in productivity.
 - Strategies for optimizing energy levels throughout the day.
 - Importance of balancing work and rest for sustained productivity.
- **Lesson 8: Implementation and Action Steps**
 - Recap of key lessons learned throughout the challenge.
 - Actionable steps for participants to implement in their daily routines.

- Encouragement for ongoing reflection and refinement of time management strategies.

Post-Challenge Resources

- **Additional Resources and Support**
 - Compilation of additional resources for continued learning and growth.
 - Opportunities for ongoing support and community engagement.
- **Participant Feedback and Reflection**
 - Gathering feedback from participants on their experience.
 - Encouraging reflection on progress made and lessons learned.