

Module Two Transcript - Get More Done

Hey everyone and welcome to the second module of the Learning on Steroids 1-Week Bootcamp. In the last module, I showed you how it's possible to learn faster. In this module I'm going to show you how you can finally stop procrastinating and get a lot more done.

The key to getting more done in less time is to have a system. Unfortunately the system most people use is a combination of guilt and procrastination. They feel guilty about not working until they finally feel bad enough to start, then when they are working they work until stress builds up until they start procrastinating.

As an example, here's an email I got from a reader. Sean writes:

"Two and a half years ago I left the corporate world and started working from home. Ever since I have been beating myself up for how little work I do. During that time I have averaged 20 hours per week and could not understand why no matter what I tried I can't work 40 hours. I became addicted to competitive video gaming and had zero motivation to work."

Sean's case is incredibly common. I see students all the time who are always "studying" too busy to go to parties, try cool projects or have a life. Yet these same students often fail to accomplish a lot of real work.

The solution is to build a system that eliminates the need for stress and guilt. With the right system, when you're not working, you won't feel guilty. And when you ARE working, you know with confidence that you're focused on the most important thing to do.

In this module I'm going to tell you exactly how to set up that system, Weekly/Daily Goals.

Luckily Sean was able to set up his weekly/daily goals system and here's an excerpt from an email he sent me recently:

"Week one [of using Weekly/Daily Goals] was one of my most productive weeks since I began working from home. But most importantly, my level of stress is a fraction of what it used to be. My motivation and energy levels were amazing. I got so many tasks done that have been hanging over my head for months that I will go into next week with even more clarity and focus."

Weekly/Daily Goals is a ruthlessly simple system I built after getting fed up with systems that were too complicated to be useful. As a student, you'll be able to handle 99% of your work following just three rules:

Rule #1: At the end of each week, make a new to-do list. Label it, "Weekly Goals". Write down everything you want to accomplish during that week—readings, assignments, studying for tests, etc.

Rule #2: At the end of each day, make another to-do list. Label it, "Daily Goals". Write down everything you want to accomplish tomorrow, picking from items on your weekly goals list.

Rule #3: When you're working, ONLY look at your Daily Goals. When it's finished, you're done for the day. You can't add any more work.

There are some nuances to this system which I teach in the program, but to avoid overcomplicating things, these 3 rules cover 95% of what you need to know to create a killer productivity system.

First, if it sounds stupidly simple, that's because it is. Complex systems are hard to follow. Having 2 to-do lists isn't.

Second, the power of this system isn't that it tracks what you need to do. Everyone has to-do lists. The power is that it tells you what NOT to work on. Instead of the infinite to-do list approach where you are always stressed about how much work there is to do, you have one list, ideally with just several tasks, that you focus on 100%. No distractions, just pure focus.

If you've listened this far, now is the time to take action. Get out a piece of paper, or setup a [tadalist account](#), and create your two lists. Make your weekly goals list and then make your daily goals list for tomorrow and put the daily goals list on your computer where you will look at it.

It may take a week or two to get into the system. I've been using this for over three years, so don't be worried if you overestimate how much you can do in one day with the method. The important part is to stop just consuming ideas and start taking action on them.

Stay tuned for the next module. I'll be explaining how you can implement ideas to permanently change your learning habits. Listening is easy, actually taking action and making it stick is what counts.