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The 4 hour work week pdf summary

The question you have to ask is not: What do I want? or What are my goals?, but What would excite me? Rating: 9/10 Related: Zero to One, ReWork, Essentialism, Eat That Frog Details on Amazon Get a full lesson index here 4-hour workweek Summary 4-hour Workweek Tim Ferris is the ultimate project on lifestyle design. Follow a simple step-by-step process to reinvent yourself, work better, create a business and live a luxurious lifestyle that promotes time and mobility. A summary of The New Rich (NR) are those who abandon the deferred life plan and create a luxurious lifestyle using time and mobility. People don't want to be millionaires - they want to experience what they think only millions of people can buy. Fantasy is a way of life full of freedom that it allows. Thus, the question arises: How can a millionaire's lifestyle of full freedom be achieved without initially having \$1,000,000? Step by step the process that you will use to reinvent yourself: D to determine. Get to know the rules and objectives of the new game. This section explains the lifestyle design recipe and basics. E for elimination. Kills the outdated notion of time management once and at all. How to increase results per hour tenfold or more by cultivating selective ignorance, developing a low-information diet and ignoring the unimpressive. This section contains the first of three luxury lifestyle design ingredients: time. And for automation. Puts cash flow on autopilot using geographic arbitration, outsourcing and indecision rules. Provides the second ingredient of luxury lifestyle design: income. L is for liberation. Mobile manifesto for the globally inclined. Covers how to break bonds that whip you in one place. This section provides the third and final ingredient for luxury lifestyle design: mobility. Step I: D to determine Chapter 1 – Caution and Comparison: How to burn \$1,000,000 a night The New Rich (NR) can be separated from the crowd based on their goals that reflect very clear priorities and life philosophies. If you can free up your time and location, your money automatically costs 3-10 times more. Money is multiplied by practical value depending on the amount of W you control in your life: What you do, When you do this, Where you do it!Famy you do it To become NR, you start by replacing assumptions. Chapter 2 - Rules that change the rules: All popular incorrect pension insurance is the worst-case insurance scenario. Retirement planning is like life insurance. Your retirement is not the goal. Interest and energy are cyclical. Work only when you are the most effective and life is more productive and enjoyable. Less is not lazy. Despite working fewer hours, NR produces more meaningful results than other people. Focus on being The timing is never right. Someday it is a disease that takes your dreams to the grave with you. If it matters to you and you want to do it eventually, just do it and fix the course along the way. Ask for forgiveness, not permission. Try it and then justify it. It's good to be restless and regret it when you screw up. Underline strengths, do not correct weaknesses. Focus on better use of your best weapons instead of permanent repairs. Things in excess become their opposite. Do what you want, as opposed to what you feel obliged to do. Money alone is not the solution. The cash wheel routine is a constant distraction that prevents you from seeing how pointless it is. The problem is more than money. Relative income is more important than absolute income. Relative income is a real measure of wealth for New Rich.Distress Is Bad, Eustress Is Good. Oustress is an incentive to grow. Be equally aggressive in removing distress and finding eustress. Chapter 3 - Dodging a Bullet: Fear of Setting Up and Escaping Paralysis The smartest people in the world dress fear as an optimistic objection. Identify your fears by writing down your answer to each step: Define your fear. What's the worst thing that can happen? What will be the permanent impact on scale 1-10? How likely do you think they're actually going to happen? Damage control. What steps could you take to repair the damage? How could you bring things back under control? Consider upside down. What are the results or benefits, both temporary and permanent, more likely scenarios? Recover Errors. If you were fired today, what would you do to get things under financial control? If you quit your job to test other options, how could you later return to the same career track? Define an action. What are you putting off out of fear? What are you most afraid to do is what we most need to do. Identify the worst case, accept it and do it. We will decide to do one thing every day that you are afraid of. Know the costs. What is dear to you—financially, emotionally, and physically—to postpone action? Not only to assess the potential downside of the action. It is equally important to measure the cost of inactivity. If you don't pursue what worries you, where will you be in a year, five years and ten years? Understand your fear. What are you waiting for? If you can only answer the terms, then you are afraid, like the rest of the world. Measure the cost of inactivity and realized the probability and repair of most misses. Finally, develop the most important habit of those who excel and like to do so: action. Chapter 4 – Resetting the System: Being unwarranted and unequivocal 99% of people in the world are convinced that they are unable to achieve great things, so they strive for the mediocre. Consequently, competition is most fierce for realistic purposes. Doing great things starts with a request Correctly. Excitement is more practical synonymous with happiness, and that's what you should strive for. The question you have to ask is not: What do I want? or What are my goals?, but What would excite me? Boredom is the enemy, not failure. Apply timelines to dreams, dreaming (extended goal setting): What would you do if there was no way you could fail? Create two timelines—6 months and 12 months—and list up to five things you dream of having, being, and doing in that order. What entails being? Turn each creature into a do to make it effective. For example: Great cook = make Christmas dinner without help. What are the four dreams that would change all this? Highlight the four most exciting and/or important dreams. Determine the cost of these dreams and calculate the Monthly Income Target (TM) for both timelines. Think of income and expenses as monthly cash flow instead of totals. Calculate the monthly income target for your dream lines. Identify three steps for each of the four dreams in just a 6-month timeline and take the first step now. Set simple clearly defined actions for now, tomorrow and the day after tomorrow. After you have three steps for each of the four goals, follow three steps in the column now. Everyone should be simple enough to do in five minutes or less. The best first step is to find someone who has done this and asking for advice on how to do the same. Step II: E to eliminate Chapter 5 – End time management: Illusions and Italians don't try to do more every day. Being busy is used as a boost to avoid the few critical but embarrassing actions. Being effective without taking into account efficiency is the default mode of the universe. Two truisms to keep in mind: Doing something unimportant well doesn't make it important. Requiring a lot of time doesn't make the task important. What you do is infinitely more important than how you do it. Efficiency is still important, but it's useless if it doesn't apply to the right things. Pareto Law (Rule 80/20): 80% of exits are the result of 20% of parkinson's law inputs: tasks will swell (perceived) importance and complexity towards the time allotted to end it Be productive: 3 times a day, on scheduled terms, ask yourself: Am I productive or just active? Am I inventing things that need to be done to avoid the important? How to have more time and do less: Define a to-do listDeetermine a no-do list How 80/20 is your job: If you had a heart attack and had to work two hours a day, what would you do? If you had a second heart attack and had to work two hours a week, what would you do? If you had a gun to your head and had to stop doing 4/5 different time-consuming activities, what would you clean up? What are the top 3 activities I use to fill the time to although I was productive? Who are those people who produce most of your fun and propel you forward, and who cause much of your depression, anger and second guess? If that's the only thing I'm achieving today, will I be happy with my day? There should be no more than two critical mission subjects every day. Make them separate from start to finish without being distracted. Chapter 6 – Low-Information Diet: Cultivating selective problems of ignorance to solve yourself or disappear if you remove yourself as an information bottleneck and empower others. To be selectively ignorant, learn to ignore or redirect all information and interruptions that don't matter, unimpressive or unimpressive. Lifestyle design is based on mass actions - output. Increasing the output volume should not reduce input. Most of the information is time-consuming, negative, unrelated to your goals, and beyond your influence. Low-information diet: Go for immediate weekly media quickly. There are no newspapers, magazines and audiobooks. Music is allowed at all times. No news websites at all. No television at all except for one hour of fun watching every night. There is no web surfing at the table unless you need to complete a work task for that day. Only consume information for something immediate and important. Information is useless if it doesn't apply to something important or if you forget it before you have a chance to apply it. Focus on timely information instead of information in a prov'case. Practice the art of non-financing. Develop a habit of not funding something that is boring or unproductive if the boss doesn't require it. Chapter 7 - Interrupt interruption and the art of refusing to learn to be difficult when it counts. In school, as in life, having a reputation for perseverance, you will help you get preferential treatment without having to promote or fight for it every time. Interruption is all that prevents the end of a critical task. 3 main offenders: Time Wasters. Things that can be ignored with little or no consequence of time consumers. Duplicate tasks or queries that you want to perform but often interrupt high-level errors. When someone needs approval to do something small happens How to fix interrupts limit email consumption and production, check email first thing in the morning Check email twice a day. Create an email answer auto-answer so people respect your new ruleSoon screen and limit outgoing phone callsUsing two numbers: one office line (non-urgent) and one cellular (urgent). Answer the cell and release the office to voicemailSo have people chitchat. Immediately bring them to the pointSo all meetings that do not have clear goalsHow offers a meeting, email request and then use the phone as its reverse offerRespond offerRespond voicemail via email whenever possible. This teaches people to be concise, should only be done to make decisions about a predetermined situation, not to determine the problem. Ask people to send you an email with an agenda to determine the goal of the end of the meeting (goal for 30 minutes)Don't let random visitors. Use headphones, even if you are not listening to anything work smarter, connecting tasks such as emailEmpower others to act without interrupting youForce people to identify their requests before spending time with themUsing Evernote to capture information and make it a suitable step III: A for automation Chapter 8 - Outsourcing life: Offloading the rest and taste gearorbiting Get a remote personal assistant to learn how to give orders. These are small training wheels for the most critical NR skills: remote control and communication. Remove before delegitimizing. Never automate what can be eliminated and never delegate something that can be automated or optimized. Refine rules and processes before adding people. The use of people to use the refined process increases production; using people as a solution to a bad process multiplies problems. Delegate only time-consuming and clearly defined tasks. To find the helper you want, you'll need to test with a trial. To improve your chances, hire a VA firm instead of a solo operator. How to minimize damage and allow quick repairs: Never use debit cards for online transactions or with remote assistantsIf your VA will access websites on your behalf, create a new unique login and password to use on these sites How to delegate: Request someone who has excellent English and indicate that phone calls will be needed (even if not). Be quick to request a replacement if there are repeated communication problemsEnter the exact directions. Ask VAs to reframe tasks to confirm understanding before you startPreseveral status updates after hours of work on the task to make sure the task is clear and achievable. Some tasks after initial attempts cannot be assigned to tasks that must be completed within 24 to 72 hours. Break down larger tasks into smaller departures that can be completed in shorter termsDate one task at a time when it is possible (and no more than two) Chapter 9 – Revenue Autopilot I: Search Muse The goal is to create an automated cash generation vehicle without consuming time. It's easier to fill demand than create one. Find the market – identify your customers, and then find or find a product for them. How to find profitable niches: which social, industry and professional groups do you belong to, whether you Compile a list of all groups, past and present, from which you can associate yourself. Which of the groups you've identified have their own logs? Narrow groups from question 1.1 to those who can be reached through one or two small magazines: How to brainstorm products: The main advantage of your product should be explained in one sentence or phraseWest should cost \$50-200, as this price range provides the greatest profit for the smallest customer service. The price is high and then justifyNo should take less than 4 weeks for the production to be fully explained in a good online FAQ Recommended options 3: Resell. The easiest route, but also the least profitable. It's the fastest set, but the fastest to die because of price competition with other license resellers. Two options: invent and allow someone else to do the rest or make and sell someone else's ideacreat. Information products are inexpensive, fast to manufacture and time-consuming for competitors, to duplicate 3 options for creating information products: Create content yourself, frequently digest and combine points from multiple books on the topicReceiveable content that is in the public domain and is not subject to copyright protectionLicense content or compensates an expert who will help create content Chapter 10 – Revenue Autopilot II: Testing Muse To get an accurate indicator of commercial viability , do not ask people if they will buy - ask them to buy. The micro test involves the use of low-cost advertising to test consumers' response to the product before production. Test your product ideas with PPC for five days for \$500 or less. 3 parts of the main test process: Best. Look at the contest and create a more convincing offer on the basic site 1-3 pagesTest. Check your offer with PPC advertising campaignsDivest or Invest. Cut losses with losers and producing winners (S) for sale rollout Chapter 11 – Revenue Autopilot III: MBA-Management for Absence Once you have a product that sells, it is time to develop a self-correcting business architecture that works itself. How to build a scalable business: Phase I: 0-50 Total product units shipped. Do it all yourself. Follow customer calls to identify common questions you'll answer later in the FAQPhase II online section: >t.10 units sent per week. Find local company executionFaza III: >t.20 units shipped per week. Find the skill of executing homes that handle it all - from order status to refund and reimbursement Art of indecision: Fewer options = More income How to reduce maintenance costs by 20-80%: Offer one or two optionsOffer purchases only one quick delivery method and charge a premiumNo offer immediately or devote deliveryClimated phone orders and direct prospects of online ordersNo offer international shipments The biggest savings of time of all are filtering Instead of dealing with customer concerns, don't let them order in the first place. How to attract highly profitable and low-income customers: Don't accept payment through Western Union, checks or money money wholesale lows of up to 12-100 units and require a taxpayer identification number, to qualify resellersSend all potential resellers to the online order form, which must be printed, filled in and faxed by inOffer low-cost products instead of free products to capture contact information for further salesSupport loss guarantees instead of free trials Do not accept orders from common countries of mail fraud How to search fortune 500 in 45 minutes: Don't be CEO. Give yourself a mid-level name, such as vice president or Director of SalesPut multiple emails and phone contacts on the websiteSto set up an interactive voice response (IVR) remote Go forth receptionist and project professionalism with a well-designed image. Perceived size matters. Step IV: L for the Release of Chapter 12 – Disappearing Law: How to Avoid Office to Avoid Office: Increased Investment. Convince your company to invest in training, so the losses are greater if you throw. Prove an increase in the output offsite. Call the sick for two days midweek and double your working output in those days. Prepare a quantitative benefit for business. Create a list of bullet points about how much more you've reached outside the office with explanations. Offer a reversible trial period. Offer one day a week remote working period for two weeks. Expand Remote Time. Make your remote workdays the most productive to date. Up to ante up to four days a week remote for a two-week trial Hourglass approach: Use a pre-planned project or emergency and take two weeks out of the officeProposal as you can work remotelyMake these two weeks the most productive at work>Show your boss quantitative results on your return. Zapromote two or three days at home a week as a trial for two weeks. Make them ultraproductive, check only one day at the office a week. Make these days the least productive of the weekOn the most complete mobility how to replace work based on presence is freedom based on performance: Practice environment-free performance. Attempt to work for two hours in a cafe before offering a remote trial. Quantify current performance. Document your work efforts. Demonstrate remote performance. Rack up some evidence that you can kick your ass without constant supervision. The practice of the arts getting past No. What do I need to do to [the desired result]? Put your employer on the wheels of distance learning. Suggest a Monday or Friday at home. Ask for more. Extend each successful trial until you reach the full or desired level of mobility. 13 - After repair: Killing your job is an opportunity to throw things that don't work is integral to being a winner. Rebuttal for the most common phobes quitting smoking: Quitting is permanent. Use the fear settings to explore how you could pick up your chosen career track or start another company at a later point. I won't be able to pay my bills. It's not hard to eliminate most spending and live on savings for a short period. Health insurance and retirement accounts will disappear. You can have identical health coverage for a few hundred dollars a month. It's easy to transfer your 401 (k). It will ruin my resume. Do something interesting and make them jealous of the answer to why you took a break or left your previous job: I had a once in a lifetime chance to do [an exotic and envious experience] and couldn't turn it off. I thought that with [20-40] years of work to go, what's the rush? Exercises that will help you understand how natural the changes in work are and how simple the transition can be: Are you more likely to find what you want in your current job or somewhere else? If you were fired from your job today, what would you do to get things under financial control? Take a sick day and post your RESUME on the main job sites. A person who has more options has more power. Don't wait for you to need options to find them. Take a sneak peek into the future now and it will make both actions and be persistently easier. If you run or own a company, imagine that you have just sued and must declare bankruptcy. How would you survive? Chapter 14 - Mini Pensions: Coverage of a mobile lifestyle Alternative for snapping up travel - a mini-pension - entails moving to one place for one to six months before returning home or moving to another lodge. How to save money while traveling: Use credit cards with reward points for high advertising and production costs, related to the muse, advance (three months or more) or at the last minute, and aim for both departure and return between Tuesday and ThursdayConsider, buying one ticket to an international hub, followed by a current ticket with cheap local airline How to Pack: One week of clothing, matching the season, including one semi-formality and a pair of pants or a skirt for customs. Think T-shirts, one pair of shorts, and a multipurpose pair of jeans. Backups or scanned copies of all important documents: health insurance, passport/visa, credit cards, debit cards, etc. Debit cards, credit cards and \$200 for small bills in local currencyIn all cable bikes to provide luggage during transit or in hostels; a small locker lock if necessary Chapter 15 – Filling the void: Adding life after edging the work of Unscrolling bad does not create a good one. It leaves a vacuum. Reducing work-based income is not the ultimate goal. To live more—and to become more and more—are there general doubts and expressions of NR: Am I really doing this to be more free and lead a better life, or am I just lazy? Did I come out of a rat race because it's bad, or just because I couldn't break it? Is that as good as it gets? Am I really successful or just kidding myself? Have I decreased standards to make themselves a winner? My friends who are now doing twice as much years ago, really on the right track? Why am I not happy? I can do anything and I'm still not happy. Do I even deserve it? These are outdated comparisons, using more or better money as success mind-sets that got us into trouble to begin with. Before spending time on a stress-causing question, great or otherwise, make sure the answer is yes to the next two questions: Am I determined with the only value for each term in this matter? Can I answer this question to improve my situation? If you can't identify it or act on it, forget it. Two fundamental components to enjoy life: Continuous learning. Transport skills that you practice domestically in other countries like sports. Instant social life and camaraderie. Or choose skills that you can practice there, like learning the languageServices. Do things that improve lives other than your own. Chapter 16 – Top 13 New Rich Bugs Loss out of sight of dreams and falling into work for the sake of workingMicromanaging and email, to fill the timeProducers or colleagues can cope with the useful outsourcers or colleagues with the same problem more than once, or with problems that have no problem with customers, especially unskilled or international prospects, when you have sufficient cash flow to finance your non-financial pursuitsRepositivity of email that will not lead to a sale or to which you can answer faq or auto-responderWorking where you live, sleep, or should relaxNo performing a thorough analysis of 80/20 every two to four weeks for your business and personal life, striving for infinite perfection rather than great or just good enough, whether in personal or professional lifeView minutiae and small problems are not proportionate as an excuse to workMaking vague questions urgently in order to justify the workView one product, work, or project as an end-all and be-all of your existenceDeermment of social life rewards Best of 4 hours of work week blog questions to put things into perspective What is one goal if completed, what can change everything? What is the most urgent right now when you feel you should or should do? Can you allow an urgent fail-even-day-- to get to the next stage for your potential life-changing tasks? What was on your to-do list the longest? Choosing a minimal lifestyle becomes an attractive tool as we examine two truths. Consideration of options is worth the attention, which can then not be spent on actions or modern awareness of the state. Attention is needed not only performance, but also gratitude. Therefore: Too many options = less or no performance Too many options = less or no appreciation Too many options = feeling overwhelmed What to do? 6 Basic selection rules lifestyle Set rules for yourself, so you can automate as much decision-making as possible Not to provoke a provoke before you can take action Do not postpone decisions to avoid awkward conversations, learn how to make non-fatal or reversible decisions as soon as possible Do not try to variations- and thus increase the option of consideration - when it is not necessaryRegistration is past strenuous decision-making. Elimination of complaints to minimize regret Not-To-Do List: 9 Habits to stop now Do not answer calls from unidentified phone numbersNo first thing in the morning or last night Do not agree to meetings or calls without a clear agenda or end of timeNew people falter Do not check emails constantly and check at a given time only Disagree with the low profit level, high maintenance customers Do not work more to correct the preferentialness - priority Do not carry a mobile phone with you 24/7 Wait for the work to fill the void that idly communication and activities should then you must definitely join the weekly newsletter! I share the most interesting things I read during the week, new lessons and articles, and other interesting things I find. Related Tag ContentProduction TagsProduct

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