

THE **effectology**[™]
M E T H O D

TRANSFORM INTO THE MOST
PROSPEROUS & ABUNDANT
VERSION OF YOU

Miriam Castilla

LIFE ON PURPOSE

Module 6

Relax & get effective



6.1

CORE EFFECTIVENESS PRINCIPLES

Time Mastery Secrets



6.2

STRUCTURE CREATES FREEDOM

Free your time, free yourself



6.3

DAILY HACKS

Habits for an effective life

”

*It's the little things
that make
the big difference*

Miriam Castilla

Small daily
habits
change lives

To-Do Lists Help You Stay On Track

...it's how you use them that makes the difference!

”

*I have two kinds of
problems, the urgent and
the important.*

*The urgent are not
important, and the
important are never urgent.*

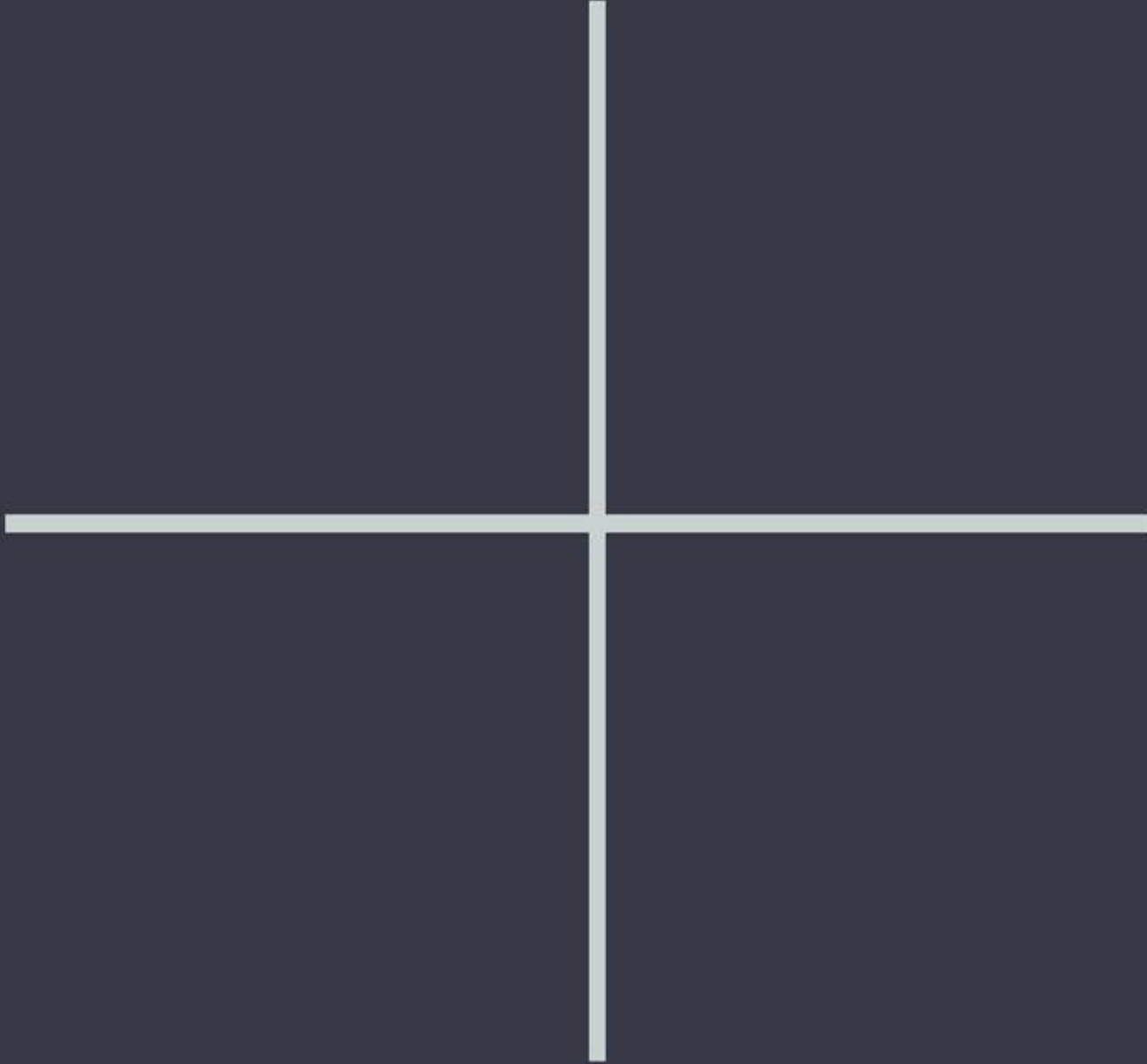
Dwight D. Eisenhower

The Eisenhower Method

Important

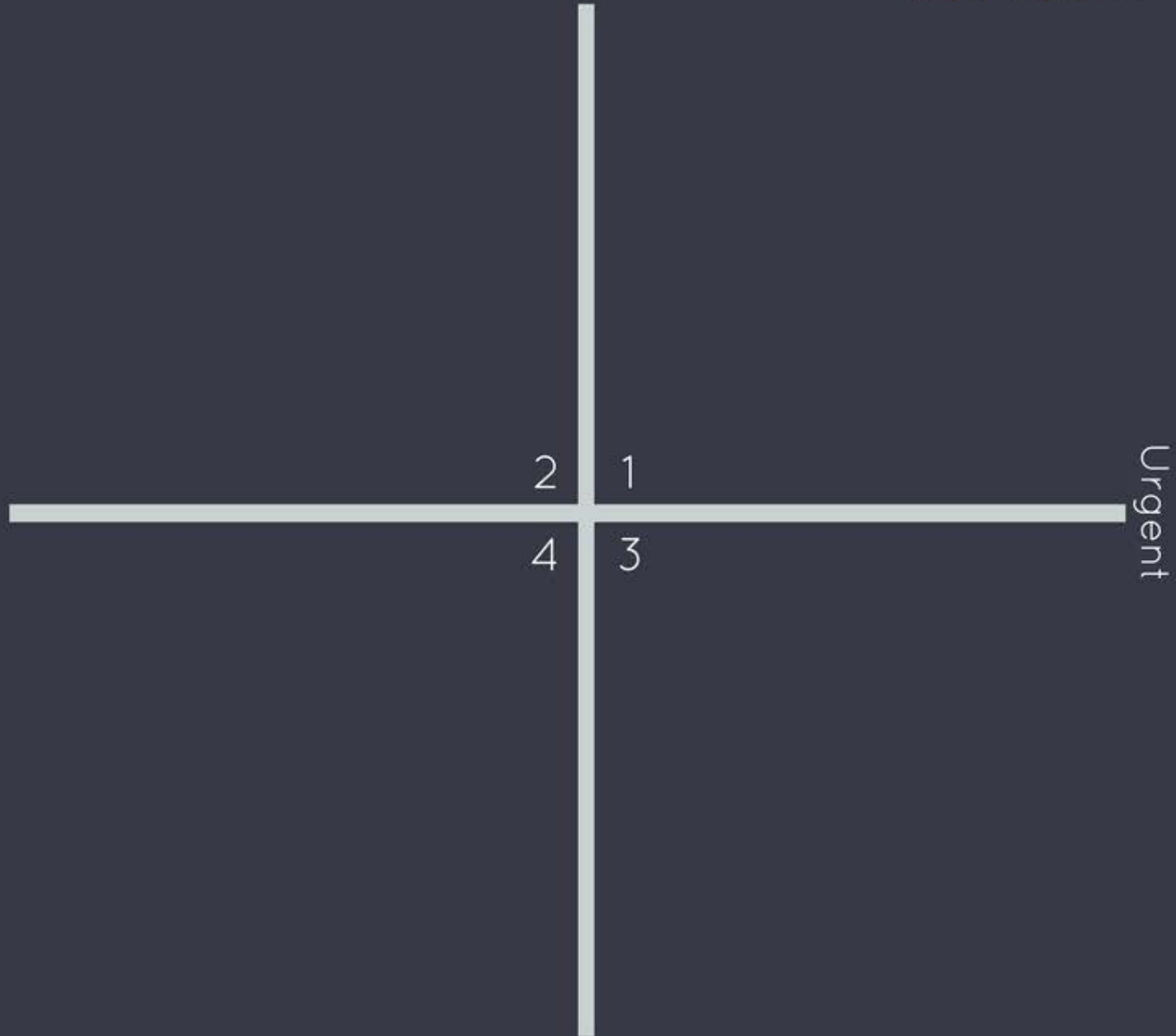
THE **effectology**
METHOD

Urgent



Important

THE **effectology**
METHOD



Important

THE **effectology**
METHOD

Fire
Injuries
Some phone calls

2

1

4

3

Urgent



Important

Exercise
Planning
Relationships

Fire
Injuries
Some phone calls

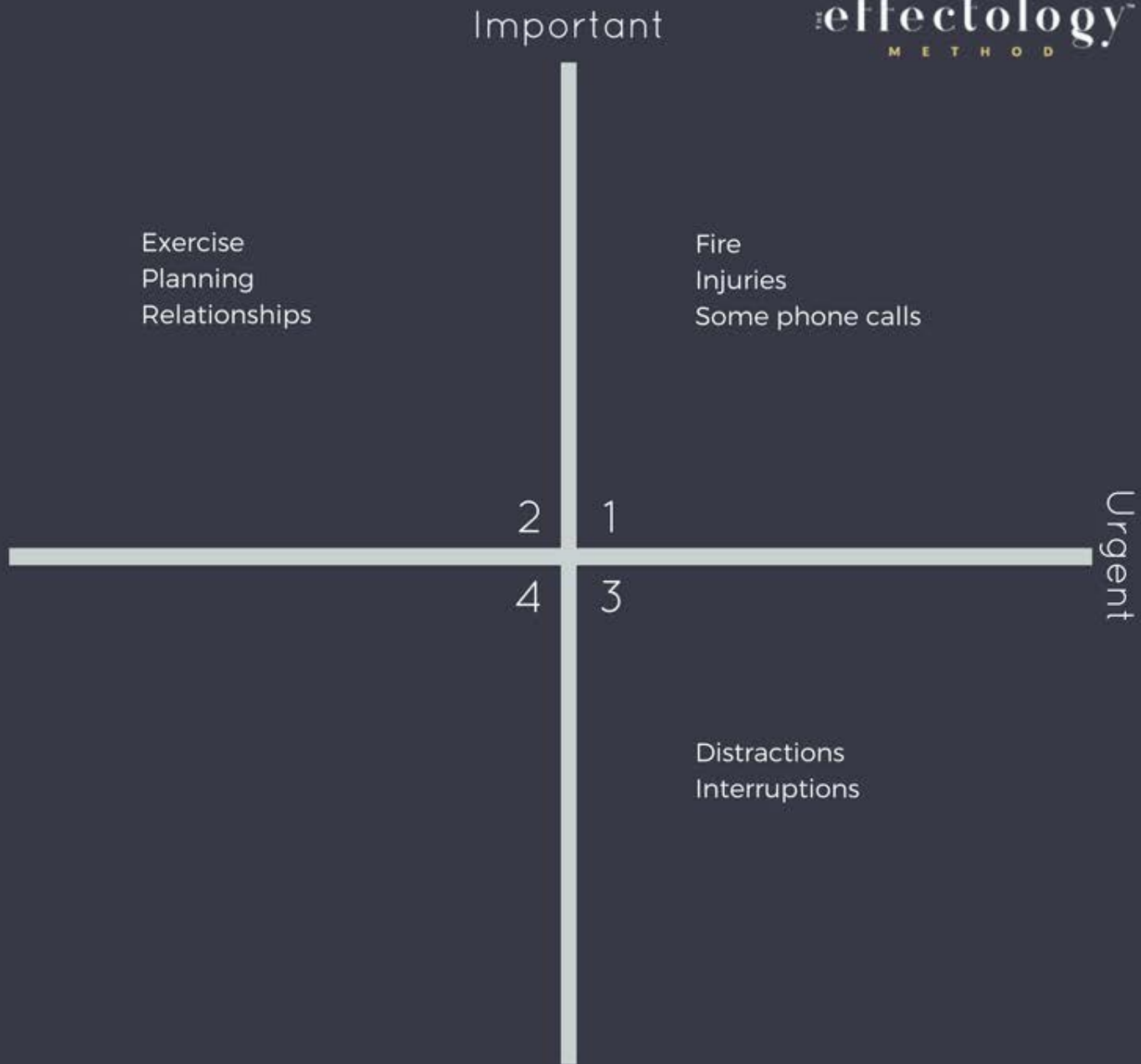
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Urgent



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Urgent

'Busy' Time
Trivial Matters
Time Wasters

Distractions
Interruptions



Important

Exercise
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Fire
Injuries
Some phone calls

Do immediately

2

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Schedule To Do

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'Busy' Time
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Delete

Distractions
Interruptions

Delegate

Delegate to the Universe

Put it all together

Let the Universe, Eisenhower & Pareto manage your to-do list

Run short sprints
and make them
count!

The Pomodoro Method

25/5

Frequent breaks
rejuvenate you
and help you stay
aligned

Power Hour

The first hour of the day is yours and yours alone

Alignment
comes first!

Segment intention

Protect the
Golden Goose

Fiercely guard your
attention & focus

Eliminate all distractions

- avoid the inbox abyss
- no pings, or pop ups
- 'do not disturb' mode
- 1 tab open rule
- email management
- rocks & pebbles
- 'No' as first response
- plan tomorrow today

The Process:

Create an achievement list:

- Apply the Eisenhower approach, prepare a list of the top 3 things to achieve the next day & add list tasks you're delegating to the Universe.
- Schedule your tasks to your Power Hour & pomodoro segments
- Strictly practise Power Hour & Pomodoro methods
- Set segment intentions before starting each one

Share in group:

#achievementlist

#powerhour

#pomodoro

-share your processes - how's it going?

#notice

- which old habits are hard to break?

Buddies

- Get together to fine-tune your #achievement list process
- How can you make this new habit super easy to get into?

Meditations

- Setting an Aligned Intention

Live Call:

- Review
- Brainstorm
- Bring your manifesting questions!

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