



# **CURRICULUM**

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# **OVERVIEW**

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Modules, lessons, and  
topics waiting for you  
inside Productivity  
Powerhouse



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[SAGANMORROW.COM](https://SAGANMORROW.COM)





## Curriculum Overview

*Want to quickly find more information or details on a specific topic? This curriculum overview will enable you to more easily track it down!*

### WELCOME

#### **Introduction to Productivity Powerhouse**

- Hard work vs. effort
- Traditional “toxic” productivity & hustle culture vs. anti-hustle productivity
- What is—and is not—a Productivity Powerhouse
- Prolific & profitable
- Productivity as a practice
- Framework overview
- Productivity Powerhouse manifesto

#### **Framework Roadmap & Flow Charts**

- Summary with examples, formulas, and assessments for each step

#### **Introduction to Your Instructor**

- Sagan’s productivity story
- History of Productivity Powerhouse
- How Sagan has used Productivity Powerhouse methodologies

#### **How to Use This Program**

- Foundational resources
- Best practices
- Accountability tips

#### **Our Agreement**

#### **Contact Us**

#### **Quick Win: Save 10 Hours This Week**

- 10 ideas to save 1 hours/week
- 10 ideas to save 30 minutes/week
- 10 ideas to save 15 minutes/week



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### WELCOME (cont'd)

#### **Case Study: Freelancing During a Pandemic (Alicia's Story)**

- Managing a business at the start of the pandemic
- Application of Productivity Powerhouse to life & business
- What you should know when you're starting the program

#### **Spotlight Training: Self-Leadership**

- "For what purpose?"
- Independence & autonomy
  - How self-leadership factors into remote work
  - Social judgment theory
- Communication & relationships
  - Business meetings
  - Healthy relationships as effort, not hard work
- Bridge between them
  - Business etiquette
  - Art of balancing this
- Thought process exercise on self-leadership & self-management

### **Productivity Self-Assessment Check-In**

## ELEMENT 1: MAKE YOUR HEART HAPPY

### **Element Overview**

#### **Step 1: Identify Your Desires**

- Tapping into imagination, curiosity, and creativity
- Self-trust & self-honesty
- Life purpose & being multi-passionate
- Enthusiastic "yeses"
- Saying "no" & following through on commitments
- Strengths & weaknesses



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### ELEMENT 1: MAKE YOUR HEART HAPPY (cont'd)

#### **Spotlight Training: Learning Patterns**

- Productivity Assessment
- Learning styles
- Strengths & Weaknesses Assessment
- Patterns between assessments
- Thought process exercises on self-trust & self-honesty

#### **Step 2: Prioritize Your Goals**

- Why goals matter
- Connective threads (your desires are not mutually exclusive)
- Values & why the essence of them doesn't change
- Setting external vs. internal goals
- Building your internal sense of worth vs. relying on external validation
- Multidimensional nature of success
- Sexy business planning

#### **Spotlight Training: Business Plan Breakdown**

- Why business plans matter
- 5 common business planning mistakes
- Detailed explanation of all components of a business plan
- Example of unpacking values & defining them
- Example of connective threads
- How to identify your connective threads
- Setting SMART goals
- Sample of a vacation & sick day plan
- Step-by-step guide to mind mapping



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### **ELEMENT 1: MAKE YOUR HEART HAPPY (cont'd)**

#### **Step 3: Manage Your Energy**

- Glorification of busy work
- Self-trust to increase your energy
- Honouring your time & energy
- 3 types of boundaries you need
- Work/life balance
- Why you can't afford to NOT take breaks
- How to determine if you need a break or if you're making excuses
- Seasons of life & business
- Your relationship with your business
- Why \*what\* your schedule looks like doesn't actually matter
- Putting yourself first to support your business

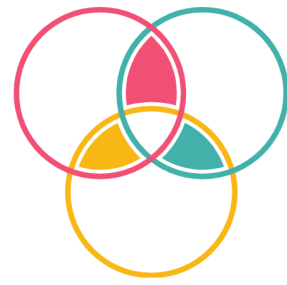
#### **Spotlight Training: Burnout Management & Prevention**

- Recurring Assessment
- How to get beneath the surface level and pinpoint the root issue (and why this matters)
- Burnout Assessment
- How burnout often comes from focusing on the "wrong" things
- Guide for burnout management
- Examples of energy boosters
- Burnout prevention plan sample starting point
- Methods for taking breaks the "right" way
- How to know if you're taking breaks the "wrong" way (and what to do about it)
- Why it's okay to keep working during a planned break

#### **Productivity Self-Assessment Check-In**

#### **Case Study: Being a Multi-Passionate Business Owner (CJ's story)**

- Navigating burnout while juggling two businesses and a 9 to 5 job
- Application of Productivity Powerhouse to life & business
- What you should know when you're starting the program



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### ELEMENT 2: MAKE YOUR OWN RULES

#### **Element Overview**

Checking for ethical & ecological congruence  
Why cookie cutter business templates won't bring you fulfillment

#### **Step 4: Create Your Strategies**

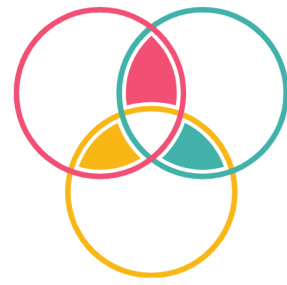
3 types of solopreneurs  
Balancing planning with taking action  
Being the active participant in your own life & business  
Building capacity for imagination & execution  
Examples of broad strategies vs. getting in the weeds  
How to create your own action steps  
Experimenting with strategies from a place of making educated guesses  
How to start questioning & doing things on your own terms  
Setting milestone goals  
Letting a strategy "land" before pivoting to a different one  
Keep doing more of what's already working

#### **Spotlight Training: Take Back Your Time**

Intentionality with choosing your time management tactics  
17 time management tactics to try  
Universal recommendations for better time management  
21 days to better time management

#### **Step 5: Organize Your Tasks**

Breaking down larger projects into smaller, bite-sized tasks  
Example questions & answers for breaking down tasks  
Differentiating between unnecessary "busy work" tasks vs. routine maintenance tasks  
5 questions to ask to figure out how to prioritize tasks  
Task List Assessment  
Why buffers & contingency plans matter  
Working "on" your business vs. working "in" your business



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### ELEMENT 2: MAKE YOUR OWN RULES (cont'd)

#### **Spotlight Training: Practical Productivity**

- 15 task management methods
- General home office organization tips
- 5-step process for organizing your filing system
- How to effectively manage an unwieldy email inbox

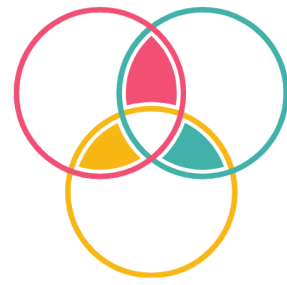
#### **Step 6: Simplify Your Processes**

- Why you're over-complicating everything
- Difference between "simple" and "easy"
- The magic of simplicity, and how to allow space for it to flow forth
- Professionalism lies of business requirements
- Asking for help in your business
- Setting up your business so it makes decisions for you
- Decision-making matrix (why it's so powerful, the simple process to create your own, and example of our decision-making matrix at [SaganMorrow.com](http://SaganMorrow.com))
- The power of creating a "business bible"
- Why simplification is one of the best things you can do for your business

#### **Spotlight Training: Business Structure Blueprint**

- Advantages of this business structure
- Business departmental overview & template
- Mapping out your company roles
- What to do if a project fits under several categories
- Example definitions and roles involved with each department
- Step-by-step guide to create your documentation manual
- Sample sneak peek of the [SaganMorrow.com](http://SaganMorrow.com) documentation manual
- Examples of what to include in your documentation manual
- Sample sneak peek of the [SaganMorrow.com](http://SaganMorrow.com) departmental structure

#### **Productivity Self-Assessment Check-In**



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### ELEMENT 2: MAKE YOUR OWN RULES (cont'd)

#### **Case Study: Managing many projects as a team leader (Anabeth's story)**

- Putting out fires as a project manager & team leader
- Application of Productivity Powerhouse to life & business
- Spending quality time with family & becoming more proactive than reactive without overwhelm
- What you should know when you're starting the program

### ELEMENT 3: MAKE YOUR BUSINESS FUN

#### **Element Overview**

- The connection between happiness & productivity
- Balancing work with play
- What being a successful Solopreneur CEO \*really\* looks like
- How to know if you're doing things "wrong" in your business (this giant red flag is easy to recognize!)
- Why you need to ask yourself the tough questions
- A mistake business owners make at this stage

#### **Step 7: Walk Your Talk**

- Why being an empowered action-taker is simple & natural at this point
- Intentional & identity-aligned action
- Difference between (\*knowing\* what you need to do, and actively \*doing\* it
- What to do if you're stuck
- Nervousness & fear are indicators that you care (plus what to watch for)
- The problem with saying/thinking "Not yet... Maybe later"
- An alternative way to view failure
- Stagnation as the opposite of success
- Navigating comparisonitis, jealousy, feelings of inadequacy, insecurity, and imposter syndrome
- Magic of reframing (how it works, plus examples of it)
- Facts vs. feelings (and the subtle shifts you can make to get powerful results)
- Managing perfectionism





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### **ELEMENT 3: MAKE YOUR BUSINESS FUN (cont'd)**

#### **Step 7: Walk Your Talk (cont'd)**

- Why you're doing yourself a disservice by clinging to your "perfectionist" label
- Creative limits & writer's block
- Perfectionism & procrastination as information
- How to recognize, navigate, and overcome procrastination
- Recalibration Matrix
- Why consistency matters & how to be more consistent

#### **Spotlight Training: Overcome Overwhelm**

- What to do when your goals become unwieldy & overwhelming
- 3 mistakes you're making when you feel overwhelmed
- How to effectively manage overwhelm
- Guided questions for processing overwhelm
- How to be flexible when issues arise
- 5-step process for how to deal with a productivity stall
- Imposter syndrome & the illusion of safety
- Thought process exercise when you're afraid of making mistakes
- Switching strategies the "right" way
- How to release the power that mistakes have over you
- How to manage distractions or shiny objects
- Ideas Bucket
- Navigating imposter syndrome with making money in your business
- A fresh perspective on marketing & pitching

#### **Step 8: Fire Up Your Systems**

- Creative self-sufficiency
- Gamification (when to use it, what it looks like, and how to do it)
- Delegation & automation
- Why you don't need to hire a team in order to be a successful business owner
- Repurposing



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### **ELEMENT 3: MAKE YOUR BUSINESS FUN (cont'd)**

#### **Spotlight Training: Productivity Magic Audit**

- Step-by-step process for doing a productivity audit in your business
- Examples for what to focus on during your audit
- Step-by-step guide to automation

#### **Step 9: Celebrate Your Progress**

- What you need to do if you want to increase your motivation
- Why it's okay if you don't "see" immediate results
- Trusting in the process & in yourself
- Reinventing yourself & your business for the right reasons
- Why we let ourselves be distracted by shiny objects
- What happens if we try & fail
- Your new favourite tool that works as a "crystal ball" & "magic wand," wrapped into one
- 6 things you'll do during weekly audits
- Why weekly audits & "reality checks" are so valuable in your business
- Cyclical nature & transformative power of this framework
- Making decisions when it comes to safety vs. risk
- Thought process exercise on minimizing regret & maximizing success

#### **Spotlight Training: Success Strategies**

- Weekly audits as personal, one-on-one coaching with yourself
- Template with guided questions for weekly audits
- Step-by-step process for conducting a successful weekly audit
- Using your weekly audits on an ongoing basis
- What to do if you're depending on data for external validation
- Monthly performance reviews vs. annual reviews
- Value of performance reviews & how to use them effectively as a tool in your business
- Example of having a dialogue between departments
- Template with guided questions for performance reviews

#### **Productivity Self-Assessment Check-In**



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### NEXT STEPS

#### **Next Steps: Where To Go From Here**

- 3 things to remember
- 5 action steps to take, moving forward

#### **Bonus Spotlight Training: Scale Up Your Success**

- 6 examples for how to apply this framework (step-by-step) in different ways for your business or personal life
- How to use the framework to grow your business (to achieve your next level business scalability)
- How to use the framework to get featured on podcasts (to build your network)
- How to use the framework to quit your day job (so you can work from home on your business full-time)
- How to use the framework to write a book (fiction or nonfiction)
- How to use the framework to start your own podcast (as a marketing tool)
- How to use the framework to take a full week off work each month (for improved work/life balance)
- Summary of applying this framework to anything you desire

#### **Productivity Mastery: Certificate & Exam**

- Why you should write this exam
- About the exam & how it works
- Get your Productivity Powerhouse: Mastery Level designation, certificate, and digital badge

#### **Be Featured as a Case Study**

- 2 philosophies we abide by at SaganMorrow.com
- Your story matters, and the world wants—needs—to hear it
- Submit your case study



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### NEXT STEPS (cont'd)

#### **Recommended Resources**

Productivity Powerhouse accompanying resources  
Business software & tools Sagan loves  
Business & creativity books  
Business podcasts  
Additional business programs  
Anti-racism  
Learn more from Sagan (self-paced online courses)  
Learn more from Sagan (books)  
Learn more from Sagan (other)

#### **Become an Affiliate**

Earn 25% of every sale made through your unique affiliate link  
Affiliate hub featuring best practices for using your affiliate link, images & graphics, copy for emails or social media posts, and more

***Ready to transform your life & solopreneur business?***

***Join today** to begin going through the anti-hustle & success coaching lessons already inside Productivity Powerhouse, and start saving 10+ hours/week—every week—without the burnout or overwhelm, today.*

