

LIVING LEAN

THE BY KARTIK GOHIL WORKBOOK

**Optimise your time.
Simplify your life.
Focus on what fuels you.**

The Lean methodology isn't just for business. It's a mindset for life.

This workbook contains **2 practical Lean exercises** — *Value Stream Mapping*, and *The Eisenhower Matrix* — to help you eliminate distractions so you can free up energy and time for the things that truly matter to you.

READ ON →

“

THE JOURNEY OF A
THOUSAND MILES
BEGINS WITH
ONE STEP.

”

— Lao Tzu

EXERCISE 01

VALUE STREAM MAPPING

Think about each and every activity you do every day (both at work and at home) and map them to 1, 2, or 3.

01

Adds Value To My Life

Moves me towards my goals or brings me joy

02

Necessary But Doesn't Add Value

Chores, admin, etc...

03

Waste of Time/Energy

Distractions, unnecessary meetings, doom-scrolling, etc...

Prioritise these activities! → 01

Adds Value To My Life

Moves me towards my goals or brings me joy

EXERCISE 01

VALUE STREAM MAPPING

Now identify where you should be spending your energy and time.

02

Necessary But Doesn't Add Value

Chores, admin, etc...

Automate or delegate these

03

Waste of Time/Energy

Distractions, unnecessary meetings, doom-scrolling, etc...

Eliminate or reduce these activities

EXERCISE 02

THE EISENHOWER MATRIX

Organise the tasks you do each and every day according to these categories.

01

Urgent & Important

Critical tasks that need immediate attention.

02

Not Urgent but Important

Schedule these tasks for later.

03

Urgent but Not Important

Ask someone else to do these.

04

Not Urgent, Not Important

Not worth your time.

EXERCISE 02

THE EISENHOWER MATRIX

Pick 3 tasks that you could delegate or eliminate immediately.

Pick 3 tasks that you could schedule for later, in order to free up time now for more important things.

DO NOW

Urgent & Important

Critical tasks that need immediate attention.

DELEGATE

Urgent but Not Important

Ask someone else to do these.

PLAN

Not Urgent but Important

Schedule these tasks for later.

ELIMINATE

Not Urgent, Not Important

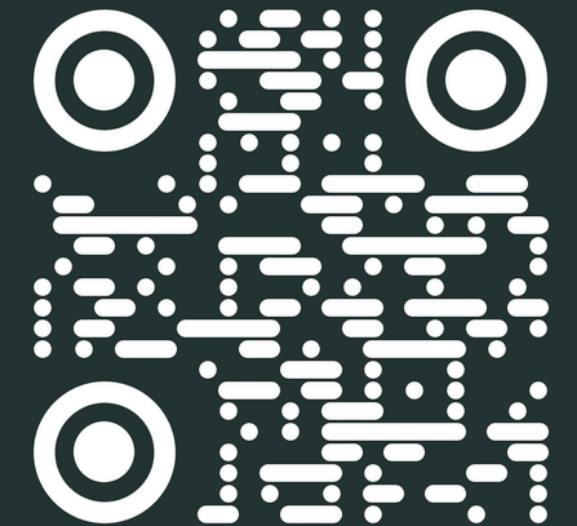
Not worth your time.

READY TO LEARN MORE?



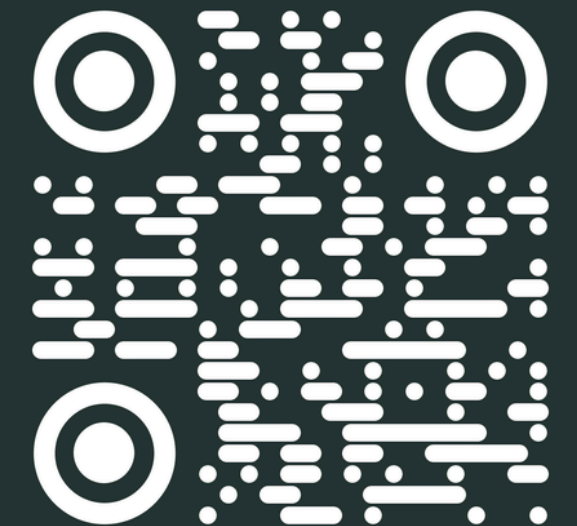
Read ***Living Lean*** to fully unlock how you can use Lean principles to **optimise your time, simplify your life, and help you focus.**

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Join the **Telegram channel** for more tips & tricks on **productivity, time & stress management, and finding focus in a busy world.**

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More information at kartikgohil.com