

The Ultimate Guide to Powerful Productivity

**54 of our favorite podcasts, articles,
and videos for reaching the heights
of your productivity**



Table of Contents

[Welcome!](#)

[19 Must-Listen Podcast Episodes](#)

[12 Books for Epic Amounts of Productivity](#)

[14 Videos to Empower Your Day](#)

[9 Articles You'll Definitely Want in Your Back Pocket](#)



Welcome!

We are fellow productivity nerds. So much so, that we created an app to empower client-based businesses to run at their highest capacity by automating their scheduling and payment processing. Despite our bias, we know this tool is epically revolutionary for business owners' productivity.

After all, we should *all* be doing more of what we do best!

[>>> You can try Fons out for FREE by clicking here. <<<](#)

In this guide you'll find all of our favorite resources on productivity - everything from tips on how to structure your day to books that will forever change the way you think about a to-do list. There are even a few really good lectures by thought leaders tucked in!

Productivity is something a lot of folks talk about. In fact we could talk about it all day without stopping, but that wouldn't make for a very productive day (unless we were leading a workshop on it! ha!)

Here's what we learned through all the research represented in this guide...

Yes tools are helpful, but ultimately 1) knowing your priorities and 2) getting really good at saying no will be the 2 most helpful skills in your pursuit of productivity!

Happy productivity to you ALL!

Love & Awesomeness,

The Team at Fons.com



19 Must-Listen Podcast Episodes

[TED Radio Hour: Shifting Time](#)

Such a great episode featuring insightful facets of a productive life. How to measure your life one second at a time, which time is too early or too late, when do we become the final version of ourselves, and why does time exist? Listen to what they found.

[The Productive Woman: Interview with Musician Sephra Scheuber](#)

Get a peek behind the curtain of how she is able to do it all! Teaching, performance, family, creating, running a business, and everything else - she talks about how she uses boundaries to build a productive life.

[Bare Naked Bravery: Carving Out Time to Be Creative - Time Blocking 101](#)

Even if you're not a "creative" you'll still get a lot out of this episode, especially if the concept of Time Blocking is new to you. You'll hear how to get started with time blocking, how to identify what really matters to you, and how to preserve time in your calendar to make sure those important things actually happen.

[Freakonomics: How to Be More Productive](#)

Such a good episode, they broadcasted it twice! Freakonomics takes a deep dive into the subject of productivity and the power of habit. We all want to be more productive, so we can spend more time doing things we love!

[Small Biz Life: Prioritizing All the Things](#)

If your to-do list is longer than you care to admit, then you need this episode. Learning what to prioritize and how to follow through with that prioritization is tough. In this episode, Jeff and Kristin discuss how to prioritize all the things you need to get done. Often, we try to get everything done at the same time and end up getting nothing meaningful done. Knowing your priorities is an important step to finding the meaningful tasks in your business. Your top priorities should always be products and people.



[Productivityist: Abundant Productivity with Damion Lupo](#)

Damion Lupo, a financial mentor and co-author of Reinvented Life talks about the importance of triggers, the questions to ask to find blind spots, how frameworks and structure foster creativity, why we have a need for stillness and simplicity.

[Beyond The To-Do List: Necessity of Breaks and Recharging](#)

Intentional recharging can do wonders for our productivity levels! We come back from weekends with power to get through.

[The Faster, Easier, Better Show: Making a No List](#)

Everyone knows about a To-do list but very few of us know about a “No List.” It’s a list of things that we choose not to do for various reasons. In this episode, Lee and Elle discuss their own No Lists and how you can put yours together to save both time and your sanity.

[Productivity Straight Talk: Habit Stacking to Make Routines Stick](#)

Steve Scott shares his concept of habit stacking, how he built a following writing about his interests, and how to overcome the initial resistance and procrastination all people have when they have a goal that seems too daunting to tackle on a regular basis. Steve walks you through the 13 steps for building successful habit stacking routines, talks about his favorite career habits that have helped him move mountains, and discusses his worst habit and how he finally broke it.

[The Tim Ferris Show: How to Learn Anything Faster](#)

Tim Ferris shares an excerpt from his book the “4-hour Chef” about meta learning and learning as fast as we can. The good stuff starts at the 6-min mark.

[Business BFFs: How to Bullet Journal & Plan Your Creative Business](#)

Listen to these two gal pals jam on how much they love their bullet journals and how they use it to plan their creative businesses. It’s kinda like having happy hour with your favorite girly business gals!

[Side Hustle School: Morning Routines](#)

This lawyer started an app during law school and built the whole thing with all these automatic services online. This episode is 11 minutes and *filled* with really helpful tricks!



[Productivityist: The Staying Power of Sketchnotes with Deborah LeFrank](#)

How does our journaling and note-taking contribute to your to-do list? Deborah LeFrank is a graphic journalist and shares all about it!

[Being Boss: Digital Detox and Productivity with Paul Jarvis and Jason Zook](#)

4 business owners chat about the mental clarity that comes from taking a break from social media and all the productivity tips and tricks too!

[Rob Bell: The Importance of Boredom](#)

NYT bestselling author and international speaker, Rob Bell takes us on a storytelling journey through the importance on keeping your sensory overload to a minimum. Fostering boredom plays a role in the white space of our lives. That white space provides balance to all the hubbub of life! This is such a good one, especially for those of us prone to overwhelm.

[The Productive Woman: Personalized Productivity with Elsie Escobar](#)

Elsie Escobar is a podcast pro and a yoga instructor who an avid bullet journaler! She talks all about how she found bullet journaling, why it's so important to find a system of productivity that works for you uniquely, and the show notes for this episode are filled with all sorts of helpful resources!

[Bare Naked Bravery: Welcoming Big Changes in Small Ways](#)

Another really good episode featuring tips and tricks on how to get a LOT done in a short amount of time, including the benefits of clumping like-minded tasks into "theme days" and how to ask for help from your community.

[Coffee Talk with Tracy: Productivity Hacks with Lori Rochino](#)

Lori takes a some time to outline her favorite productivity hacks including: creating a morning routine, using the Pomodoro technique, and other scheduling tips!

[501Crossroads: Take Back Your Time](#)

Glean some golden pieces of wisdom from these two nonprofit professionals and how they wear so many hats in one organization



12 Books for Epic Amounts of Productivity

[Daily Rituals: How Artists Work](#)

by Mason Currey

Franz Kafka, frustrated with his living quarters and day job, wrote in a letter to Felice Bauer in 1912, “time is short, my strength is limited, the office is a horror, the apartment is noisy, and if a pleasant, straightforward life is not possible then one must try to wriggle through by subtle maneuvers.” This book covers all the daily rituals that our favorite artists lived by, so that we can learn from them and adopt the ones that work.

[Essentialism: The Disciplined Pursuit of Less](#)

by Greg Mckeown

This is the Marie Kondo to your productivity. Get really clear about what matters most and eliminate everything else. Going through this book will be a life-saver for those of us that deal with frequent overwhelm.

[Getting Things Done: The Art of Stress-Free Productivity](#)

By David Allen

Since it was first published almost fifteen years ago, David Allen’s Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. “GTD” is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots.

[The Organized Mind: Thinking Straight in the Age of Information Overload](#)

By Daniel J. Levitan

New York Times bestselling author and neuroscientist Daniel J. Levitin shifts his keen insights from your brain on music to your brain in a sea of details. The information age is drowning us with an unprecedented deluge of data. At the same time, we’re expected to make more—and faster—decisions about our lives than ever before. No wonder, then, that the average American reports frequently losing car keys or reading glasses, missing appointments, and feeling worn out by the effort required just to keep up.



[The Productive Person](#)

by Chandler Bolt & James Roper

This is a how-to guide book filled with productivity hacks & daily schedules for entrepreneurs, students or anyone struggling with work-life balance

[The Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy](#)

By Chris Bailey

Chris Bailey turned down lucrative job offers to pursue a lifelong dream—to spend a year performing a deep dive experiment into the pursuit of productivity, a subject he had been enamored with since he was a teenager. After obtaining his business degree, he created a blog to chronicle a year-long series of productivity experiments he conducted on himself, where he also continued his research and interviews with some of the world’s foremost experts, from Charles Duhigg to David Allen.

[The Power of Habit: Why We Do What We Do in Life and Business](#)

By Charles Duhigg & Mike Chamberlain

Pulitzer Prize-winning business reporter Charles Duhigg takes us to the thrilling edge of scientific discoveries that explain why habits exist and how they can be changed. Distilling vast amounts of information into engrossing narratives that take us from the boardrooms of Procter & Gamble to sidelines of the NFL to the front lines of the civil rights movement, Duhigg presents a whole new understanding of human nature and its potential.

[Grit: Why Passion & Resilience are the Secrets to Success](#)

By Angela Duckworth

Pioneering psychologist Angela Duckworth shows parents, educators, athletes, students, and business people—both seasoned and new—that the secret to outstanding achievement is not talent but a focused persistence called “grit.”

[The 2 Choices: The Path to Extraordinary Productivity](#)

By Kory Kogon, Adam Merrill, Leena Rinne

The time management experts at FranklinCovey share their five critical techniques for avoiding distractions and paying focused attention to our most important goals and tasks in our daily lives: This book “fits a real need in these turbulent, but opportunity-rich, times” (Steve Forbes).



[The Talent Code: Greatness Isn't Born. It's Grown](#)

By Daniel Coyle

'Talent. You've either got it or you haven't.' Not true, actually. In *The Talent Code*, award-winning journalist Daniel Coyle draws on cutting-edge research to reveal that, far from being some abstract mystical power fixed at birth, ability really can be created and nurtured. In the process, he considers talent at work in venues as diverse as a music school in Dallas and a tennis academy near Moscow to demonstrate how the wiring of our brains can be transformed by the way we approach particular tasks.

[Deep Work: Rules for Focused Work in a Distracted World](#)

By Cal Newport

What is deep work? It is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of email and social media, not even realizing there's a better way.

[First Things First](#)

By Stephen Covey, A. Roger Merrill, Rebecca R. Merrill

This book will challenge and equip you to rethink what's most important in life, as well as give you practical tools to use on the journey of fulfilling the destiny and purpose put inside each of us.



14 Videos to Empower Your Day

[3 Unhealthy Productivity Tips \(and 2 Healthy Ones!\)](#)

[5 Simple Tips to Double YOUR Productivity in 1 Day with Mediapreneur Sean Cannell](#)

[A Method To x100 Your Productivity - Mastery Session with Robin Sharma](#)

[The Science of Productivity](#)

[Getting In Control and Creating Space with David Allen](#)

[Why Do We Procrastinate?](#)

[The 4-Minute Trick for Massive Productivity with Marie Forleo](#)

[How Millionaires Schedule Their Day: 1-Page Productivity Tool with Brendon Burchard](#)

[How to Stay Focused with Brendon Burchard](#)

[Take Immediate Control of Your Day](#)

[The Art of Stress-Free Productivity with David Allen](#)

[3 Steps to Stop Wasting Time and Increase Your Productivity with Marie Forleo](#)

[How to Work With Your Personality Type to Be Productive](#)

[How to Stop Procrastination with Wellcast](#)



9 Articles You'll Definitely Want in Your Back Pocket

[What I Learned From Doing a 30-day Social Media Detox](#)

By Jason Zook

[The Secret to Success Isn't What You Think](#)

By Zat Rana

[How Music Affects Your Productivity](#)

By Gregory Ciotti

[23 Productivity Hacks That Will Actually Make You Happy](#)

By Larry Kim

[How I Went from Burn-out Entrepreneur to Automating my \\$4M Company and 10x my Productivity](#)

By Cody McLain

[Replace Your To-Do List with Interstitial Journaling to Increase Productivity](#)

By Tony Stubblebine

[Why Planning Your Day the Night Before Drastically Increases Your Productivity](#)

By Srinivas Rao

[Six Brutal Truths About Productivity No One Wants to Talk About](#)

By Thomas Oppong

[25 Chrome Extensions, Apps, and Hack to 2x Your Productivity](#)

By Brian Tan

