

A DARRENDAILY COMPANION WORKBOOK

THE PRODUCTIVITY REVOLUTION

9 Productivity Frameworks

Nine battle-tested frameworks used by CEOs running companies from $1 million to $1 billion.

WITH

DARREN HARDY

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#BetterEveryDay

BEFORE YOU BEGIN

Nine battle-tested frameworks in five days, used by CEOs running companies from $1 million to $1 billion.

You don't need to master all nine. You need the right one.

WHAT'S INSIDE

01 The Productivity Secret Every High Achiever Craves
The Eisenhower Matrix · The 3-3-3 Method

02 A Revolution That Gives You 15 Extra Hours
Time Blocking · The ABCDE Method

03 What Kills Every Project (How to Stop It)
The MoSCoW Method · Kanban Boards

04 The Truth About Success from a Billionaire
Warren Buffett's 25/5 Rule · The Pareto Principle

05 The Hidden Chokepoint Killing Your Growth
Theory of Constraints · Putting It All Together

HOW TO USE THIS WORKBOOK

- Keep the page for each episode open while you watch.
- Fill in the blanks as you go. The answers are all in the episode.
- Answer the Reflect question before you move to the next day.
- Finish with the Capstone and choose the ONE framework you'll master first.

> ***Simple works. Complex fails.***

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THE PRODUCTIVITY SECRET EVERY HIGH ACHIEVER CRAVES

You've never been busier, so why does it feel like you're moving backwards? The problem isn't how hard you're working. It's what you're working on. These two frameworks show you exactly where your hours are going.

THE EISENHOWER MATRIX

FRAMEWORK 1 OF 9

01 Urgent does not mean _____ .

02 Amateurs live in Quadrant 1; legends live in Quadrant _____ .

03 Live in Quadrant 2 so that Quadrant 1 _____ .

THE 3-3-3 METHOD

FRAMEWORK 2 OF 9

04 If you have more than nine priorities, you have _____ priorities.

05 3-3-3 means 3 hours of deep work, 3 _____ tasks, and 3 maintenance tasks.

06 Your 3 hours = two 90-minute _____ on your MVP.

REFLECT

If you tracked last week honestly, how much of it went to work that will still matter a year from now?

> ***If everything is urgent, nothing is important.***

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A REVOLUTION THAT GIVES YOU 15 EXTRA HOURS

The most effective leaders find 10 to 15 extra hours a week without working a minute longer. The difference is how they guard their calendar and how ruthlessly they judge their to-do list. Be ready to discover that much of your list doesn't deserve to be there.

TIME BLOCKING

FRAMEWORK 3 OF 9

01 Time blocking means treating your most important work like a _____ that cannot be moved.

02 You wouldn't cancel on your biggest client, so why do you constantly cancel on _____ ?

03 Deep work requires _____ .

THE ABCDE METHOD

FRAMEWORK 4 OF 9

04 When leaders apply ABCDE honestly, 80% of their "A" tasks turn out to be _____ tasks in disguise.

05 Real delegation means handing off _____ , not just tasks.

06 The test: if you don't do this task _____ , what actually happens?

REFLECT

What are you repeatedly cancelling on yourself, and what has that cost you?

> ***If it's truly important, it will come back.***

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WHAT KILLS EVERY PROJECT (HOW TO STOP IT)

Projects rarely die from a lack of money, talent, or time. They die from something far quieter that almost every leader lets in. Here's how to stop it, and how to see every moving piece of your operation at a glance.

THE MOSCOW METHOD

FRAMEWORK 5 OF 9

01 Left unchecked, scope creep becomes scope _____ .

02 Marybeth's 8-month disaster became a _____ -week victory once she applied MoSCoW.

03 MoSCoW = Must have, Should have, Could have, _____ have.

KANBAN BOARDS

FRAMEWORK 6 OF 9

04 Kanban literally means _____ .

05 You can't manage what you can't _____ .

06 Limit work in progress to a maximum of _____ items per person.

07 MoSCoW says what to build; Kanban shows how it's _____ .

REFLECT

What belongs on your Won't Have list right now, and who will you need to tell?

> ***Use MoSCoW to plan. Use Kanban to execute.***

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THE TRUTH ABOUT SUCCESS FROM A BILLIONAIRE

A billionaire's advice to his own pilot reveals why most people never reach their biggest goals. It isn't about working harder or being smarter. It's something so simple that most people will ignore it.

WARREN BUFFETT'S 25/5 RULE

FRAMEWORK 7 OF 9

01 The enemy of great is not bad. It's _____ .

02 Buffett told his pilot to treat the other 20 goals as "avoid at _____ ."

03 After cutting 20 “opportunities,” Franklin grew revenue from $8 million to $ _____ million in 12 months.

04 Every minute spent on goal #6 is a minute _____ from goal #1.

THE PARETO PRINCIPLE (80/20)

FRAMEWORK 8 OF 9

05 80% of your results come from _____ % of your efforts.

06 25/5 eliminates distraction; 80/20 eliminates _____ .

REFLECT

Which "good" goal are you most reluctant to put on your avoid-at-all-costs list, and why?

> ***The magic isn't addition. It's subtraction.***

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THE HIDDEN CHOKEPOINT KILLING YOUR GROWTH

A factory in Japan increased production by 400% without adding a single machine or employee. The answer was hiding in one place, and the same is likely true in your business. Find it, then bring all nine frameworks together into one system.

THEORY OF CONSTRAINTS

FRAMEWORK 9 OF 9

01 A chain is only as strong as its _____ .

02 Michael's entire $12 million company was waiting on _____ customs specialist.

03 Fixing that single bottleneck grew revenue to $ _____ million in six months.

04 Ask: what one thing, if we _____ its capacity, would double our entire output?

PUTTING IT ALL TOGETHER

05 Don't move to framework #2 until framework #1 is _____ .

06 Every YES to something important requires a _____ to someone who thinks their request is urgent.

REFLECT

What is the one bottleneck limiting your growth, and what would change if you doubled its capacity in the next 90 days?

> ***Productivity isn't about doing more. It's about doing what matters.***

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CHOOSE YOUR FRAMEWORK

Nine frameworks, one truth: productivity isn't about doing more. It's about deciding what matters, protecting the time to do it, and clearing what stands in the way. You don't need all nine. You need the right one, practiced until it runs without thinking.

CHOOSE THE ONE YOU'LL MASTER FIRST

1 The Eisenhower Matrix ☐
2 The 3-3-3 Method ☐
3 Time Blocking ☐
4 The ABCDE Method ☐
5 The MoSCoW Method ☐
6 Kanban Boards ☐
7 Buffett's 25/5 Rule ☐
8 The 80/20 Principle ☐
9 Theory of Constraints ☐

YOUR BIGGEST BOTTLENECK

CAPSTONE QUESTION

Which ONE framework will you master first, and what will you say NO to so it actually gets done?

> ***Choose your framework. Master it relentlessly. Watch your life change.***

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FOR CONTINUED GROWTH

ADDITIONAL RESOURCES TO SUPPORT YOUR SUCCESS

VISIT DARRENHARDYSTORE.COM • DARRENHARDY.COM

BUSINESS MASTER CLASS

A strategic program for ambitious business owners pursuing significant growth. Designed to help you become an **industry authority**, lead at a higher level, and make a meaningful impact.

RIVETING

The ultimate communication mastery system. Combined with the world's first AI speech-writing engine trained on Darren Hardy's persuasion frameworks. RIVETING is made for leaders who want to **command any room**, speak with unshakable confidence, and move people to decisive action.

HERO'S JOURNEY

A transformational path for business owners ready to evolve as leaders. Strengthen your mindset, expand emotional capacity, and **lead with clarity** in high-stakes moments that demand more from you.

INSANE PRODUCTIVITY

For those who strive to perform at their best. This self-mastery system helps you improve focus, increase output, and gain the clarity and balance needed to **succeed in all areas of life**.

THE ENTREPRENEUR FASTPASS

Focused training for mastering the four essential skills of entrepreneurship: **Sales, Recruiting, Leadership, and Productivity**. Avoid costly mistakes and move faster with strategies used by today's top performers.

JUMPSTART

A six-week system to reset your habits, routines, and decision-making. Build lasting momentum toward any personal or professional goal by improving how you **think, plan, and take daily action**.

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LIVING YOUR BEST YEAR EVER

A PROVEN SYSTEM TO ACHIEVE BIG GOALS

The goal-setting program built to help you follow through on your biggest priorities. Use the journal to **clarify your vision**, track progress weekly, and stay focused on what matters most all year long.



THE COMPOUND EFFECT

BOOK AND AUDIO PROGRAM

Darren's bestselling book on how **small, consistent actions** create powerful long-term results. Learn how to take control of your habits, decisions, and momentum to create success in any area of life.



THE ENTREPRENEUR ROLLER COASTER

BOOK AND AUDIO PROGRAM

A practical guide for surviving the early stages of entrepreneurship. Learn how to avoid the most common mistakes, build real business skills, and **significantly increase your odds** of long-term success.



DARRENDAILY JOURNAL

Turn ideas into action with this companion journal for DarrenDaily. Includes **260 pages**, one for each weekday of the year, to capture insights and plan your daily goals and next steps.



THE HARDY CLUB

A private community for ambitious achievers to share insights, strategies, and lessons from the field. Connect with other **growth-focused leaders** and stay on the leading edge through ongoing conversations and curated resources.



DARRENDAILY

Join **350,000+ high achievers** and kickstart your day with a short video from Darren. Delivered 260 days a year, each message offers one idea to sharpen focus and accelerate success. #BetterEveryDay.



DARRENDAILY ON-DEMAND

A companion podcast to DarrenDaily, designed to help you revisit key messages and apply them. **Listen on the go** to stay consistent, reinforce lessons, and build lasting habits.

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