

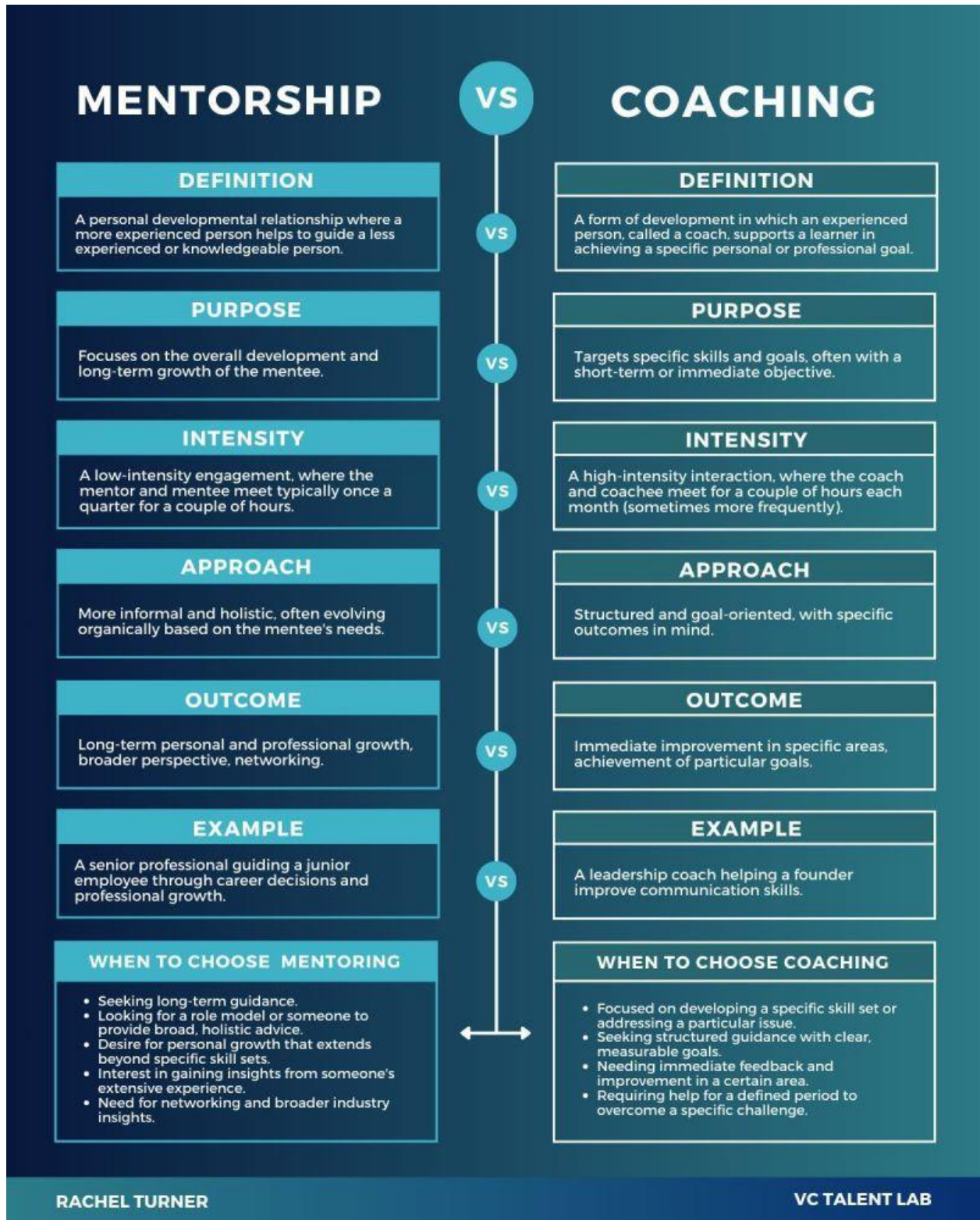
# Business Tips - Personal Development



## Table of Contents

Mentor vs Coach .....	3
21 Brutal Life Lessons Nobody Teaches You .....	4
10X Your Productivity With Just 20 Sentences.....	5
My Personal Strategic Plan.....	6
Peak Performance .....	7
Get Your Time Back .....	8
Top Work Time Management Tips .....	9
How To Create A Personal Development Plan .....	10
The Ultimate Cheat Sheet For "Critical Thinking" .....	11
You are you own CEO .....	12
The 70-20-10 Model for Learning and Development.....	13
Types of Motivation .....	14
Who's In Your Personal Community?.....	15

## Mentor vs Coach





# 21 BRUTAL LIFE LESSONS NOBODY TEACHES YOU

1. Nobody Cares.
2. Take time to know who you are.
3. The more you give, the more you receive.
4. No work is beneath you.
5. Start Meditating.
6. Don't be afraid to take risks.
7. Don't make decisions when you're emotional.
8. Luck works if hard work runs.
9. Be patient and persistent.
10. You don't need to impress everyone
11. Listen to learn.
12. Don't take the easy road.
13. Start reading books.
14. Respect others as you would respect yourself.
15. Narrow down your focus bit by bit.
16. You quit, you lose, you fail.
17. Put your best foot forward.
18. Don't bother what other people think.
19. Learn something new every day.
20. Don't make assumptions.
21. Believe in yourself

— unknown



[inspiringandpositivequotes.com](http://inspiringandpositivequotes.com)

# 20 SENTENCES THAT WILL 10X YOUR PRODUCTIVITY



1. Write down your **top 3 priorities** every morning (or the night before)
2. **Divide your day** into blocks of time and assign a task to each one.
3. "If rest increases your **output per unit of time**, then it was productive."
4. If it's not **on your calendar**—It probably won't happen.
5. Write a "**Not-To-Do List**", your biggest productivity killers to avoid.
6. If a task takes less than 2 minutes—**do it now**.
7. Only ever **compare yourself** to who you were yesterday.
8. "If you have more than 3 priorities, **you don't have any**."— Jim Collins.
9. Seek out and **apply feedback** frequently.
10. If you don't **plan your time**, someone will plan it for you.
11. **Your energy** is determined by the quality of your sleep, diet, and exercise.
12. If you're procrastinating on something, work on it for **just 2 minutes**.
13. 4 hours of **deep work** > 8 hours of distracted work
14. 8 hours of **quality sleep** > any supplement stack
15. You'll never regret taking **a walk outside**.
16. **1% improvement** every day for a year = 37 times better
17. Nothing good ever comes from **bringing your phone to bed**.
18. Want to reduce your screen time?—put your phone in **grayscale mode**.
19. If you want to change something in your life—**track it**.
20. **Productivity** is about making time for what matters most in your life.

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Colby Kultgen

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## My Personal Strategic Plan

### My Personal Strategic Plan





# Peak Performance

## The Only Cheat Sheet You Need

Peak performance means attaining and maintaining high levels of productivity, skill, and excellence. Focus on these 8 areas to create a conducive environment to build resilience, continuously improve, and achieve ambitious goals.

### Goal Setting

#### OKRs



**Objective (Broad Goal) and Key Results (Specific Outcomes)**

Define clear, achievable targets

**Objective** — Improve public speaking skills; **Key Results** — Join a local Toastmasters club, speak at 3 events, receive positive feedback from 75% of the audience.

### Mindset



**Peak commitment**  
(Unwavering dedication, goal-driven)

**Values-aligned behaviors**  
(consistent actions, integrity)

**Self-belief**  
(solution-focused thinking)

**Self-awareness**  
(values, emotions, thoughts)

### Focus Management

#### Pomodoro Technique

Prioritize & focus to achieve flow state:

- 1) Pick a task you want to work on.
- 2) Set the timer for 25 minutes.
- 3) Work until the timer rings.
- 4) Take a 5-minute break.
- 5) Repeat for 4 cycles.
- 6) Break for longer.



### Skill Development

#### Deliberate Practice

- > Set a goal for each practice session.
- > Get expert feedback from a coach.
- > Focus on improving your weak areas.
- > Continuously push yourself each time.



### Physical Health



#### 3 Pillars of Physical Health

- ✓ Nutrition: Eat a balanced diet with a variety of nutrients.
- ✓ Exercise: Workout regularly, both cardio & strength training.
- ✓ Rest: Ensure adequate and quality sleep each night.

### Relationships



#### Dr. Rosenberg's Nonviolent Communication Structure

Build supportive relationships & communicate more effectively.

### Progress Measurement

#### Key Performance Indicators (KPIs)

1. Choose KPIs aligned to your goals.
2. Check them weekly or monthly.
3. Adjust actions as needed.

#### Example:

**Goal**—Increase personal savings.  
**KPI**—Monthly savings amount.  
Adjust your budget to stay on track.



### Lifelong Learning

#### The Feynman Technique



# Get Your Time Back

## The 10-Technique Cheat Sheet for Productivity

### Time Blocking

h/t Cal Newport

1. Divide the day into blocks of time.
2. Assign each block a specific task.
3. Do nothing else during that block.

8 - 11 Deep Work
11 - 11:30 Do Emails
11:30 - 12:30 Lunch Break
12:30 - 2 Urgent Tasks
2 - 3 Take Break
3 - 5 Appointments

### Flowtime Technique (Flexible Pomodoro)

1. Work until you lose focus (no set timer).
2. Note time spent (your natural flowtime).
3. Take a short break (5 - 10 mins).
4. Adjust future sessions to your flowtime.

### 1-3-5 Rule

h/t Alex Cavoulacos

When planning your day, pick:

1 Big Task

3 Medium Tasks

5 Small Tasks

h/t David Allen



© Ronnie Kinsey

h/t Peter Bregman

### 18-Min Plan



1. Plan your day 5 mins
2. Take a break 1 min (each hr)
3. Review your day 5 mins

### The 5 steps of the GTD method:



h/t David Allen

### Getting Things Done (GTD)



### Eisenhower Matrix

### Task Batching



Do your most challenging task first thing in the day.



### Eat the Frog

h/t Brian Tracy

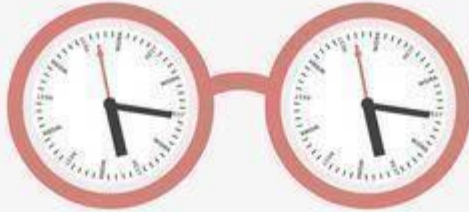


h/t Vilfredo Pareto





## Top Work Time Management Tips



### TOP TIME MANAGEMENT TIPS

#### **TIME BLOCK YOUR DAY**

Schedule your day in time blocks for tasks rather than just having a to-do list.

#### **SCHEDULE IN BUFFER TIME**

Give yourself time for things to go wrong.

#### **YOU CAN'T ALWAYS BE PRODUCTIVE**

You can't always be productive so don't waste time dwelling on it and beating yourself up

#### **YOU CAN'T WORK ALL DAY**

You need to rest, don't plan to work all day give yourself time to recharge.

#### **MULTITASKING DOESN'T WORK**

Just do one thing at a time.

#### **SET DEADLINES**

You're more likely to get your work done if you have a deadline to work towards.

#### **SET UP A ROUTINE AND STICK TO IT**

Set up a work routine to give your days more structure.

#### **JUST GET GOING**

Just start working, even if you just do the smallest task.

#### **PRIORITISE PRIORITISE PRIORITISE**

There isn't time to do everything so make sure you know what's most important.

#### **GROUP MEETINGS INTO BLOCKS**

Schedule all of your meetings at once to save on procrastination and travelling time.

#### **WORK IN SPRINTS**

Work in short bursts with breaks in between rather than long slogs.

#### **BREAK DOWN TASKS**

Break down your work into tasks you can do in one session.

#### **ALWAYS TAKE NOTES**

Don't rely on remembering everything you need to, write it down.

#### **FILE THINGS WHERE YOU'LL FIND THEM**

Make it easy for yourself to find your work and notes in the future.

#### **AUTOMATE WHAT YOU CAN, BATCH WHAT YOU CAN'T**

Spend the time automating all of the tasks you can and do all of the rest in batches.

#### **BLOCK OUT DISTRACTIONS, DON'T RELY ON WILL POWER**

Turn off your notifications and block out anything else that might distract you.

[www.workovereasy.com](http://www.workovereasy.com)

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## How To Create A Personal Development Plan

### HOW TO CREATE A PERSONAL PROFESSIONAL DEVELOPMENT PLAN

- WHAT ARE MY CAREER ASPIRATIONS?**

What is my personal mission statement? What core values inform this mission? What short- and long-term steps will help me achieve my mission?


- WHAT IS MY SWOT?**

What Strengths, Weaknesses, Opportunities, and Threats should inform my development plans?


- WHAT ARE MY KEY PERFORMANCE METRICS?**

What specific, measurable, achievable, relevant, and time-bound (SMART) goals will help me reach my short- and long-term career aspirations?


- WHAT ARE MY KEY PROJECTS?**

What projects will challenge me and help me reach my goals?


- HOW WILL I NURTURE RELATIONSHIPS?**

What specific steps will I take to nurture relationships with supervisors, direct reports, and key stakeholders?


- WHAT DO I NEED TO LEARN?**

What training, workshops, certifications, or educational courses will help me reach the next level of success?


- WHAT COACHING OR MENTORING DO I NEED?**

What coaching and/or mentoring would accelerate my professional growth?


- HOW WILL I BUILD MY NETWORK?**

Who can I help? Who can help me? What industry events will I attend? What groups will I join? What personal networking will I do?


- WHAT IS MY TIMELINE AND MILESTONES?**

What are my specific deadlines and checkpoints for progress? Where will I track these?


- HOW WILL I REVIEW AND ASSESS THIS PLAN?**

How will I stay intentional about reflecting and revising this plan as needed?



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## The Ultimate Cheat Sheet For "Critical Thinking"



### The Ultimate Cheatsheet for Critical Thinking

Want to exercise critical thinking skills? Ask these questions whenever you discover or discuss new information. These are broad and versatile questions that have limitless applications!



<b>Who</b>	<ul style="list-style-type: none"> <li>... benefits from this?</li> <li>... is this harmful to?</li> <li>... makes decisions about this?</li> <li>... is most directly affected?</li> </ul>	<ul style="list-style-type: none"> <li>... have you also heard discuss this?</li> <li>... would be the best person to consult?</li> <li>... will be the key people in this?</li> <li>... deserves recognition for this?</li> </ul>
<b>What</b>	<ul style="list-style-type: none"> <li>... are the strengths/weaknesses?</li> <li>... is another perspective?</li> <li>... is another alternative?</li> <li>... would be a counter-argument?</li> </ul>	<ul style="list-style-type: none"> <li>... is the best/worst case scenario?</li> <li>... is most/least important?</li> <li>... can we do to make a positive change?</li> <li>... is getting in the way of our action?</li> </ul>
<b>Where</b>	<ul style="list-style-type: none"> <li>... would we see this in the real world?</li> <li>... are there similar concepts/situations?</li> <li>... is there the most need for this?</li> <li>... in the world would this be a problem?</li> </ul>	<ul style="list-style-type: none"> <li>... can we get more information?</li> <li>... do we go for help with this?</li> <li>... will this idea take us?</li> <li>... are the areas for improvement?</li> </ul>
<b>When</b>	<ul style="list-style-type: none"> <li>... is this acceptable/unacceptable?</li> <li>... would this benefit our society?</li> <li>... would this cause a problem?</li> <li>... is the best time to take action?</li> </ul>	<ul style="list-style-type: none"> <li>... will we know we've succeeded?</li> <li>... has this played a part in our history?</li> <li>... can we expect this to change?</li> <li>... should we ask for help with this?</li> </ul>
<b>Why</b>	<ul style="list-style-type: none"> <li>... is this a problem/challenge?</li> <li>... is it relevant to me/others?</li> <li>... is this the best/worst scenario?</li> <li>... are people influenced by this?</li> </ul>	<ul style="list-style-type: none"> <li>... should people know about this?</li> <li>... has it been this way for so long?</li> <li>... have we allowed this to happen?</li> <li>... is there a need for this today?</li> </ul>
<b>How</b>	<ul style="list-style-type: none"> <li>... is this similar to _____?</li> <li>... does this disrupt things?</li> <li>... do we know the truth about this?</li> <li>... will we approach this safely?</li> </ul>	<ul style="list-style-type: none"> <li>... does this benefit us/others?</li> <li>... does this harm us/others?</li> <li>... do we see this in the future?</li> <li>... can we change this for our good?</li> </ul>

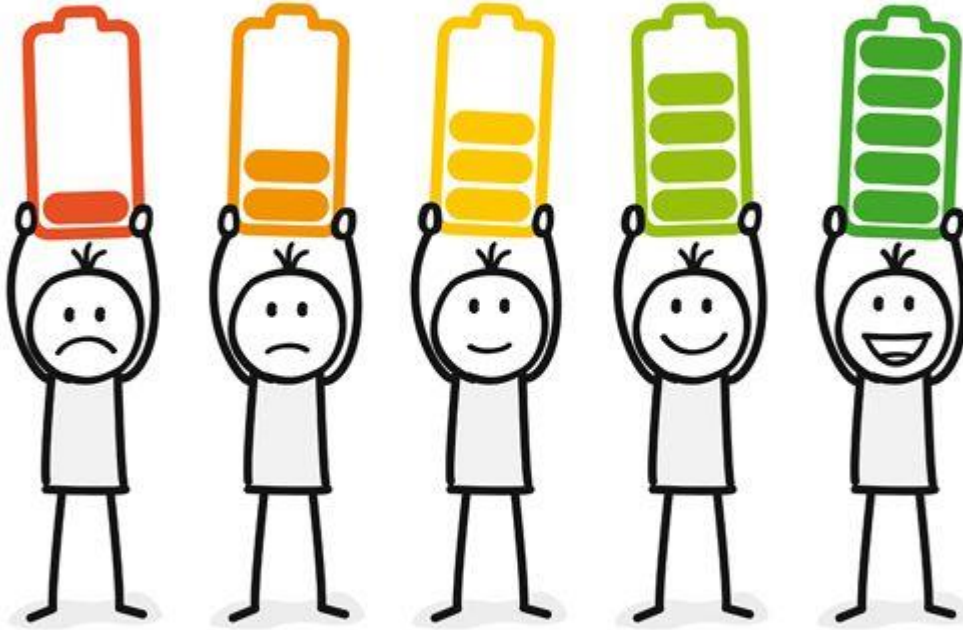
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You are you own CEO

## You are you own CEO

(Chief Energy Officer)



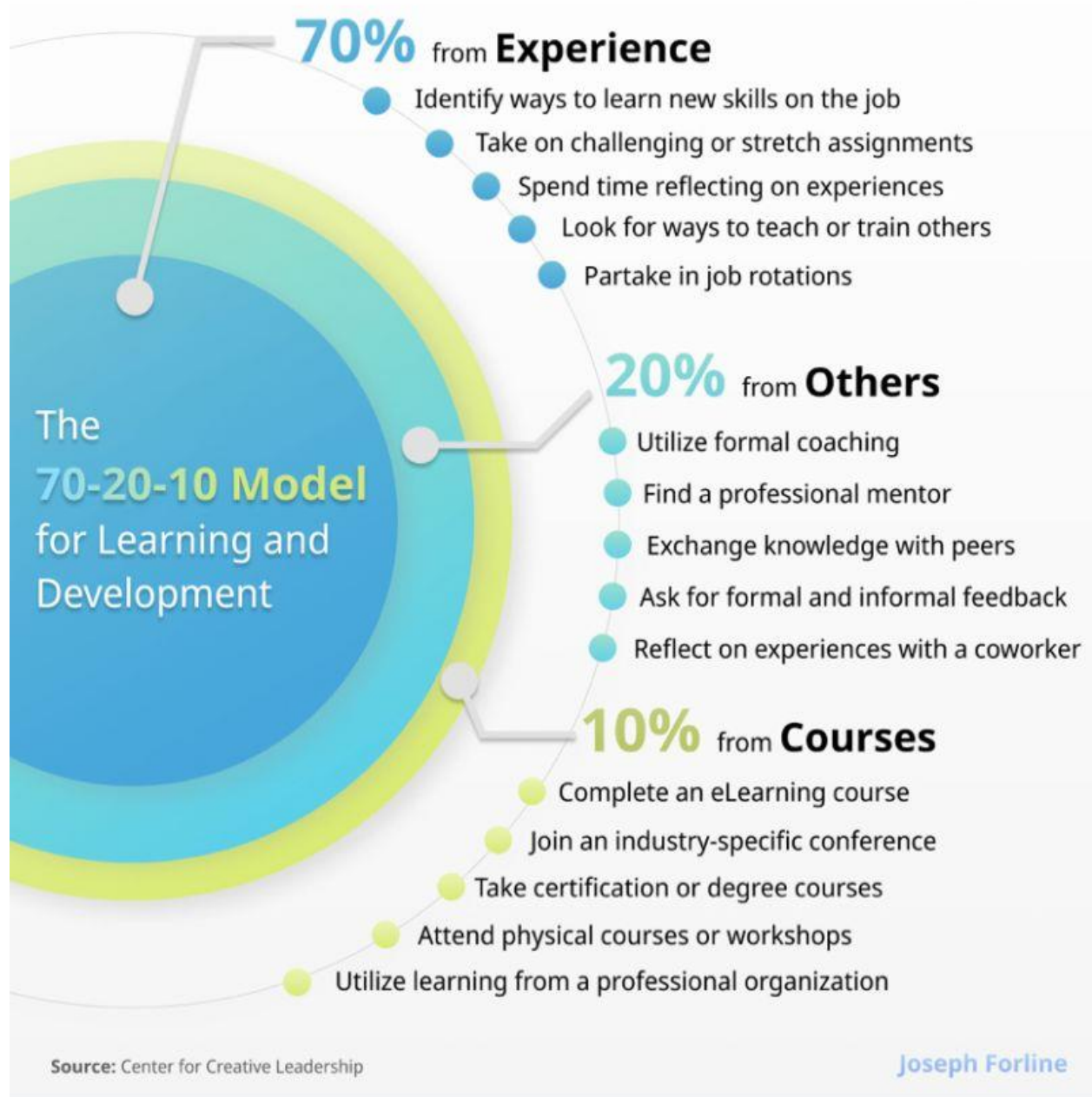
## What's your ROE?

(Return on Energy)

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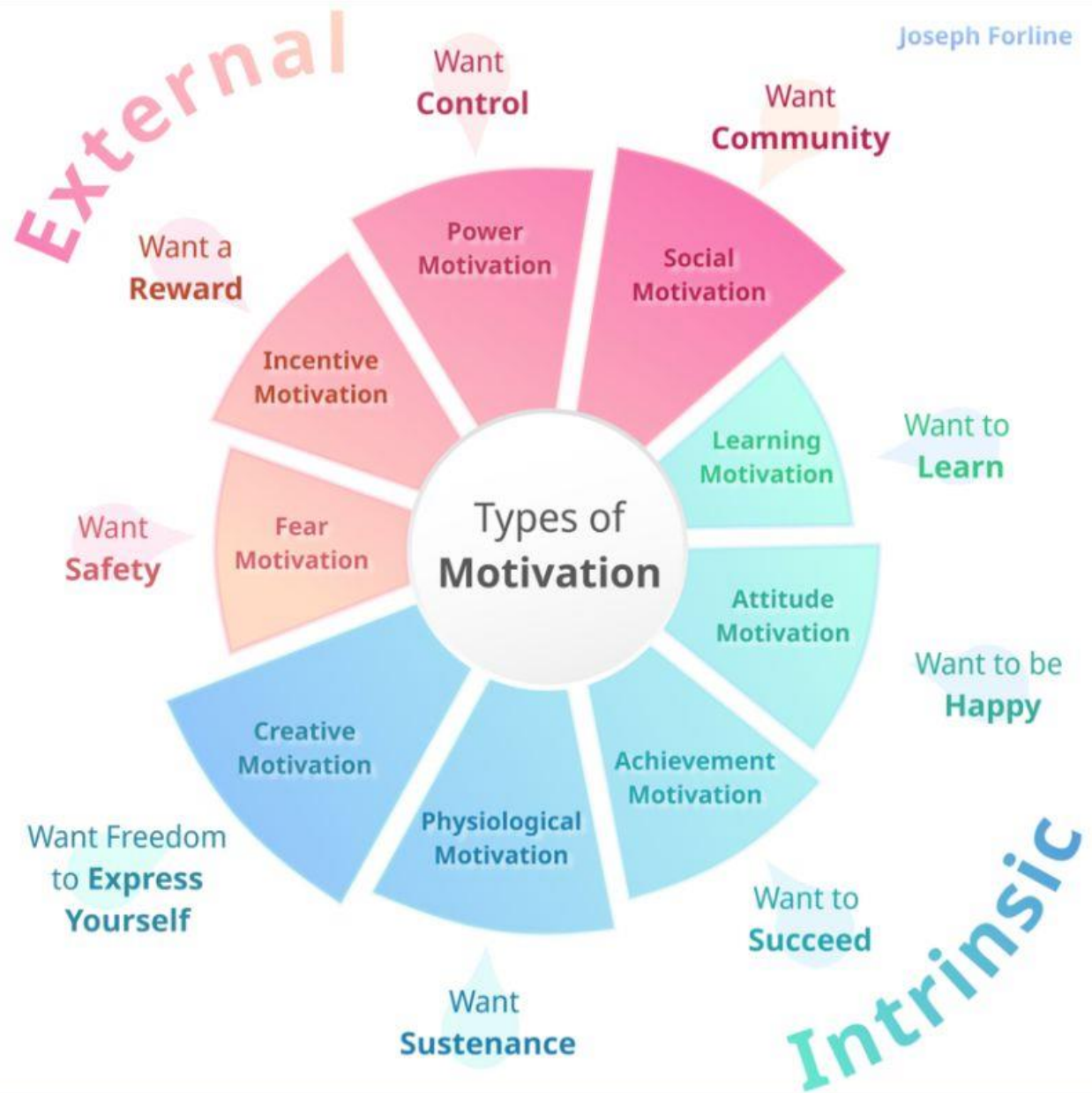
## The 70-20-10 Model for Learning and Development

The **70-20-10 model for Learning and Development** is a well known framework within L&D communities aimed to help provide a baseline for how individuals spend their time on a variety of learning experiences to optimize their professional growth. The model suggests spending 70% of your time learning from challenging experiences, 20% of your time learning from others, and 10% from formal learning.



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## Types of Motivation



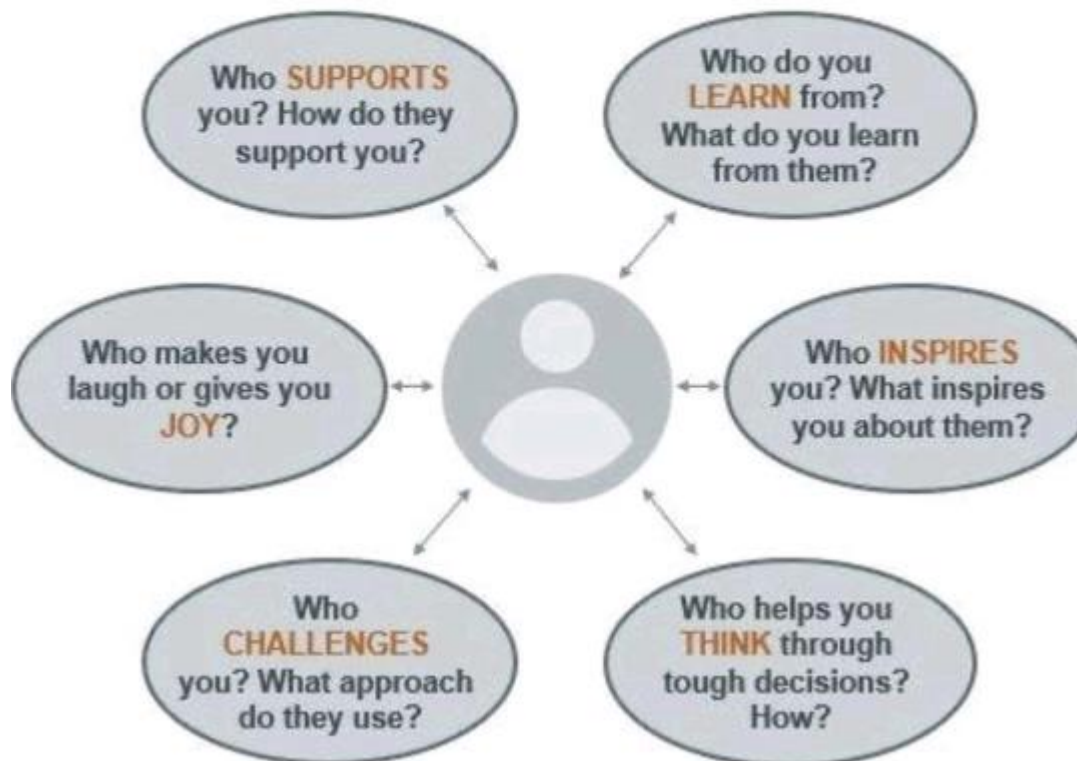


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Who's In Your Personal Community?

## WHO'S IN YOUR PERSONAL COMMUNITY?

Creating, nurturing, and engaging in intentional relationships



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To learn more about DNA Behavior International and the solutions we offer, please visit:

[www.dnabehavior.com](http://www.dnabehavior.com)

If you have any questions or would like to discuss with an executive on our team, please email us at:

[inquiries@dnabehavior.com](mailto:inquiries@dnabehavior.com)

