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FREE SAMPLE · 6 PAGES

PRODUCTIVITY BLUEPRINT · FREE SAMPLE

Productivity Blueprint

A practical guide and workbook for starting, staying focused, finishing, and restarting important work

IN THIS SAMPLE

1. What this is and who it's for
2. Use It on One Task Now
3. Decide What Finished Means (Module 1 of 8)
4. Workbook: Decide What Finished Means

\$15

FULL KIT · GUIDE, PHONE REFERENCE, QUICK REFERENCE, FILLABLE WORKBOOK

Less content. More use.

What This Is, Who It Is For

FIT What this is

This guide-and-workbook package helps you move one important task from intention to completion. It explains how to define a useful result, choose a first step, prepare the work, protect a realistic session, handle distractions, restart quickly, and improve the next plan using evidence.

FIT Who this is for

For an individual professional, manager, creator, student, or business owner who needs help deciding what finished means, beginning the work, staying focused, resuming after an interruption, and completing the task.

By the end, you will have:

- A defined result, minimum quality standard, first concrete step, and prepared workspace.
- A scheduled 25- or 50-minute session with one task and a clear interruption rule.
- A distraction capture, restart instructions, evidence-based review, and realistic weekly plan.

WHAT THIS IS NOT

It is not an AI guide, a motivational book, a time-tracking app, or a promise to turn every day into peak performance.

Use It on One Task Now

Choose one task you have been avoiding and follow these steps in order.

WORKFLOW

The Sequence

1. Write one sentence describing what will exist when the task is complete enough for today.
2. Choose the first concrete step, which should take less than ten minutes.
3. Prepare the file and source material, then schedule a 25-minute work session.
4. When the session ends, record what changed and write the exact next step.

STOPPING POINT

After the session, compare what you planned with what you completed. Keep whatever helped you begin and finish; change what did not.

1. Decide What Finished Means

Many task lists describe an activity: work on the presentation, deal with email, or start the proposal. Those phrases do not name a result, so you cannot tell when to stop. Rewrite the task as something you will produce or decide, with a simple test for completion.

WHEN YOU'RE DONE

You have one sentence stating what you will finish and how you will know it is complete enough for today.

CHECKLIST

Do this now

- ☐ Name the result: a sent email, a reviewed page, a decision, a booked appointment, or a saved file.
- ☐ Write the minimum requirements the result must meet today.
- ☐ Separate required work from improvements that can wait.
- ☐ Write the first concrete step needed to produce the result.

CLEAR EXAMPLE

Replace 'work on the website' with 'Draft one homepage headline and three supporting points in the review document by 11:30.'

Reflection: What specific result should exist at the end of this work session?

Decide What Finished Means

Turn one vague task into a result you can see, send, save, approve, or decide.

WORKSHEET

Decide What Finished Means

Vague Task I Have Been Carrying:

The Result That Will Exist:

Where It Will Go or Who Will Receive It:

Complete Enough for Today Means:

Improvements I Am Deliberately Leaving for Later:

Want the rest of Productivity Blueprint?

Most productivity advice adds more lists without fixing the moments when work actually breaks down. This package follows the work in order: decide what finished means, make starting easy, stay with the task, recover after interruption, evaluate what happened, and plan the next commitment realistically.

THE FULL KIT INCLUDES

- Guide (Letter and A4)
- Phone reference
- Quick reference (Letter and A4)
- Fillable workbook (Letter and A4)

Get Productivity Blueprint · \$15

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