

MOST POWERFUL PRODUCTIVITY HACKS

21 productivity hacks
that changed my life

NOAH KAGAN

"PRODUCTIVITY ISN'T ABOUT DOING MORE. IT'S ABOUT BEING LAZIER AND GETTING WHAT YOU WANT TO GET DONE."

OVER THE LAST FEW DECADES, I'VE:

- SCALED MY COMPANY TO \$100M/YEAR IN REVENUE**
- GREW MY YOUTUBE CHANNEL TO 1M+ SUBSCRIBERS**
- AND AM NOW TRYING TO BALANCE BEING A GOOD HUSBAND AND FATHER.**

IT'S A LOT. AND I'M SURE YOU HAVE A LOT ON YOUR PLATE TOO.

HERE ARE 21 OF MY FAVORITE HACKS TO BE MORE PRODUCTIVE AND GET SHIT DONE.

**ROOTING FOR YOU,
NOAH 🍊**

1/ GMAIL HACK

My friend had 25,000 emails in Gmail. He created a filter to delete everything with the word "unsubscribe" in it.

He's now at 100.

2/ COLOR CODE CALENDAR

I have a color for each priority in my life:

Blue = Work
Green = Health
Red = Personal
Yellow = Travel

At any time - I can look at my calendar and see which areas of my life aren't being paid enough attention to.

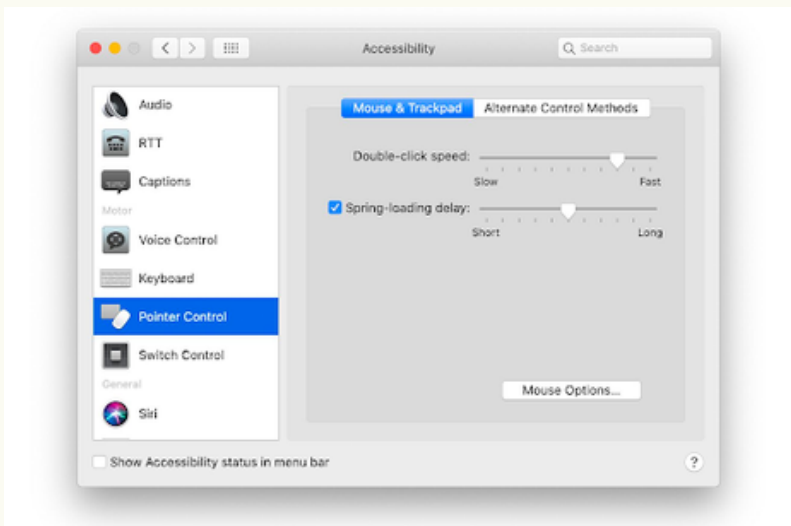
WED 8	THU 9	FRI 10
People	Alignment	Recap Friday
Morning Primal workout 9 - 10:50am	Noah/Autumn 9 - 10:20am	call my dad and go for a walk. pray
steve ballmer video 11 - 11:45am	Hebrew 11am - 12pm	Boxing 10 - 11:05am
Recover (Message with Claire at house) 12:20 - 1:35pm	Personal Hold 12pm, https://us02web.zoom.us/j/9993323906	Me Time 11:05am - 12pm
Recruiting Block, 1:35pm	Customer or Partner Hour 1 - 2pm	Yayman, 1pm
Recruiting: VP of Product Discussion, 2pm, https://us02web.zoom.us/j/9993323906	Business Forward Brainstorm 2 - 3pm	Senior Leadership Team sync 1:30pm, https://us02web.zoom.us/j/9993323906
Recruiting Block, 2:30pm	Product Sync 3 - 4pm	Discussion about Expenses, 2:30pm
Noah/Vanessa 3 - 4pm	Kevin <-> Noah 1-1 4 - 4:45pm	Noah / Anna - Next Week Calendar 3 - 3:45pm
Dork Team 4pm		Noah/Dan Reboot Sync on Leads S 4pm, https://us02web.zoom.us/j/323906

3/ BOOST MOUSE SPEED

If you're going at half speed on your mousepad, you're going at half speed on your day.

Increase your mouse trackpad speed settings to the max. Every digital task is suddenly faster.

You'll realize how much time you wasted making the long journey across the screen.



4/ LEARN TO TYPE FASTER

One of the fastest ways to increase your productivity is to learn how to type faster. Double your typing speed, double your output.

My best friend Neville types with 2 fingers... and he asked me how to get the elusive 100 WPM!

After researching for an entire day I found 3 things to drastically improve your typing speed:

- 1- [Ratatype](#) - Excellent to learn typing fundamentals.
- 2- [Keybr.com](#) - Helps you figure out which keys you need to improve.
- 3- [Tracking progress](#). Mitchell on our Dork team made this so you can build the habit.



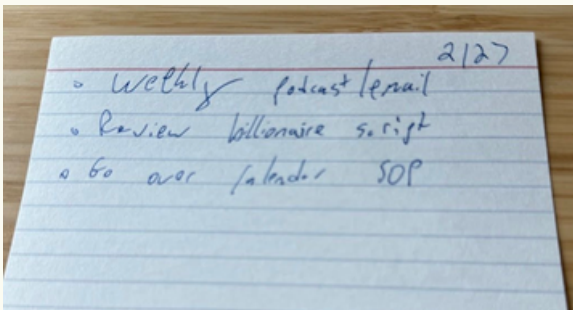
5/ LEARN YOUR LAPTOP SHORTCUTS

If you hit 'command' + ',', you can see all the shortcut keys for your computer. Spend 5 minutes a day memorizing them—it'll save you tons of time.



6/ INDEX CARD SYSTEM

Use an index 3x5" card to list your 3 to 5 most important tasks of the day. Use a big ole checkmark to mark the MOST important thing to do. This keeps you super focused as things come up during the day.



7/ OPTIMIZE YOUR MEETINGS

A few of my personal rules:

1. No meetings before noon
2. One main priority per meeting
3. Schedule meetings for half the time
(We take as much time as we allocate, not how much we need.)

Most meetings are unnecessary and can be reduced significantly.

Create your own rules that suit your schedule.



8/ DIAL IN YOUR SLEEP

The biggest impact I've had on my attitude, leadership, and ability to deal with hard times is a good night of sleep. 🇺🇸



A few quick sleep hacks:


1. Get an air filter to prevent your room from being stuffy (I use Winix).
2. Find the best pillows for your neck comfort (I like T&N pillows).
3. Find the best bed mattress and make sure it suits your sleeping position.
4. Get a good mattress topper.
5. Use the Oura ring to track your sleep. It's been SUPER helpful for me.
6. Phone in a different room
7. Read instead of watching TV before bed



9/ GET AN ACCOUNTABILITY PARTNER

I text my good friend Adam Gilbert every Sunday to review what I've done over the past week and share my biggest focuses for next week. The categories I use: Work, Health, Relationship and Personal (things for myself). Add it to your calendar when you set them.

the week - 7/17/23 body x FollowUp.cc/Returned x

 noah kagan <[redacted]>
to [redacted]

#1 priority this week - Enjoy Barcelona!

Work:

- AppSumo
Return revenue strategy and meeting

Book:

- Work on list of companies to bulk buy book
- Ask for blurbs (Gary v, Sara Blakely, Ramit)

Content:

- Rokid video prep
- Twitter threads
- Podcast Intro / Twas

Interview(ed):

- None

Health

- 2 week rides and 1 Saturday epic rides
- Be mindful of drinking

Relationship

- Go to little mermaid movie
- Setup early morning paddle board
- ☑️ ; Cevezeria
- Cook dinner together.

Improving

Read:

- Chaos Kings (physical)
- American Icon (audio)
- Killer of Flowers (digital)

Watch:

- 1 hour of chess studying

Class:

- 2 podcasts
- 2 classes

Fun / Personal

- Dinner with Federico

10/ DON'T BRING A CHARGER

When you're going to work in a coffee shop, don't bring a charger with you.

Why?

Because you only have a limited time, this forces you to work on the things that matter.



11/ HIRE AN ASSISTANT

Years ago, I was at Ramit Sethi's house. I recommended a book to him.

He got the Amazon link and sent it to his assistant to purchase.

"What are you doing?!" I asked him. "It's literally one click to buy it."

He looked at me and said... "Everything I do is about staying focused. I hire assistants so I can keep doing the things that matter to me and let them do the rest."

Your time is everything. Paying for people or services that save you time is a no-brainer.

I recommend using [HireMyMom](#) or [Fiverr](#).

12/ LAW OF 100

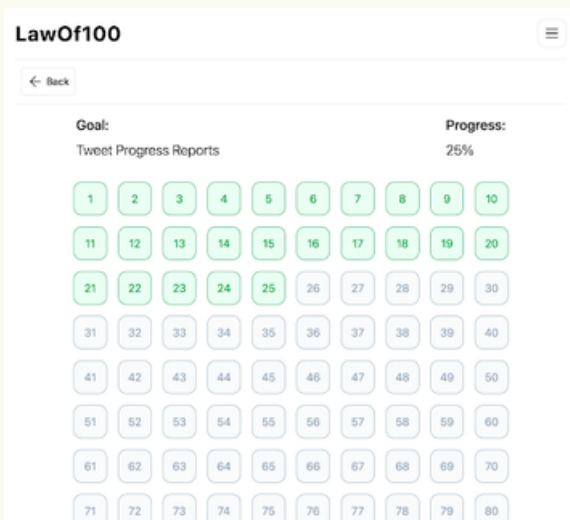
If you want to get better at something, do it 100 times.

It sounds simple, but most people quit before they give themselves a chance to get good.

- Put out 100 videos
- Write 100 newsletters
- Reach out to 100 investors

Do 100 reps of anything and you WILL get results.

My team built a free tool to help you stay consistent.



13/ AUTOMATE YOUR INVESTMENTS

To save my mental headspace, I create an automated direct deposit into an investment account. Every month, \$10k is automatically invested into index funds. That way, I can focus my time on family, AppSumo, content, etc.

14/ MORNING PAGES

Our inner critic holds us back. After reading The Artist's Way, I now write three pages every morning on whatever comes to mind. It flushes out the muck that gets in the way of being creative. And makes for an epic morning routine.

15/ REREAD YOUR FAVORITE BOOKS

You may read thousands of books in your life, but only a few will deeply change the way you think. Reread them every single year. As you grow through life, your experience with the book will change each time you pick it up.

You can grab my top 25 books [here](#).

16/ QUARTERLY FACIAL

In my calendar, I have a quarterly facial. They're about \$100-\$150 in the US and 60 euros in Spain. They give you a massage, pull out your blackheads, and it's relaxing. It's like a carwash for your face.

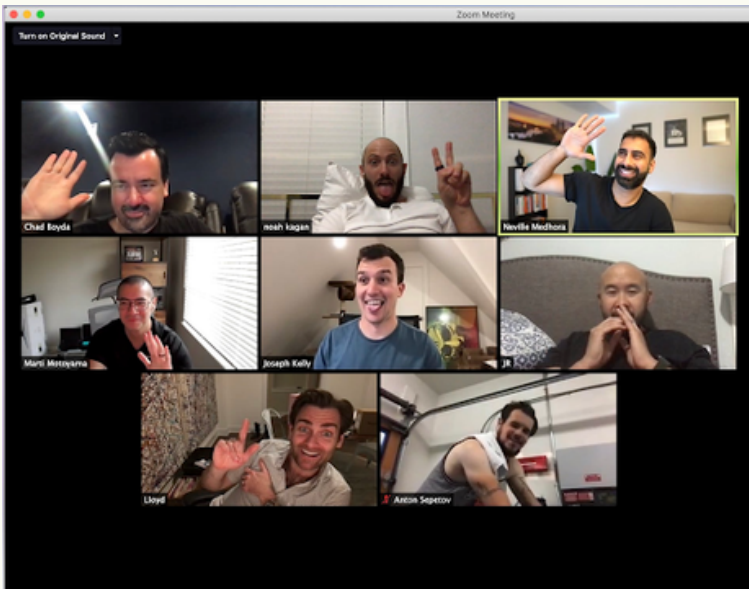
Few talk about the power of taking time off to treat yourself and destress. But I've found tiny habits like this allow me to better focus when I am working. Work hard, play hard!

17/ COUNCIL OF WISEMEN

Once a quarter I do a Council of Wisemen. I Invite my best friends to catch up and give life advice.

Creating a support system of people who are willing to call you out on your BS and give honest feedback has been a game-changer.

They help keep me on the right track (and ultimately, help me be more productive). Highly recommended!



18/ BUY THE LATEST TECH

I always buy the latest laptop. It's faster, more efficient, and often has a better user interface. It's the cheapest investment that can generate you millions.

19/ HIRE EXPERTS

We think our problems are unique. But millions of people have faced similar problems. You don't have to reinvent the wheel.

At AppSumo, we spend \$1M+/yr on coaches and advisors for our team. Who can you find that's already gone to the promised land?



20/ REVIEW YOURSELF

After every single meeting and action, I review:

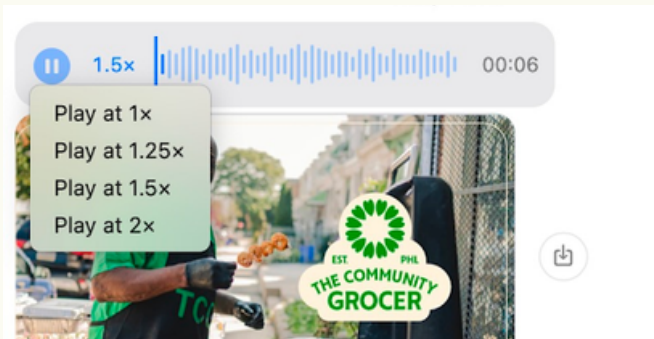
- Was that a good use of my energy?
- Was I present?
- What can I learn for the future?

One of the things I've recognized is that I have to be mindful of my energy.

Every hour is an opportunity cost, so the more you reflect (and learn), the more productive you can be in the future.

21/ LISTEN TO VOICE NOTES FASTER

Hold down the play button on iMessage and you can change the speed of playback.



THANKS FOR READING!!

REACH OUT IF YOU FOUND THIS USEFUL, OR HAVE A PRODUCTIVITY HACK I SHOULD TRY OUT.

SEND ME AN EMAIL AT NOAH^[AT]OKDORK.COM OR A DM ON TWITTER.

OH, AND IF YOU'RE INTERESTED IN STARTING YOUR 7-FIGURE BUSINESS THIS WEEKEND, YOU'D LOVE MY BOOK MILLION DOLLAR WEEKEND. OVER 100,000 PEOPLE ARE USING IT TO CREATE THEIR DREAM LIFE! COME CHECK IT OUT HERE.

ROOTING FOR YOU,
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