

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



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 (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



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!

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



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!

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



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!

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

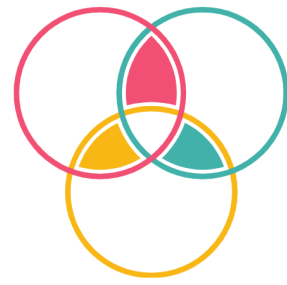
3 types of solopreneurs
Balancing planning with taking action
Being the active participant in your own life & business
Building capacity for imagination & execution
Examples of broad strategies vs. getting in the weeds
How to create your own action steps
Experimenting with strategies from a place of 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



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!

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

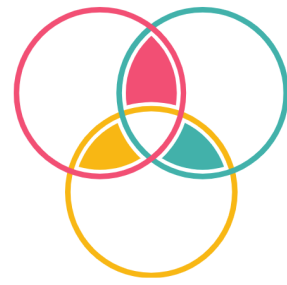
Step 6: Simplify Your Processes

- 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)
- 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 documentation manual
- Examples of what to include in your documentation manual
- Sample sneak peek of the SaganMorrow.com departmental structure

Productivity Self-Assessment Check-In



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!

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



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!

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