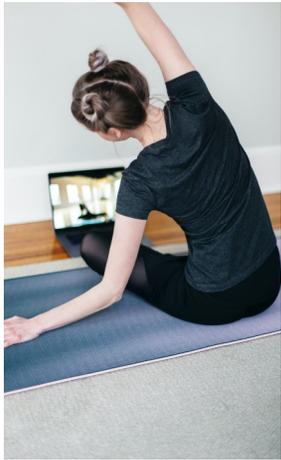


IMPROVING PRODUCTIVITY

THE FOUR QUADRANTS



Mission: Return better than you left. Before, our environment determined what we did. School helped us study, work helped us focus, vacation helped us relax and so forth. Now, we are in an “all room” that we must separate into 4 vital quadrants to operate from. Each one has its’ borders that must be respected. ***Maintain these stations so they can better maintain you.***

1 Default:

Otherwise known as “couch”. While this quadrant is awfully comfortable, it contains some inherent dangers. It is easy to get sucked into mindless browsing and consuming too much media. This puts a lot of focus on a situation that is not actionable. Instead, this area should be refreshing. Best use of this area is for fun things. Gaming, movies you’ve been excited to watch, virtual communications with others and anything else that you find leisurely.

2 Exercise:

This area does not need to have equipment or a lot of space. A little space to complete bodyweight workouts (moving beyond the bare minimum) is required to complete this mission.

3 Sleep:

This area must be created, respected and nearly sanctified. It’s important to not use this area for anything other than sleep (such as entertainment, social media, eating, etc.). If you are unable to fall asleep within 30 minutes, leave this area and come back later.

4 Creation:

This area will have the most variability from person to person. If you are able to work or study from home, it should be done here. If you are interested in learning a new skill, priming an existing one, obtaining new knowledge or simply creating something of value to others – this area should be used to do so. Crafts, coding and cooking can all be considered creation. Cross the border to this quadrant only when ready to create. Try to not allow distractions such as social media, television, even eating in this area. If you are too tempted, take a break and return when you are ready. You can allow yourself to be bored here before slipping into it. It’s better to be honest and keep borders strict.