



8 FIGURE AGENCY

Proposal For CLIENT

Peak Productivity System





Achieve more in less time

- ✓ Streamline business and personal productivity
- ✓ Stay calm and in control in any situation
- ✓ Maximize productivity
 - ✓ Gain clarity on high-leverage activities
 - ✓ Eliminate low-leverage tasks
 - ✓ Optimize your schedule for peak performance





The Offer

We will implement a custom personal + work productivity system in 1 week, and work with you for 30 days on how to leverage it to grow your business

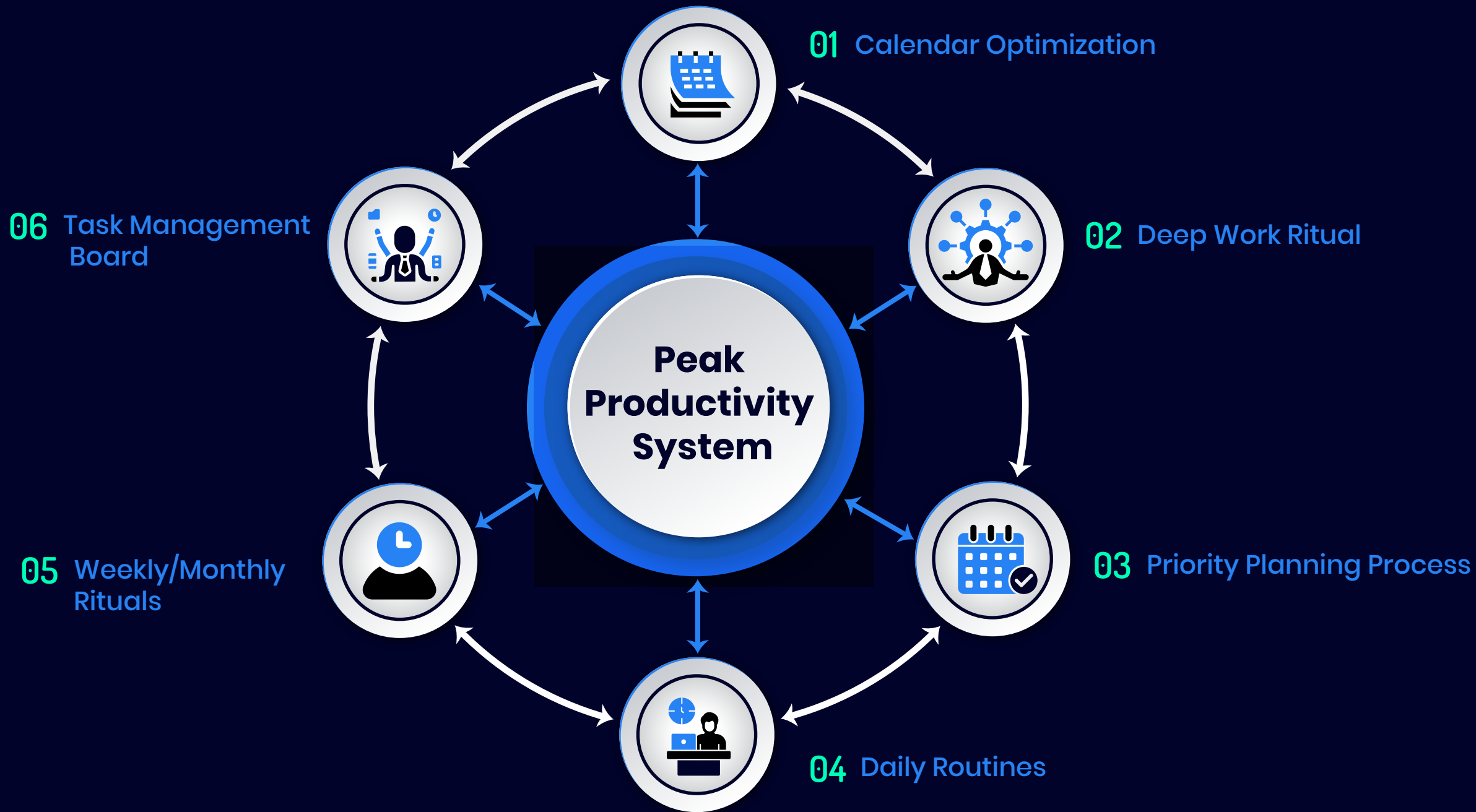


Process:

Included:

- ✓ Systems customized and delivered to you
- ✓ 3x 1:1 8FigureAgency Consultant calls to implement and train you on the system
- ✓ 1:1 Slack support for 30 days







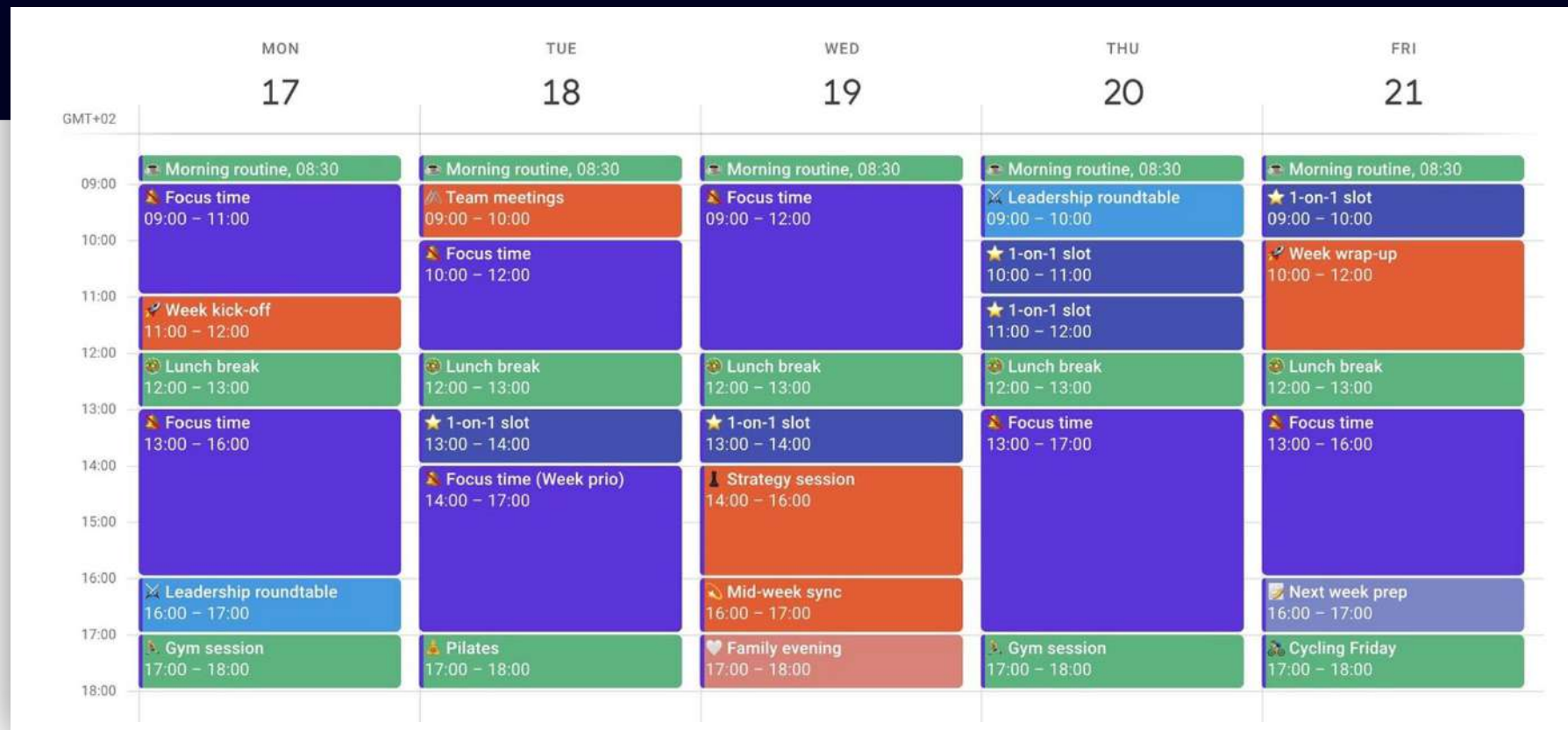
01 Calendar Optimization

Outcome:

- ✓ Schedule synced with biological energy windows
- ✓ More time in deep work and high-leverage activities
- ✓ Spacious and predictable days

Deliverable:

- ✓ Weekly schedule built for productivity and ease





02 Deep Work Ritual

Outcome:

- ✓ Consistent access to a flow state
- ✓ Hyper-focus on critical tasks

Deliverable:

- ✓ A repeatable process for achieving deep work.



Deep Work Ritual

Category

Repeated Reference

1 more property

Add a comment...

Before

- ☐ Phone out of room
- ☐ Close all apps I won't need
- ☐ RescueTime for deep work period
- ☐ Schedule Session in Calendar
 - ☐ #focustime
- ☐ Schedule recovery session afterward: [Productive Work Breaks](#)
- ☐ Prepare my Body
 - ☐ Pee
 - ☐ Get Water
 - ☐ Look at a 20+ foot away spot for 20 seconds
 - ☐ Stillness belly breath + exhale the whole time
- ☐ Choose most important task in [Crush These Things Today](#)
- ☐ Declutter space
- ☐ Light Incense / Burn Sage



03 Priority Planning Process

Outcome:

- ✓ Daily alignment on most important activities
- ✓ Quick identification of issues and opportunities
- ✓ Minimize distractions

Deliverable:

- ✓ Success planning process with a short feedback loop

Daily Focus Notes Template

 Notes  Monthly +

   ... [New](#) 

 Day

 Yesterday's Biggest Win

 How can I execute fast...

 Big Goal

 Biggest Constraint

 Why(s)?

 How to remove?

Empty. Click to add a row.

+ New

Calculate 



04 Daily Routines

Outcome:

- ✓ Consistency and efficiency in maintaining business/life
- ✓ Important activities done daily

Deliverable:

- ✓ Personalized startup and shutdown routine checklist



Startup Sequence

Category

Inbox

1 more property

Add a comment...

💪 Morning Routine 💪

- ☐ Coffee + Cacao + L-Theanine
- ☐ Holotropic: 4x 40x breaths, squeeze at top for 5, release for 10
- ☐ Health Pills
- ☐ Prayer / Gratitude





05 Weekly/Monthly Rituals

Outcome:

- ✓ Regularly scheduled reviews and planning sessions to ensure no important tasks are missed

Deliverable:

- ✓ Custom recurring weekly/monthly rhythms for personal & work life



Weekly Checklist

Category

Inbox

1 more property



Add a comment...

+ :: Best Me

- ☐ Plan Weekly Send. Do it. Put in calendar
- ☐ Plan a surf
- ☐ Review  Heroic Habits
- ☐ Plan a bike ride / exercise
- ☐ Try a  Send / Hang Ideas
- ☐  Personal CRM



06 Task Management Board

Outcome:

- ✓ All “TODOs” easily managed and processed
- ✓ Nothing slips through the cracks
- ✓ Easily capture and prioritize life

Deliverable:

- ✓ Custom productivity space

✓ Getting Things Done Template

Board +

Inbox 1

README: How to Use this Board

+ New

Priority 1

Crush These Things Today

+ New

+

Hidden groups

Actionable 0

Projects 0

Blocked/Waiting For 0

Repeated Reference 0

Someday/Maybe 0

No Category 0



Sales Process

1. David / Consultant identifies opportunity
2. Presents package + closes sale
3. Invoice + Schedule meeting with Spencer + Slack Intro



Opportunities

1. Leads that cannot afford our GWY service
2. GWY Clients who are feeling overwhelmed/overworked
3. JV Partners who'd benefit from more productivity



Triggers

Verbal

- "Can we push this week's meeting? I haven't had the time to complete my action items"
- "I'm feeling overwhelmed with all the work on my plate"
- "I'm neglecting personal/health/relationship/life"
- "I've been working nights and am getting behind on sleep"



Good Signs

- 20-40 years old
- Motivated + Ambitious



Bad Signs

- 20-40 years old
- Motivated + Ambitious