

Secret HIGH IMPACT

Ways to INSTANTLY boost your
productivity

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Secret, High impact

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By
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Are you working all day but still have a ton of work to finish? Are you wondering how the time flew and yet your task is still overflowing?

You are not alone; time to time, we all find ourselves unproductive and can't finish what we needed to do. To help you crush your goals today, I have over a dozen highly effective ways for you to instantly add more productivity to your day to share with you. Check them out below and don't forget, you can ask me any questions you have on my Facebook group page, go to <https://www.facebook.com/Steven.Kuo.Exec.Warrior.Sifu> and send me a message, and I will help you there.

I look forward to hearing from you.



Drink Exogenous Ketones

One of the fastest ways to give you the mental focus for finishing work fast is taking Ketones. Ketones are like high octane fuel for your body and your body can create itself through diet changes. But it can also absorb ketones from what you eat or drink. Ketones consumed through eating or drinking are known as exogenous ketones. When your brain runs on ketones, you will feel an immense level of clarity, energy, positivity and focus, far beyond what a caffeinated drink can do. Teaching your body to create ketones on its own has benefits far beyond immediate mental focus, benefits like increase in longevity and muscle tone, but it can be quite challenging because diet change is required. The shortcut is to drink it instead. There are plenty of exogenous ketone drinks out there, some of the more popular formulas include



and



<https://hvmn.com/ketone-ester>

<https://perfectketo.com/>

That is one of the most effective ways to get a lot of work done fast.

Adopt Accelerated Listening

Imagine being able to listen and absorb more information in less time? By increasing the speed of playbacks of audiobooks or podcast by about 1.3x the normal speed or 30% faster, you are increasing your learning efficiency by 30%. Most people can listen much faster than they can read, in fact, with a little practice, you can train yourself to listen to information at 50% faster or more. I typically listen to audiobooks at 80% faster than normal, that means an hour-long audiobook can be absorbed in 12 minutes. If you can learn more in less time, why wouldn't you want to do that? It means you can get more useful stuff done, more time for action.

There is plenty of software for which you can accelerate your listening experience, whether it is in podcast software or on normal software. An example is using VLC player, which you can find on this [link](#) and is available for Android, iOS, Windows, and Mac. The VLC player is a free open source software that provides for the accelerated listening experience. You can also go to the App Store and Play store to look for podcast players or music players that allows you to listen at accelerated listening. [Audible.com](https://www.audible.com/) provides millions of audiobooks, and you can listen to all of them at an accelerated speed.

Use Instant Presence for On-Demand Focus

One of the best ways to accelerate our productivity is to be able to focus on the task at hand and get into a highly focused state. But often, we are haunted by our easily distracted minds. Studies have shown that our minds are more distracted than ever because of our technology addiction. With so much to juggle your head, it often means that we get very little done despite our best efforts.



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The best way to be able to bring on-demand focus is to practice what is called instance presence. It is simple as this, take a deep breath in into your tummy, then count down from 5 to 1. At 1, let it all go and remember what's important now. Now feel the difference in focus.

Do this whenever you find yourself distracted to bring yourself back to what's important. Instant Presence is a technique used not just by high performing executives, but also by special forces to remain calm under pressure. Try this today and experience the heightened focus yourself.

Do TRE or Traumatic Recovery Exercise (AKA Shaking)

One of the reasons why we become distracted and ineffective is because of chronic stress. When we are stressed, and your body has tension, you are in a fight or flight mode. In this mode, your ability to leverage logical thinking, your brain's executive centre, is reduced. Your body is busy defending itself and loses long term perspective. Your ability to find solutions to tricky problems diminishes. Your shoulders are tense, you can't think straight, and you can't reason effectively. All this tension and stress means reduced productivity.

When you perform Traumatic Recovery Exercise or TRE, what you do is letting go of the tension and tap into your basic animal instinct to shake the stress away. Just like a dog shaking when scared, your body has a built-in mechanism for stress reduction. The way to practice this is quite simple, go to YouTube and search for TRE and there are plenty of examples to find. For example, Mikal Vega, former Navy Seal special forces, shared [this particular TRE experience](#). You can do a simple version of TRE by simply standing up, relax your body and shake like you are getting electrocuted. Just shake, shake, and shake some more. Shake for about 30 seconds and notice the calm afterwards. Try it and experience this magical increase in productivity.

Grounding

One of the key reasons why you are not as productive as you like is because of our disconnection with nature. Our body designed to walk barefoot in nature like what our ancestors used to do, not to sit in an air-conditioned office for hours on end. Walking barefoot connects you to earth, which happens to be one of the biggest sources of antioxidants, negatively charged electrons.



We know that the human body has positively charged free radicals flowing around the body from toxic food, lack of sleep, WIFI, electromagnetic radiation. You can neutralise these positively charged free radicals using negatively charged electrons found in abundance on the earth's surface, but only when you can touch earth without any insulating shoes. To try this, go to a park, take off your shoes and find a patch of grass, ideally a bit wet and stand on it. You can do a bit of stretching, a bit of yoga and experience the difference it makes to your energy level. You'll only need to do this for 10 minutes, and you will be able to go back to work revitalised.



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Bulletproof / Keto Coffee

One of the most powerful way to instantly add more time to your day is by increasing your focus, concentration, and one of the most powerful ways to do that is to drink Bulletproof coffee. When you drink Bulletproof coffee, you get instant boosting in energy, mental clarity, and your ability to focus. What most of you don't know is that Bulletproof coffee also increases satiety, or your level of fullness so that you don't think about food for hours on end. No more raiding the fridge every few hours because you have cravings that distract you from work, all that means you get more time to get stuff done quick.



Just be careful when you look for Bulletproof coffee in your local cafe. We are not talking about any low-quality coffee with butter and MCT. Thinking that your regular café butter or keto coffee is the same as Bulletproof coffee is a common misconception created by dodgy marketers to take advantage of its popularity.

Some places look to sell you an inferior version using low-quality coffee, butter and MCT, ingredient that won't deliver the same benefits that I've mentioned. If they are honest, they call it butter/keto coffee to avoid lawsuits, but if dishonest, they will call it Bulletproof but use non-branded materials.

Real Bulletproof coffee is made from a high-quality coffee bean that is free of mould toxins, uses grass-fed butter and high-quality Bulletproof branded coconut sourced MCT (Medium Chain Triglyceride) oils. When blended, it makes a frothy, thick and rich coffee that will energise you without making your hyper followed by a dip in energy. Bulletproof coffee is one of the most powerful productivity boosts that one can take. You can learn about [real Bulletproof coffee from its founder, Dave Asprey, in this link](#).

CoQ10 with PQQ



CoQ10 with PQQ is a productivity boost that works by increasing your energy and concentration, without caffeine or drugs that may affect your sleep. CoQ10 and PQQ are a nutritional supplement that helps support your energy and focus by making your mitochondria work more efficiently and powerfully. Your mitochondria is the primary engine that powers your body's entire energy requirement. Every cell in your body, especially your brain and your heart, uses thousands of mitochondria to create the energy it needed to function. So when you take a CoQ10 or PQQ supplement, it upgrades your mitochondria like changing your engine from diesel to nuclear power, you WILL feel a natural surge in energy that allows you to power through work.

Taking CoQ10 with PQQ is one of the most effective hacks I use when I have some important work to get done quickly, like writing this biohacking reference for you now. The most effective form of CoQ10 and PQQ I have used is the [Bulletproof Unfair Advantage](#). It delivers CoQ10 and PQQ in a liposomal form that is very easy for your body to absorb and feel the difference quickly. I don't get paid recommending Bulletproof Unfair Advantage but have tried tons of other CoQ10 and PQQ in the past, but the Bulletproof version is one where I can feel the difference. It's like black energy magic! You must try it, I have managed to stay focused for a two-day course while suffering from a jet lag, it works.



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Chaga and Lion's Mane Mushrooms



(Lion's Mane)

Chaga and Lion's Mane mushrooms are medicinal mushrooms that have been used for thousands of years to help boost energy level, improve the ability to cope with stress and improve performance. Chaga and Lion's mane mushrooms are especially useful when you are undergoing a period of stress and need that extra support to help your body along and to cope more and to get things done. These mushrooms are one of the secret weapons for the New York Times Best Seller author, Tim Ferris, who wrote the book 4-hour Work Week. He has described these mushrooms as something that can light him up like a Christmas tree when he needs to get heaps of stuff done.



(Chaga Mushroom)

Chaga is a healing mushroom, and it contains the highest concentration of superoxide dismutase (SOD), a powerful antioxidant, more than any other medicinal mushroom, while Lion's Mane is known to improve not just your focus and executive functions, but also your sleep.

There are so many ways to take Chaga and Lions Mane, and you can use supplements, or, add it with your coffee. Here are some good functional mushroom options that you might want to check out. [Life Cykle \(An Australian functional mushroom company\)](#) and [Four Sigmatic mushroom coffees and drinks](#).



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Getting Things Done System

There is always an infinite number of things we need to do, particularly entrepreneurs and executives who seemed to have an endless list of things screaming for their attention.

How do you get them done faster? I believe that's the wrong question to ask. In my years of executive coaching, I found what helped my client the most isn't about getting more things done but about getting the right things done. Not everything that screams for your attention is important or urgent; some are not important; some can be postponed. So how do you create focus when you are drowning in a sea of to-dos?

Let me introduce to you the Getting Things Done System for managing your day to day work. Created by David Allen, Getting Things Done is one of the best ways to organise and prioritise your work and provide clarity and focus.

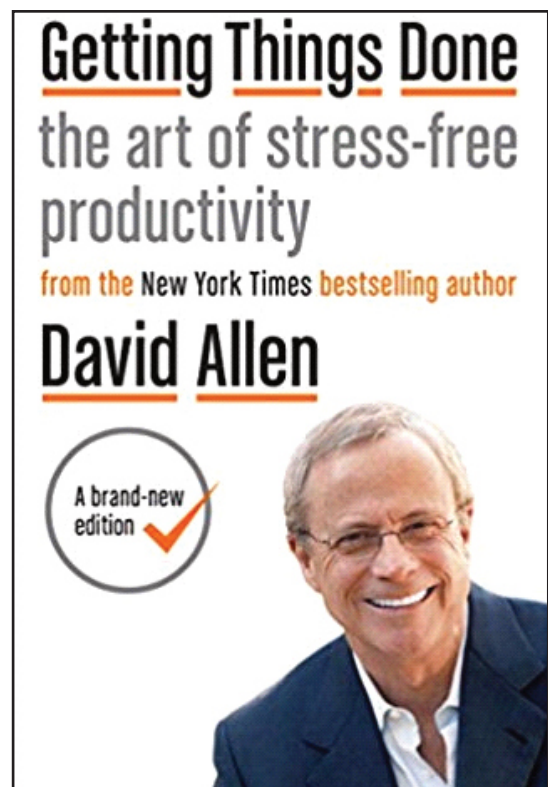
The Getting Things Done System is quite simple. You start by dumping everything that you need to do onto post-its, one to-do per post-it. You want to clear your head because all those to-dos kept in your head create stress and prevent you from seeing the forests among the weeds.

Dump everything you think needs to be done in your head onto post-it will help create clarity. Put them onto a table in a group called your inbox. Then review the inbox and decide if it something you can do quickly within less than 2 minutes.

If you can do it in less than 2 minutes, just do it. Once you are clear of these minute tasks, review what's left to decide whether you can delegate it to someone else or outsource it to someone else. Do not attempt to do everything yourself. Delegation is a powerful way to making sure that you can create space for higher priority work that plays to your strength.

For tasks that you can't delegate or outsource, prioritise them using your life goals as a compass to guide you, order them from highest priority to lowest priority. Going through this process of prioritisation will give you clarity on where to focus your energy.

Now, this is just a very brief introduction to Getting Things Done, and you can find out more about [David's system by clicking on this link](#).



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Personal Kanban

If you tried and didn't like the Getting Things Done system, you may want to try another highly effective task management tool called Personal Kanban. Personal Kanban is a highly popular organisational system created by Jim Benson and are used by people all over the world. Jim used the traditional Toyota Kanban principles at Toyota as his inspiration for establishing personal effectiveness.

Personal Kanban is about visualising and organising their work on a physical board. When you visualise your to-do list in the physical world, it provides you with more clarity than keeping all those to-dos in your head. The concept of visualising your work for clarity is so powerful that you will find it used time and time again in other effective management systems.

There are a couple of important concepts to keep in mind when implementing Personal Kanban, and the first one is to have perfect clarity on which way is your true north to accomplish your ultimate mission. Without perfect clarity on what you want to achieve, you have no way to prioritise your backlog of tasks; everything will seem tempting and important.

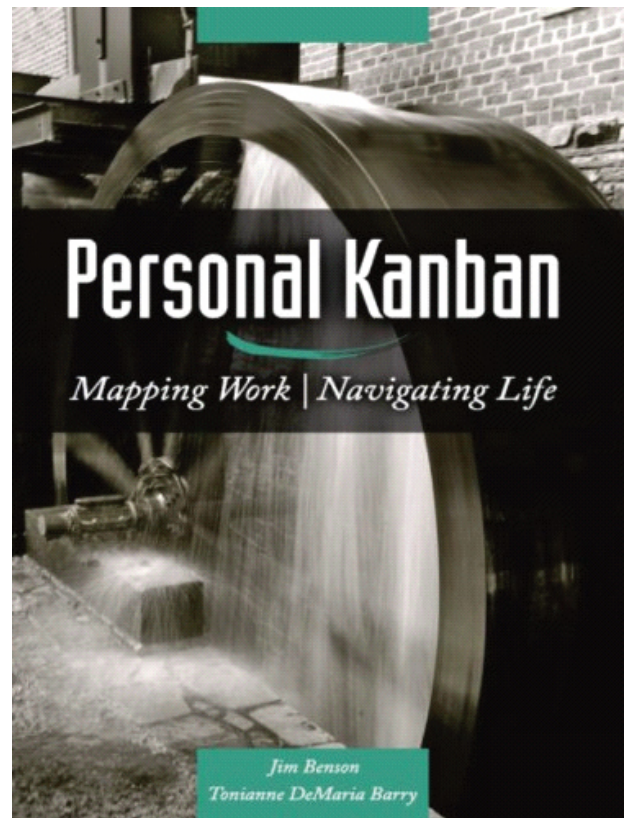
You can gain clarity through meditation, journaling, or talking to a coach/mentor. Whichever way you do this, having clarity on your ultimate objective is essential to deploy Personal Kanban successfully.

The second concept to understand is how much WIP (work in progress) you want to keep around. WIP are tasks that you've started by haven't finished. High-performance research has demonstrated time and time again that having less WIP helps you complete more tasks overall than having a lot of WIP.

You might think that you can have a high WIP because you are very good at multi-tasking, but I would suggest you try doing one thing at a time and see how much faster you get churn through your to-do list. In my experience in coaching some of the largest corporations in the world, you can achieve a 200-300% improvement in productivity when you reduce WIP to just one or two open tasks. Why? Because not spending on task switching reduces waste and allow you to focus your energy on what matters most.

The Personal Kanban system is very simple; you mark out three columns in order from 'To Do', 'In Progress' and 'Done' on a large board. List out everything you think you need to do and place them in the 'To Do' column. Then use your core objective as a guide to prioritise your list from most important to least important. When you start on the first work item, you move them in to 'In Progress'. When there is one item 'In Progress', you have a WIP of one, when you have two items, you have WIP of two. Make sure you limit your WIP from one to a maximum of three. If you need to do more than three, you need to ask some hard questions as to why you can't finish your open work in progress items before starting something new.

For more information about this system, [check out Jim Benson's book Here](#), You can also read a very nice write up [here on Life Hacker](#).



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Listen more.

One of the key challenges for entrepreneurs and executives in upgrading their productivity is that they are too busy to have time for effective learning. Can you see the vicious cycle here? You are busy and flooded with work, but learning to be more productive will require you to stop working to make time to develop your skills. You don't have enough time to do that, so you keep on getting busier with no light at the end of the tunnel.

What's the solution? One answer is audiobooks. Audible.com is one of my favourite audiobook providers, and they have plenty of audiobooks on the topic of productivity, like the ones that I've mentioned "Getting Things Done" <https://www.audible.com/pd/Getting-Things-Done-Audiobook/B01B6WSMH1>. Audio books are by far one of the most effective ways for you to continue learning despite not having a lot of time. You can learn while walking, when you commute, whilst, standing in line waiting to be served, even while sitting on the toilet.

Unproductive waiting or traveling times fill so many aspects of our lives that if you add all those idle times together your learning time can become significant. Other than Audible.com there are plenty other places you can order audio books including the Apple Store or Play Store. What excuse do you have for not developing yourself today?

Pomodoro Technique

If you find yourself having trouble focusing, it could be that you've reached your focus limitation. We know that the human ability to stay highly focused is limited. Research has demonstrated that most people are only able to remain highly focused for a maximum of 30 minutes because using the executive functions of your brain is one of the most energy-intensive things you can do. So much so, your brain needs a reset on a regular basis to stay focused. If you ignore your brain reset needs, you will find yourself becoming decreasingly productive. It is like chopping a tree with a dull axe, working hard but ineffective.

Let me introduce to you the Pomodoro Technique, a method where you set a regular time interval to rejuvenate your brain. You'll find that you get more things done in less time.

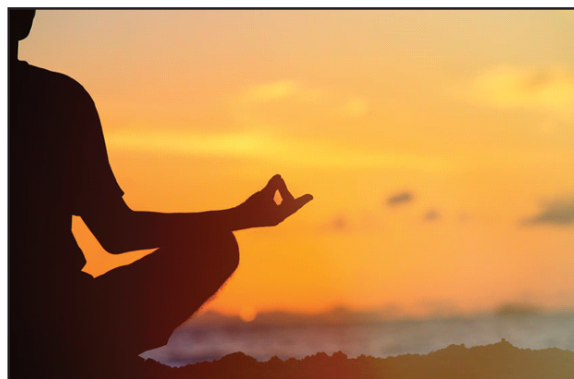
Francesco Cirillo developed the Pomodoro technique in the late 1980s. In this time management method, you set a 25 minutes timer whenever you need to focus on a task. When 25 minutes is up, you take a 5 minutes break. Each set of 25 minute focus time and 5 minutes break constitutes a single Pomodoro. Once you have done five sets of the Pomodoro, you can then take a 15 minutes break.

The Pomodoro technique so simple that you can easily dismiss its impact, but don't fall into the trap of underestimating simplicity. Simplicity doesn't mean ineffective, just look at the power effect that simple Einstein equation of $E = MC^2$ created, it created the most powerful bomb on the planet. Pomodoro is one of the most powerful time management technique I've used. Give it a go and start getting more things done.

Kaizen Reflection

The next technique I recommend is called the Kaizen Reflection. Loosely translated, Kaizen is Japanese for Continuous Improvement. It is a Japanese philosophy of mastery, the pursuit of perfection by constantly refining and perfecting what we do.

Why does this help you to become more productive and getting more things done in less time?



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Because in Kaizen Reflection you need to take a break from working so you can look for opportunities to work smarter, to work more effectively, more simply.

Harvard Business School performed a study into Kaizen Reflection to assess its impact on a call centre's staff productivity. They asked half of the staff to work their usual full day, while the other half work most of the day, but in the last 15 minutes, asked to stop working and take a break.

During the break, they are to reflect on that day that has been. You'd think the group that worked harder and didn't take a break produced more, but they didn't. Researchers found that the team that performed Kaizen Reflection are 22.8% more productive than the group that worked all the way through. That is almost a quarter more in sales productivity! Imagine you can be 25% more productive every single day; it almost like extending your life-time by 25%!

Think of how your investment interest compound to increase over time exponentially; the same happens when you perform Kaizen Reflection to improve how you work. 1% improvement every day will quickly compound to surprisingly large improvement in a short space of time.

The challenge is Kaizen Reflection is that stopping work is counter-intuitive to someone who wants to get more done. But its something that you must-do if you truly desire to be a high performer.

To get started, during your Kaizen Reflection time, I'd ask you to think about what you did well today as well as what you can do better. Total effectiveness isn't about fixing what's broken but is also about magnifying what made you successful.

Creating a Personal Social Agreement with your family and peers

One of the first realization as an entrepreneur is that you cannot reach success alone, at very least, you depend on your customers' support, but more importantly, you will also need your staff, peers and family. These relationships and their maintenance have direct consequences in how productive you are because a dysfunctional relationship can ruin you.

I want to introduce to you the concept of a personal social agreement to help you, something that I have taught corporations all over the world to high-performance teams.

The personal social agreement is the result of an open and frank discussion on how you maintain and build relationships that matter most, while you pursue your business objectives. Having this discussion with allow the critical people of your life to voice the impact or concerns they have, allowing you to mitigate relational risks. For example, you may say, 'hey, when I need to work hard, I might need to take a lot of time away, how do you feel about that?' Then shut up and listen and work towards an agreement on addressing their concerns.

When you have a personal social agreement, you can focus on crushing your business goals without losing the reason why you work hard, your relationships.

Ignore this tip at your own risk because when relationships go bankrupt due to neglect, your business and goals will go up in flames too. Sure, there will be some painfully frank negotiation, but this is an important negotiation.



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Outsourcing and Delegation

As mentioned in my Getting Things Done tip, one key to productivity and effectiveness is knowing when to delegate and when to do the tasks yourself. Trying to do it all yourself is a recipe for burnout and mediocrity.

But what happens if you do not have the money to hire staff? Well, here is my hot tip, hire freelancers. Numerous freelancing solo entrepreneurs are more than happy to take tasks you hate and do them well, allowing you to focus on what you do best. You can find their services on websites like [Fiverr](#), [Airtasker](#), and [UpWork](#). You can get stuff done for as little as \$5 on Fiverr. Everything from moving furniture, walking your dog, to creating a complete website. If you have a task to do, you are guaranteed to have someone willing to do them for you, all without paying insurance, payroll and other overheads.

Mindfulness Training

Getting more done in less time require our mind to be clear, to be laser-focused on the task at hand. But what if your mind is constantly distracted by the little monkey in your head. The monkey who throw random thoughts and distractions all over the place? Where you can't focus because of a prior argument or some stupid guy who cut you off in traffic this morning.

Mindfulness Training can make a powerful difference to your total effectiveness, especially if you find yourself easily distracted.

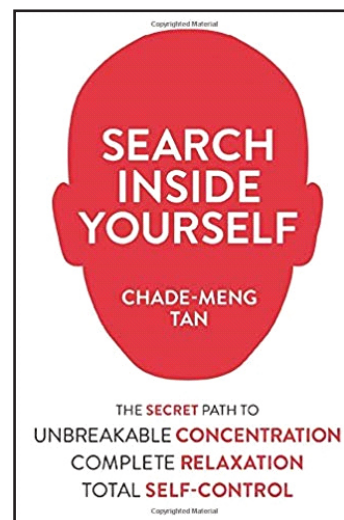
Mindfulness training helps you develop a keener sense of your entire state of being, giving you full control of not just your focus, but your emotion and resources. I believe Mindfulness is the prerequisite for all potential human upgrades because it gives you the stillness to create clarity on both your strengths and weaknesses. Clarity that allows you to improve yourself deliberately, consciously.

Research performed by Search Inside Yourself Leadership Institute showed that mindfulness training could improve your ability to recover from distractions by 24%, improve your ability to stay calm during a crisis by 29%, and bounce back from an emotional event by 21%.

With so many benefits, this is why mindfulness training is used by high performers all over the world to give them that special edge. Everyone from American special forces, to top CEOs like Arian Huffington of the Huffington Post and Ray Dalio of Bridgewater Associates, the world's largest hedge fund.

You can find out more about high performance mindfulness training from [Search Inside Yourself Leadership Institute Here](#). Famous Googler Chade-Meng Tan also [wrote a book](#) about this with the same title.

Full disclosure, I'm a certified mindfulness trainer, and you can find out about [what I do Here](#).



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To your Total Success