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3 ways to protect your energy in 3 minutes.

How to 10x your output by barely changing anything.

If you want to be successful, you need to be efficient

- When you need content, you write it
- When you need leads, you DM people

You don't waste time. You get things done. You don't suck at doing things. You suck at protecting your energy. These 3 hacks will change your life forever.

### 1. Remove Distractions

- a. Your biggest setback is your environment
- b. Your attention goes to what you see and hear
- c. If you have distractions, you don't get things done
- d. I get nothing done when I go to the coffee shop with @WrongsToWrite.  
The genius Chad is too interesting and we talk instead.
- e. If I want to get work done, I need to fix my environment
- f. Some common distractions:
  - i. Messy desk
  - ii. Other people
  - iii. Browser tabs
  - iv. Vibrating phone
  - v. Open action-items
- g. You need to deal with these before they get in the way
  - i. If you're at home, clean your desk
  - ii. Close all programs and browser tabs you're not using
  - iii. Get all to-dos off your mind by putting them on a list
  - iv. Put your phone in another room or silence it
- h. Also, reflect on what works for you
  - i. Can you focus in a bustling coffee shop?
  - ii. Maybe you get in the zone when you play movie soundtracks
  - iii. Or maybe you're like me and get easily distracted.
- i. When you take care of distractions before they happen, you can make magic

## 2. Set Boundaries

- a. The people in your life are your biggest distraction, so they get their own section
- b. By allowing interruptions, you set yourself up for failure
  - i. My wife and I both work from home
  - ii. I have a rule: If the office door is shut, she can't come in unless it's really important. This helps tremendously. It wasn't this way before. And I was inefficient.
- c. It takes time and effort to restart a task, especially if you're in "flow" when you get interrupted.
- d. There is good news here: You can prevent this distraction
  - i. You know who you interact with regularly
  - ii. All you have to do is set boundaries
  - iii. Here are some expectations you can set:
    1. "Don't distract me when..."
      - a. ...the door is shut
      - b. ...I'm wearing headphones
    2. "I won't respond until..."
      - a. ...after lunch
      - b. ...Thursday
  - iv. When people know they shouldn't bother you, they won't

## 3. Clear Your Head

- a. A well-oiled brain works seamlessly
- b. A foggy one gets nothing done
- c. You need to operate at peak state more frequently
- d. It's not as hard as you think
- e. When your brain is working well, get things done
- f. When it gets slower, clean it out
- g. Here are some ways to clear your head:
  - i. Walk
  - ii. Exercise
  - iii. Meditation
  - iv. Get sunlight
  - v. Go into nature
  - vi. Write in a journal
  - vii. Breathing exercises
  - viii. Get away from the screens and get fresh air
- h. Manage your to-do list. Outstanding action items remain in your head until you track them. Put them on a list so you can stop thinking about them. Once your brain is clear, get back to work. You'll be productive again. Your thoughts will flow. And you'll know why you're doing what you're doing.