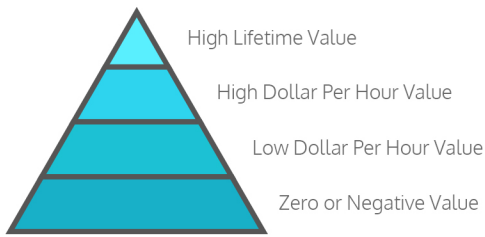



The Productivity Pyramid



To become more effective, you must identify and become conscious of the activities and time investments you're making throughout your days, and then focus on the highest value activities. The Productivity Pyramid exercise will help you identify and focus on spending your time doing your highest value activities.

 **High Lifetime Value** Building relationships, learning, creating systems, supporting health, learning, development.

 **High Dollar Per Hour** Activities that "ring the cash register" and bring in sales.

 **Low Dollar Per Hour** "Busywork," administration, errands, shopping, repetitive tasks.

 **Zero or Negative Value** Worry, idle chatter, distracting others, most "news".