

Attack Your Day - The Activity Game

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Exercise

We are so committed to treating time as space that we felt the need for a new design—a design that would provide twenty-four “daily miracle time boxes” that followed the revolution of a board game, and would help us visualize time as space.

We suggest you use the activity game for one week. When you get really good at it, you can apply this technique to whatever tool you use, paper or electronic.

So, what activities are on your plate today?

Directions:

1. Date and list your activities for the day.
2. Then place a value on each activity to facilitate better choice making. It's easy. Remember the traffic light and decide which activities are red, green or yellow. Simply put the letter of the corresponding color in front of each activity. For example, R = Red, G = Green, and Y = Yellow.
3. Schedule blocks of time when you will perform each activity. **Here's a tip:** Grouping gets more done. It's a fact that when people group like projects and do them all at once they tend to be more productive. Think about it! It takes less time to do six of the same things than six different things. So block time on when you will perform activities. For example 9:00 email, 10-12 work on project, 2-4 calls etc.
4. Document your performance under the today's notes section.



The Activity Game

Think Inside the Box

6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM		
5AM	<p>Directions:</p> <ol style="list-style-type: none"> 1. Create your activity list below. 2. Select a time box for each activity & schedule. 3. Document activities to the right. <p>Tip: Color your choices. red, green, yellow. (refer to book)</p> <p>TODAY'S ACTIVITIES</p>			<p>TODAY'S NOTES</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				2PM	
4AM								✓ <hr/> <hr/> <hr/> <hr/>	3PM
3AM								<hr/> <hr/> <hr/> <hr/>	4PM
2AM								<hr/> <hr/> <hr/> <hr/>	5PM
1AM									
12AM	11PM	10PM	9PM	8PM	7PM	6PM			



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4AM	<p>✓</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>							3PM
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