

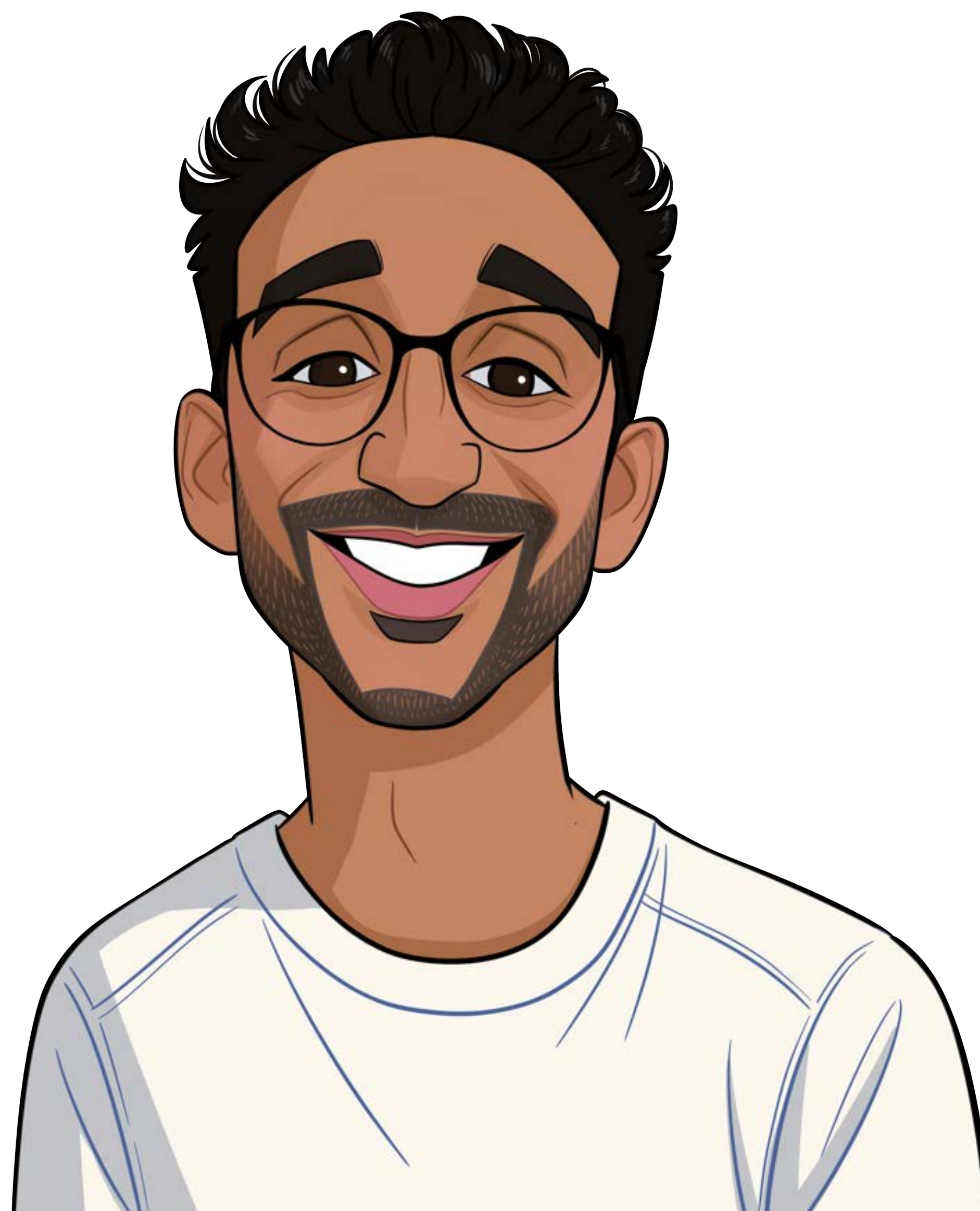


# **The Visual Guide to Feel-Good Productivity**

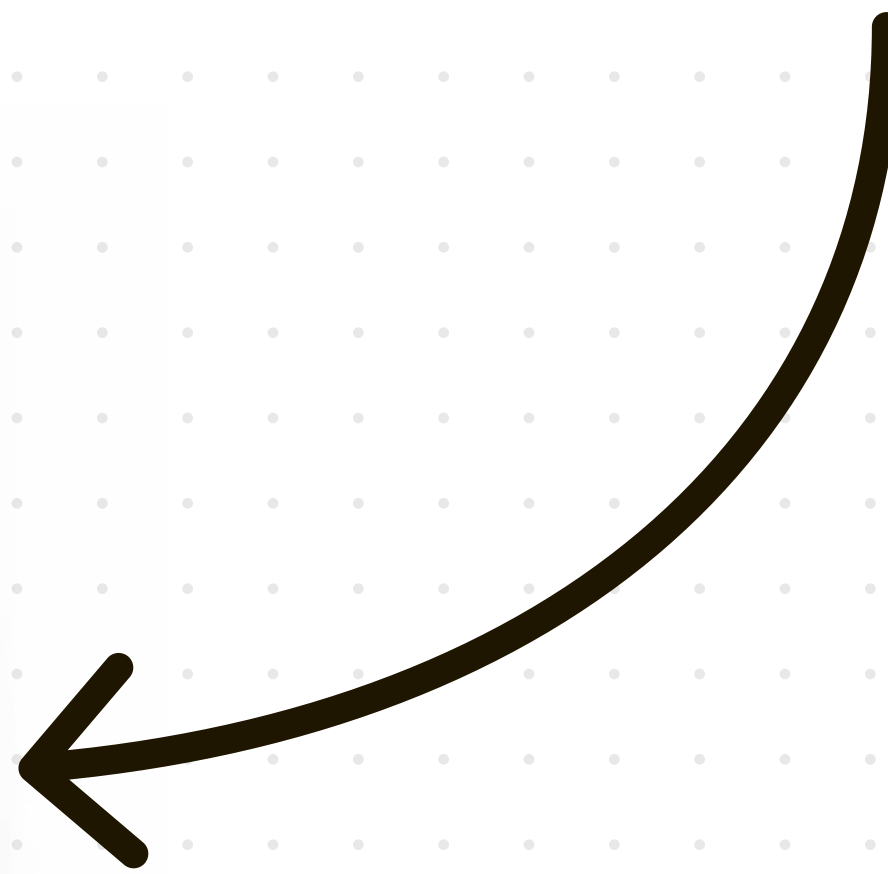
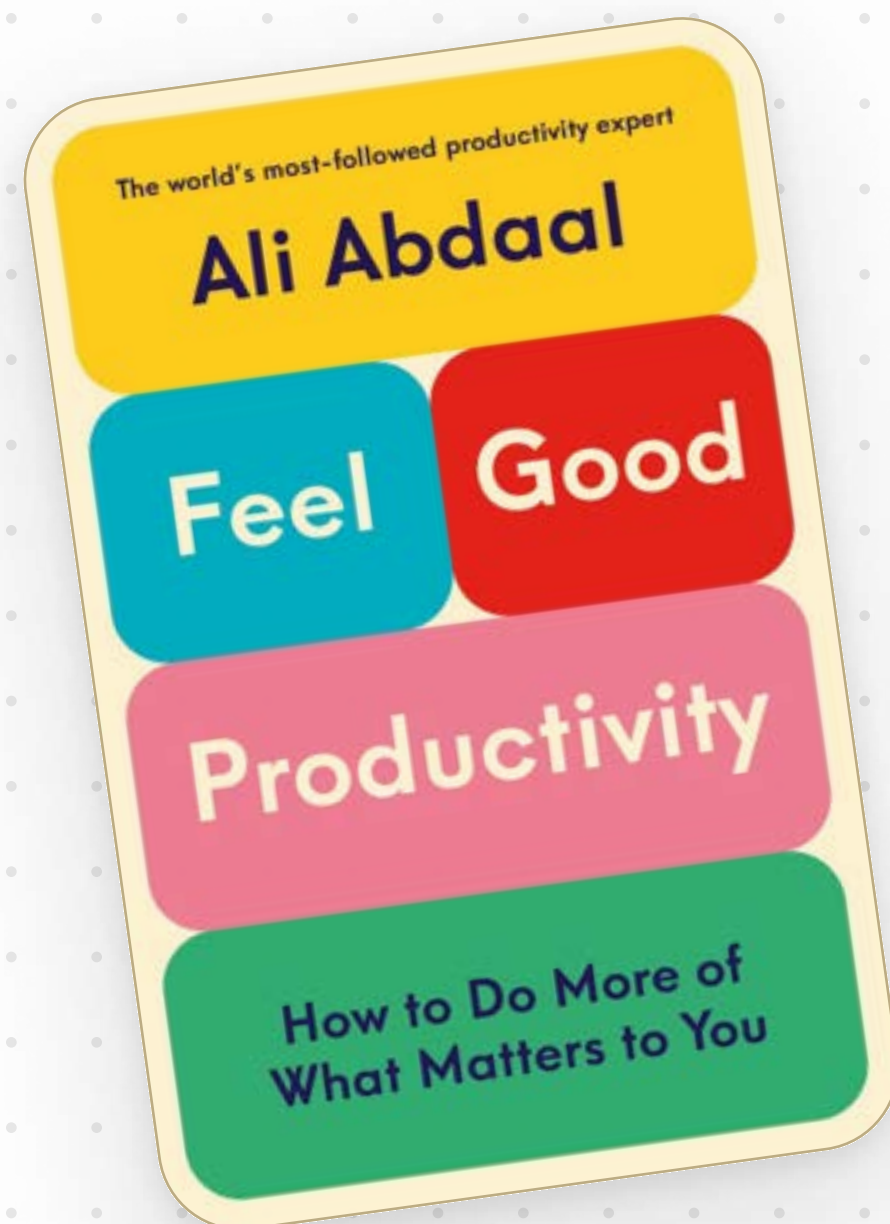
**24 experiments that make  
productivity feel fun.**



**I hope this guide helps you live a  
happier and more fulfilled life.**



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# Energise

**8 experiments to make  
work more energising**

## Experiment 1

# The Magic Post-It Note

### Ask Yourself

What would this look like if it were fun?



### Make it Social

Could you do it with friends?



### Make it Musical

Could you add some background music?



**Let's face it, work can be boring and tedious.** But we can make boring work more enjoyable by approaching it with a playful spirit. When work feels like play you become more productive.



## Experiment 2

# Reframe Your Failure

### Think Like a Scientist

Each failure gets you more data.



### You didn't fail

You don't lose by trying.



### You Took a Shot

You *gained* data. Try again.



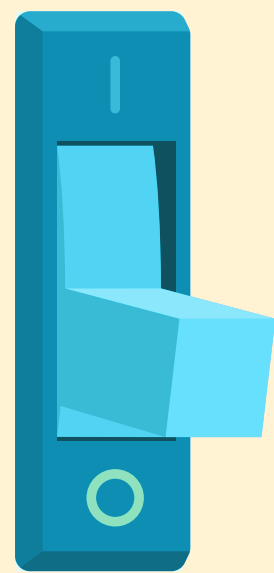
**The fear of failing stops us from pursuing opportunities.** No failure is ever just a failure. It's an invitation to try something new.

## Experiment 3

# The Confidence Switch

### Flip the Switch

What would it look like if I were really confident?



### The Power of Self-Talk

Positive self-talk can help you succeed



### Hype Yourself Up

Things you say often are the things you believe



**By becoming your own hype team, you can dramatically impact your own productivity.** This is called flipping the confidence switch.

## Experiment 4

# The Shoshin Approach

### Use a Beginner's Mind

It helps to get a fresh perspective



### What Don't I Know?

Always believe there is more to know



### Resilience

Keep trying even if it doesn't work at first



By letting go of the belief that we know everything, we approach work with a greater sense of curiosity, humility and resilience. This helps us learn more and become more productive.



## Experiment 5

# The Protégé Effect

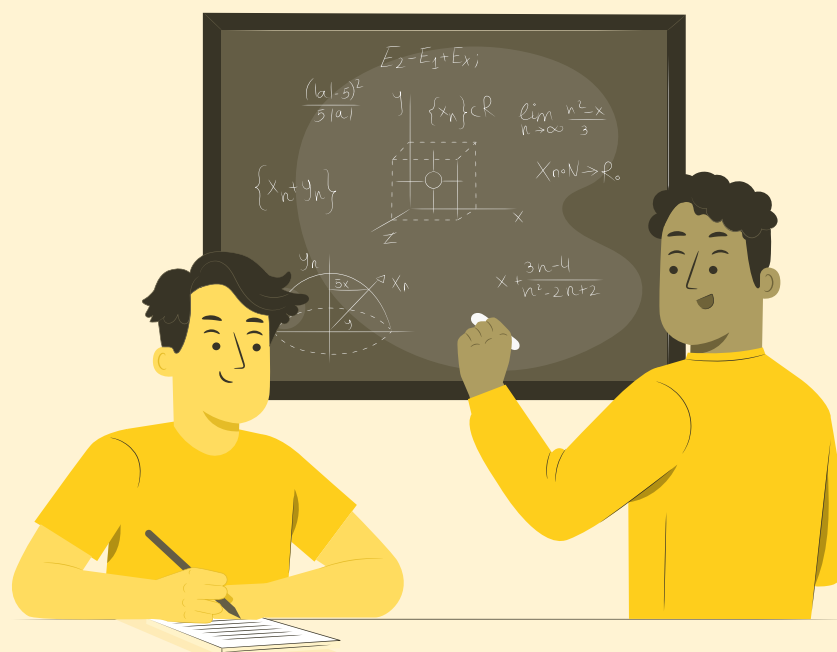
### The Protégé Effect

Teaching enhances learning



### Who Can I Teach?

Look for people who can learn from you



### Be a Guide

You don't have to be a guru



One of the best ways to get better at something new is to teach that topic to someone else.

## Experiment 6

# Own Your Mindset

### Own Your Mindset

Instead of “I have to,” say “I choose to”



### Feel Stronger

Saying “I choose” makes you feel stronger



### No One Can Take It

Your mindset is the one thing that's truly yours



**You might not have control over the work you do, but you do have control over your mindset.** Rather than telling yourself that you “have” to do this, tell yourself that you “get” to do this or that you “choose” to do this.

## Experiment 7

# The Comrade Mindset

### Team Up

Make work more fun by collaborating with others



### Win Together

Be a comrade, not a competitor



### Boost Motivation

Being part of a team improves motivation



Feeling like you're part of a team working collaboratively on a task makes you feel motivated and more productive.

## Experiment 8

# Random Acts of Kindness

### Helper's High

You feel good when you help others



### Kindness Every Day

Look for little ways to help those around you



### Offer Tea

Make a cup of tea for a colleague



By helping others, you boost your feel-good hormones which makes you happier and more productive.

# Unblock

**8 experiments to get started  
and overcome procrastination**



## Experiment 1

# Understand Your Why

### Find your why

Ask yourself why you're doing the task



### Creates clarity

When you know your Why, the How becomes clear



### Fuels Motivation

When you know your Why, it's easier to keep going



**Understanding your 'why' boosts your productivity by making it easier to find a 'how'. If you don't understand your 'why', your motivation might fall flat.**

## Experiment 2

# NICE Goals

### Near-term, Input-based

Focused on immediate steps & the process



### Controllable

Accomplishing the goal is within your control



### Energising

Working towards the goal should feel good



**When setting goals, don't fixate on an external outcome or destination.** Instead, find a way to find a feel-good journey. NICE goals are Near-term, Input-based, Controllable, and Energising.

## Experiment 3

# The Crystal Ball Method

### Identify Obstacles

What are the 3 biggest reasons why I might fail?



### Who Can Help?

Who can help you stick to your commitment?



### Take Action Now

What can you do right now to help yourself succeed?



**With your NICE goal in sight, you should have a clearer sense of what you need to do. But before you begin your journey, you might benefit from a little troubleshooting.**

## Experiment 4

# The 10/10/10 Rule

### 10 Minutes

Will this matter in 10 minutes?



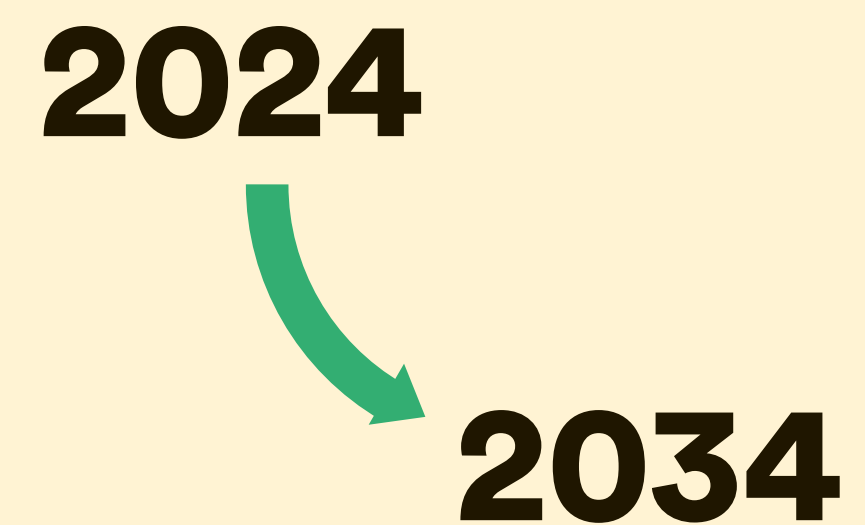
### 10 Weeks

Will this matter in 10 weeks?



### 10 Years

Will this matter in 10 years?



**One of the biggest blockers to getting started is the fear of failure which leads us to catastrophize.** What if I get rejected? What if I fail that accountancy test and never get that promotion? What if the feedback I receive is negative? Luckily, there's a way to fix that.

## Experiment 5

# Stop Spotlighting

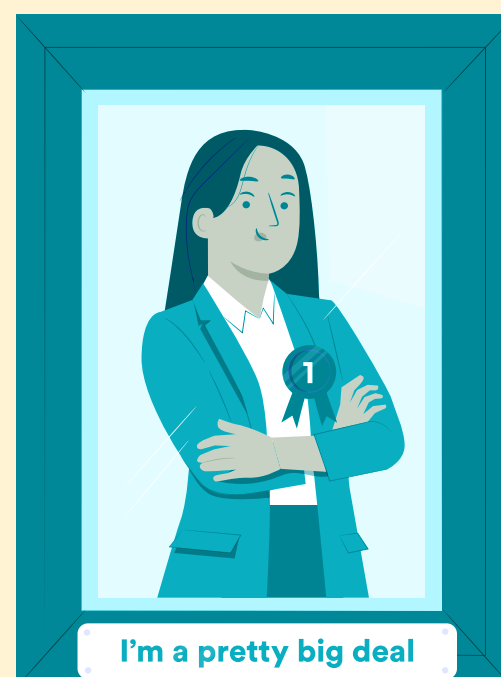
### The Spotlight Effect

We overestimate how much others think about us



### Who They Think About

They are the main character of their lives



### No One Cares

You are free. Nobody's watching you.



**A big source of fear (and procrastination) is focusing too much on what other people think (“the spotlight effect”).** The truth is, everyone is concerned mostly about themselves, and how they’re coming across. They’re not spending much time (if any) thinking about us.

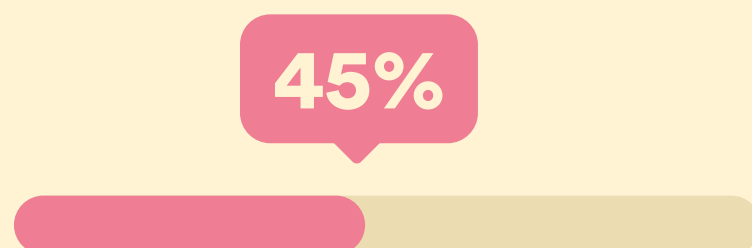


## Experiment 6

# Track Your Progress

### Focus on Progress

It's motivating and within your control



### Progress is Proof

It's evidence you're achieving your goal



### Reward Yourself

You can set progress milestones and rewards



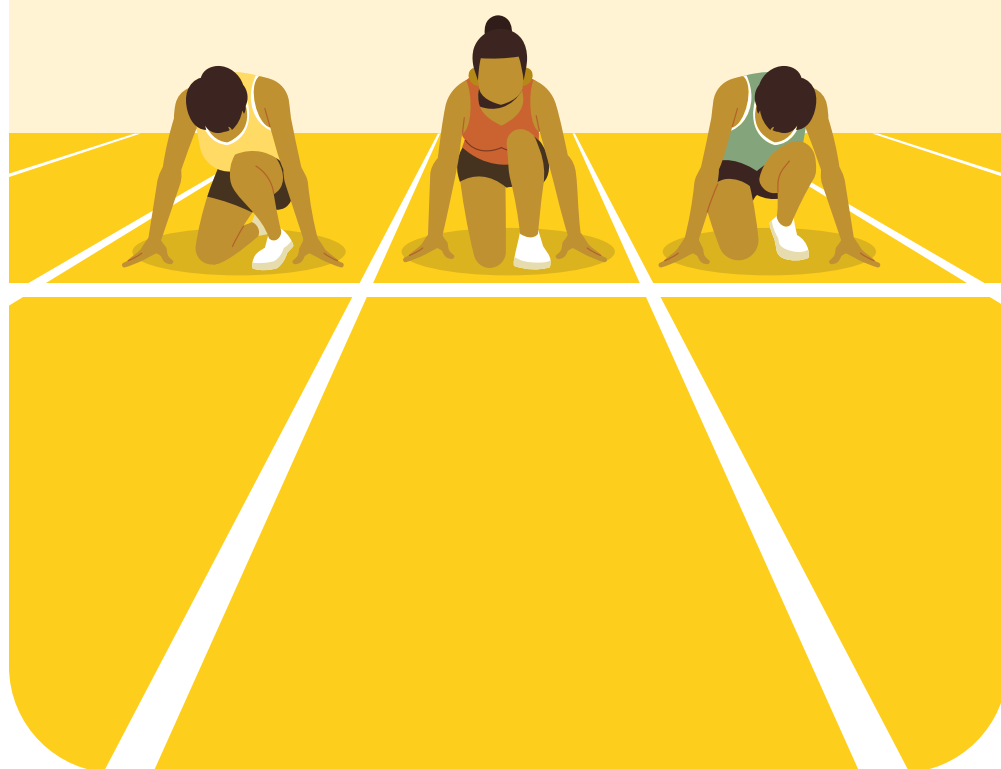
**Tracking your progress provides you with tangible evidence that you're moving toward your goals.** If your goal is to get healthier, you can keep a workout log. If you're learning a new skill, you can track your progress by keeping a learning journal to write down what you're learning.

## Experiment 7

# Find An Accountability Buddy

### Start Together

It's infinitely easier than starting alone



### Your Sense of Duty

Accountability buddies tap into your sense of duty



### Find the Balance

Find someone who challenges and supports you



When you pair up with someone who shares your ambition (e.g. to go to the gym 3 times a week), you won't just get someone who holds you to account, you'll get someone who understands your woes and appreciates your success.

## Experiment 8

# Forgive Yourself

### Don't Beat Yourself Up

It makes you less likely to do the work later



### Let Go of Losses

Forgive yourself to break the negative cycle



### Find the Win

I didn't do X, but I did do Y.



**When we fail to tick off everything on our to-do lists, it's easy to feel guilty.** But this helps nobody. If anything, it makes things worse. You can focus on the small losses. Or you can celebrate the small wins.

# Sustain

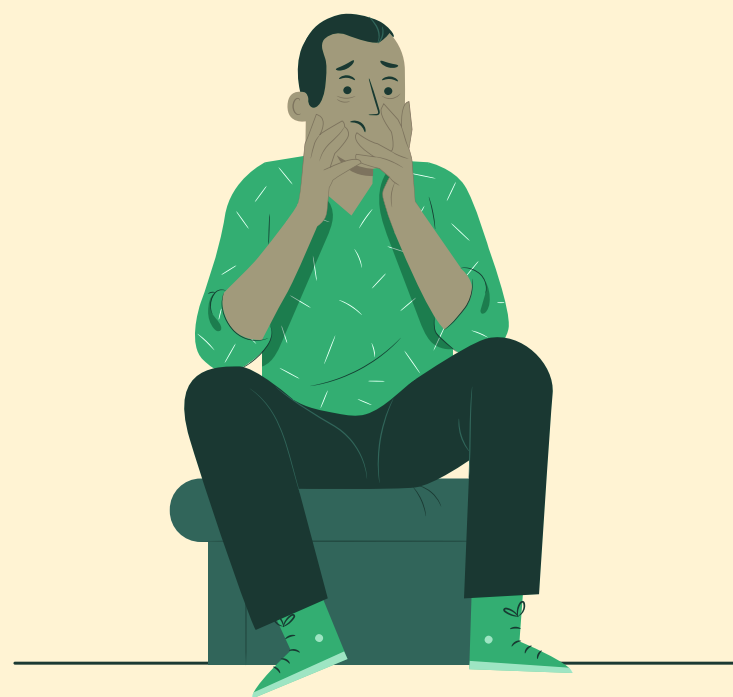
**8 experiments to  
sustain your energy**

## Experiment 1

# The Power of No

### No Is Hard to Say

We know we should, but we're afraid to say it



### Hell Yeah or No

A filter to decide what's worth doing



### Opportunity Costs

Train yourself to notice the cost of "yes"



**Overcommitting to things is one of the first ways we set ourselves on the path to overexertion: we say yes to things in the present, but in the long term, they're going to grind us down.** This is why learning to say 'no' can be so powerful for productivity.



## Experiment 2

# Schedule Your Breaks Strategically

### Schedule Breaks

Put them on your calendar



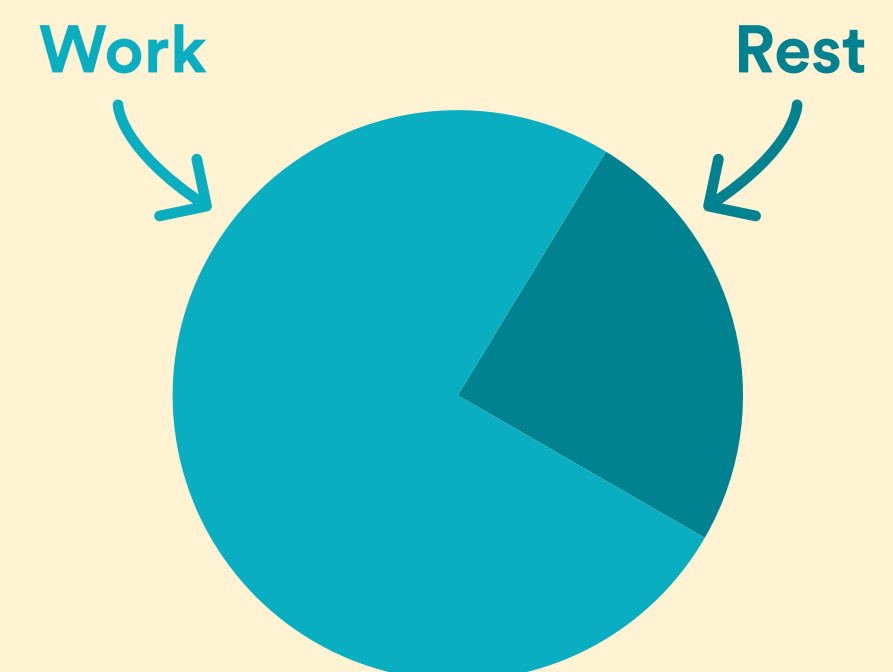
### Not a Treat

Breaks are an absolute necessity



### The Optimal Ratio

52 mins of work to 17 mins of rest



**Breaks aren't a special treat. They're an absolute necessity.** Schedule moments in your work day to do nothing. And embrace those moments of nothing-ness.

## Experiment 3

# Embrace Energising Distractions

### Energising Distractions

Unplanned rests can be beneficial



### Leave the Door Open

Talking to friends can be energising



### The Joy of Distraction

Life isn't about maintaining constant focus



**Not every small break must be scheduled into your calendar.** Sometimes, unplanned rests can be beneficial, like a colleague stopping by your desk to chat.

## Experiment 4

# Find a CALM Hobby or Project

### Competence

You get to be creative and grow a skill



### Autonomy & Liberty

You get a sense of control and escape from work



### Mellow

You get to do something relaxing and low stakes



**The best way to rest is all about feeling CALM.** You might be “resting” while scrolling on social media and watching Netflix but those activities don’t necessarily recharge you. Taking a stroll in nature will recharge you more than scrolling

## Experiment 5

# The Reitoff Principle

### The Reitoff Principle

Give yourself permission to “write-off” a day



### Reset & Recharge

Short-term downtime to help you rest



### Hit the Pause Button

Step away from the constant pressure



**Sometimes, the most energising thing you can do is to do nothing at all.**  
By doing less today, you can do more of what matters to you tomorrow.

## Experiment 6

# The Eulogy Method

### Think About Death

It helps us get a clearer view of life



### Obituary Method

Write your own obituary for yourself



### Eulogy Method

Imagine friends talking about you at your funeral



By focusing on the end of our lives, we gain more clarity on how we want to live in the present.



## Experiment 7

# The 12-Month Celebration

### In 12-Months

Imagine accomplishments you'd like to celebrate



### Tell Your Best Friend

Imagine sharing your success with them



### Make Your Plan

Come back to now and plan how you'll get there



**Imagine it's twelve months from now and you're having dinner with your best friend.** You're celebrating how much progress you've made in the areas of life that are important to you over the last year.

## Experiment 8

# The Alignment Quests

### Break it Down

Break down the big goal into smaller pieces



### Short-Term Targets

Shorten your time horizon



### Align Daily Actions

Align your daily actions to big goals



**Short-term targets feel much easier to reach than long-term ones.** A feel-good and productive way to reach your long-term goals is to align your daily actions with what you want in the future.

**This guide is created in collaboration  
with Andrew Nalband.**



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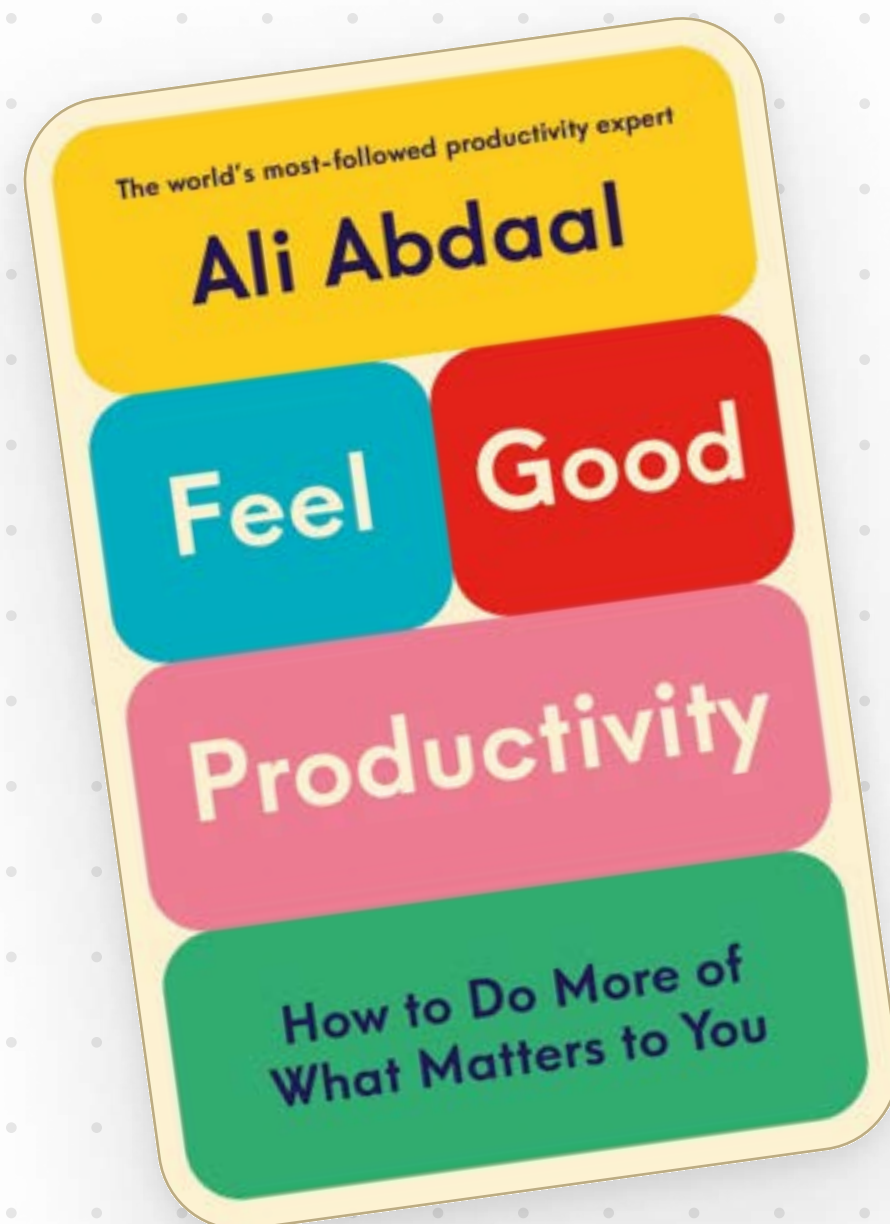


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