CALMACHIEVER PRODUCTIVITY TOOLKITY

Tools, Apps & Mental Models to succeed at work & life

BY ARIF VAKIL





INTRODUCTION

Man has always been a tool creator and a tool user. As the caveman stepped out into the world, one of the first things he did was create tools. A spear to hunt & fire to cook.

I don't know where I would be without my tools. Be it a mental model that I use to organise my team, or an app on my iPhone to measure my calories. These tools make life & work so much easier and a whole lot more fun.

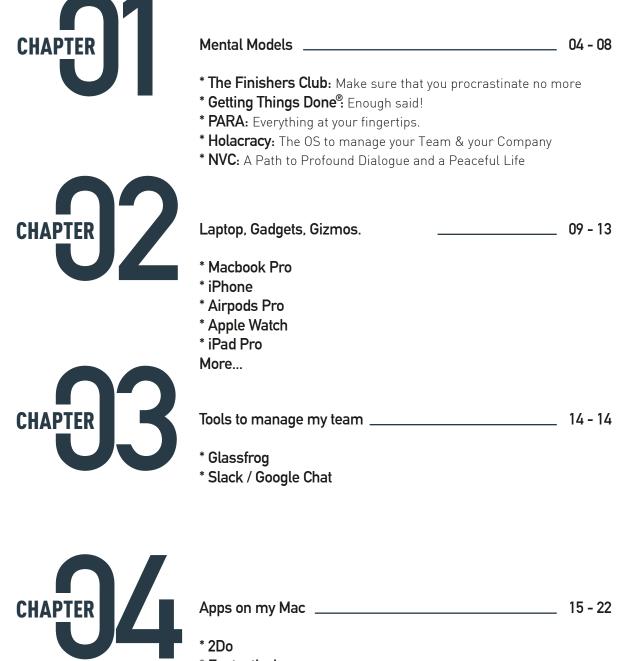
Searching and trying out the fastest, slickest tools is an obsession of mine. After decades of refining my processes and systems, here is an exhaustive list of tools that I use. These have been stable for quite a while. They have survived real estate busts, stock market crashes and a recent pandemic.

These are the tools that help me stay a Calm Achiever.





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CHAPTER Mental Models

"You don't have to be a genius or a visionary or even a college graduate to be successful. You just need a framework and a dream." ~ Michael Dell

Mental models enhance your problem solving skills. Each time I am stuck with a recurring problem, I ask myself "is there a model, a framework that I can use to solve this?" And when I come across the right model, it makes life SO much easier. I can apply it over and over again, across different areas of my life.

In this section are the core models. My personal OS, Arif OS if you may (Ver 4.2, Beta)

the**finishers.club**

If there is just one, just one thing that you take from my entire list of tools, this is the one. The investment in this is minimal, the learning curve is flat, and the returns are phenomenal!

The process is simple, elegant and packs a punch in effectiveness. The process helps you with:

- Strategically decide your next most important moves for the week.
- Beware of distractions, that have the tendency to seduce you.
- Keep yourself motivated and accountable to show up for tasks every week.

Week after week, I'm in awe of the dragons I face and the battles I win. All because of the process and the coach to whom I am accountable.

To see what I'm talking about, sign up to The Finisher's Club and have an Personal Accountability Coach of your very own by clicking here.



Do you feel stressed and overwhelmed? There's so much to do and so little time. So many emails to answer, phone calls to make, WhatsApp messages to reply

to... how to get it all done?

GTD or Getting Things Done is the single framework that has allowed me to take stay relaxed, focussed and accomplish it all.

Thanks to GTD I'm on top of my emails, I fulfil my commitments and have greater confidence to say no. It's a simple yet powerful framework to stay clear and present, no matter what's going on.

To learn more about GTD and apply it to your life, watch my YouTube series on "GTD for Beginners" by clicking here.



A true GTD practitioner has a reference system set up for all his digital and physical files. The standard of the reference system should be such that:

- If he's to put something away he can do it in 30 seconds or less,
- In such a way that he can retrieve it within 30 seconds or less,
- Even if he does it after ten years.

I have outlined how I have setup this exact system for all the physical files in my life over here:

For my digital files I go a step further and use Tiago Forte's PARA to improve my GTD system. You can learn more about that here.

HOLACRACY

Managing teams is difficult. Some have a flair for it. They have 360 degree vision and are ready for anything.

They inspire, lead, criticise, and then inspire all over again. When a problem hits, they're unfazed and have a solution handy in their back pocket.

I can't do that. Yet I have a team to lead. So, is there a framework that makes it a breeze to solve most issues within a team, in such a way that everyone's attention is directed towards achieving the organisation's purpose?

There is and that framework is called Holacracy.

I have been working with teams all my life. When I learnt about Holacracy, I applied a version of it to every team I am part of. Heck, I even hold Holacracy style meetings with my family and it's been awesome!

To learn about Holacracy sign up for our upcoming Building Productive Teams workshop by clicking here.



Think back to the last time you wanted something so badly. But because of someone, you didn't get it.

It may be the colleague at work who never listens. Or a family member who never seems to understand.

How did you feel then?

Perhaps you had long conversations with yourself. Replaying that scenario for hours at end. Maybe you're replaying that scene now.

Did you find yourself judging and blaming the person standing in your way? That how much of it is their fault?

I have found myself in the above and other similar situations, multiple times a day.

I react by bottling up my feelings. Putting a stopper to my emotions. There's a raging river, a blazing volcano, inside of me. But all that appears on my face, is a weak smile.

I feel hypocritical.

Is there a way that I can be sincere and genuine, not simply nice? Is there a way I can express myself honestly without sparking a verbal and emotional war? This has been my quest for decades. I had come across several methodologies to help have difficult conversations or manage emotions. But they were either too complicated, unreal or something about them seriously missing.

Till I came across NonViolent Communication (NVC)

In NVC, one learns how to reprogram the way we express ourselves. Expressing one's truth while respecting others and respecting oneself. Once that has been done, there comes the joy of being closer to others and closer to ourselves.

To learn about NVC, you can read his profound book or watch a complete workshop by Marshall himself on Youtube here

CHAPTER 22 Laptop, phone & related gear

My hardware revolves around the Apple/Mac ecosystem. Why? It's the Apple Walled Garden that is so powerful and addictive, which makes it difficult to move out of it. What do I mean? It's how the Mac, iPhone, Apple Watch, iPad work so well together. Here are examples:

- If there is a piece of text (say someone's phone number) I want to move from my Mac to my iPhone. I just select it on my Mac. Hit CMD+C. Go to the relevant app on my iPhone and paste it there. It just works!
- My Airpods switch seemlessly between my iPad, Mac, iPhone. It just works!
- If I get a phone call, I can answer it from my Apple Watch! It just bloody works! (Really handy if one's phone is far away and you want to give a quick message).



MacBook Pro: Man, I love my MacBook Pro. If my house is on fire and there's just one thing that I could save, it would be my beloved MacBook Pro....(okay sure, my wife and kids too. But first my Mac!).

I just got myself the new magnificient M1 MacBook Pro. I love the way it can take the load of massive number of open browser tabs and not even a hint of slowing down. The accompanying MagSafe charger is a joy to connect by clicking it in place. Not that it needs much charging anyway, as the battery is a phenomenal 16 hours! Finally, the HD camera makes me look extra sharp & handsome on Zoom calls.

It's perhaps the most expensive tool in my list. But ah! So worth it!

iPhone: The Apple iPhone on its own is probably the most remarkable device of the decade. And after my Mac it's the second most important device to me that I carry.

I currently use the iPhone 12, 256 GB

However, I use relatively few apps. I have listed those in a separate section of their own.





AirPods: There are just a few things I carry in my pockets. My Notetaker Wallet, Cash in a money clip and my AirPods. I don't go anywhere without it. I use it very frequently. Rarely for phone-calls. Mostly to listen to books on Audible, watch YouTube videos on my iPhone or the next episode of a British sitcom on my iPad.

Apple Watch: I currently have the series 3 Apple Watch. If you want to give me a gift. Please let it be the series 4 or higher of the Apple Watch. Other than the fact that the screen dims when I'm not looking at it, the Apple Watch is an ingenious device.



I use it heavily as a step counter, stopwatch

and timer, for my workouts. But what makes it indispensible is how it syncs seamlessly with my phone, so that:

- When I get a call, if required I can take it from my watch.
- If I don't want to take a call, I just cover the Apple Watch with my palm and it just silences the ring.
- I get all my calendar (& other) notifications. So I don't need to lift my phone, just flick my wrist to see it.



iPad: It's super handy to have all my books on my Kindle app on the iPad. And a large screen when I want to relax and watch a movie or a sitcom.

Notetaker Wallet: As every serious GTD practitioner knows, you gotta have a pen and paper on you always. I tried the Notetaker wallet some 5 years back and sort of stuck with it.



It has space for Credit Cards and of course a notepad and pen. Don't use it very often as my phone is mostly with me. But the times I do use it to write something down, I have been able to capture an important idea to discuss or a gem of an insight for my next Youtube video or blog post.

There is a similar version available at Capture Wallet.

I could do with a simple pocket notepad. For 10 years I used the Calm Acheiver Pocket Pal.



eBags Slim Laptop Backpack: I wanted a laptop bag that had:

• Specific pockets for all the tidbits that I carry. Not one giant pocket where I dump everything in.

• I should be able to access these

pockets in a snap! I don't want to fish through zippers withing pockets to get what I need.

The eBags TLS Professional Slim Laptop Backpack delivers that. It has specific pockets for:

Macbook
Charger
iPad

And specific pockets for accessories:

• Dongles • Protein bars • Presenter • Hard drives etc.

Best laptop bag I've owned! Available here.



I'm stuck with certain keys to carry. My car key, house key etc. So what would be the most useful keychain to hold my keys. Over the last 10 years I have carrying some version of the Swiss Army knife. Earlier it was the

Swiss Army card. I would slip that into my wallet.

These days I sport the Swiss Army Classic Pocket Knife. This is SUPER handy! I've used the knife to open Amazon packages. The scissors to snip annoying facial hair. The screwdriver (on top of the nail file), to tighten towel racks in my bathroom among several other emergency uses. Often, it's someone around me who needs to cut or tighten something and I (with my trusty pocket knife) show up as their saviour.

It's slim & sleek. I barely feel it in my pocket. I prefer mine in black, that way it blends into my dark trousers and is less visual clutter. Just make sure you don't carry it to the airport. I've just lost mine to Airport security. Now buying another one.

CHAPTER 3 Tools to manage my team

Your team. Are they doing just what you hired them to do? Or have their accountabilities evolved over time?



The world is changing too rapidly for our job descriptions to catch-up.

Glassfrog is the tool to help you design your organisation using Holacracy. Thanks to Holacracy and Glassfrog,

- I have crystal clarity on what are the different Roles & Accountabilities for me and my team members.
- Which team member holds which asset & which authorities
- I can update their roles/accountabilities with great ease.

That is just the tip of the iceberg. By fully adopting Holacracy using Glassfrog, you can eventually build a self-autonomous organisation. What does that mean? That the organisation can function without you! It's like a self-driving car only cooler and gives you profit as well.

Email is too slow for instant communication. I'd like to draw



the line between Personal and Professional correspondence. So for work related instant communication, we use Google Chat. It's minimalistic and apt. Google chat allows you to:

- Communicate one to one
- Send messages & files
- Setup groups for teams, so the messages reach everyone.

CHAPTER Apps on my Mac



2Do is where I keep my GTD lists & my GTD system. However, as I work closer with my Focus Coach (with The Finishers Club), the less I need 2Do as most of my Key Projects & Key Next Actions

are tracked by my Focus Coach.

However I still need a capture system to get the initial thought out of my head. And then there are the other bits & bobs of Actions to track, such as Calls to Make, Stuff to buy at the store. That's what I mostly use 2Do for.

It's an amazing app! Works flawlessly between my iPhone and Mac. No sync errors. And it's a one-time purchase, instead of subscription Link.



When it comes to using apps on my Mac. I like it when they are just a few keyboard clicks away. Fantastical does that for all my calendar needs.

If I need to view my calendar, I just hit Crtl+Opt+Spacebar and it pops down from my menu bar.

If I need to create a new meeting/appointment, I can type it in regular English (eg. Meeting with Ali on 4th of Feb at 10 am) and Fantastical understands that and enters just the right date & time

I use this at least 10 to 15 times a day. Because it's so easy, I actively use my calendar to schedule meetings, coaching, trainings and stuff that I need to block focus time eg. Brainstorming, writing etc.



Cardhop - made by the same people who made Fantastical. If I need to view my contacts, I hit Crt+Opt+D and there drops down a list of all

my Contacts. I can type there to search for one. Or I can enter a new contact easily.



XMind is the ultimate Mindmap application. Available on all platforms.

Mindmaps is the ultimate tool to:

- Brainstorm your thoughts and ideas about a particular topic
- Plan out a speech or any long form article, blog post you're writing
- Apply the Natural Planning Model (from GTD)

To buy your own personal License click here.



The only other app that I use more than Fantastical is Alfred.

* Whenever I want to launch something I hit

command+space, type the name of the app and boom, it launches.

* If I want to search for something on Amazon, once again, hit Cmd+Space, type the product, select Amazon from drop down (or hit Cmd+2) and I'm there.

* Best of all, if there are certain files that I want to open, or certain URL's that I open often, I can add workflows for that. So I hit a shortcut and that File or URL opens.

Eg. I have a list of telephone extensions saved in my computer. When I need to access it, I hit: Cmd+shift+E, and that files pops up.

When I write, it helps to listen to my fave writing music. So I've designed a workflow for Alfred that when I hit Cmd+Shift+W, it opens this Youtube link, my fave writing music, that gets me in the flow to write.



All my writings over the last decade have been done on this killer writing app. Including this "toolbox guide" you're reading. This is a must have tool for any serious writer. The features that I use the most in Scrivener are:

• Nesting of different drafts within a same folder.

I usually have 3 drafts of a piece before I feel good enough to publish or send. In other apps (such as word) you'd have to create a new file for a new draft. I find that messy and clunky. Scrivener allows you to create drafts within the same writing file. So if to see what I wrote earlier, or pick something from an earlier draft, it's so convenient to switch from draft 3 to draft 1.

• View 2 drafts/documents side by side:

Scrivener is the only app with the fabulous feature called "Split-view". Where I can view two drafts side by side. That is my default view. So I have my current draft open where I'm typing. And if there's something I need to refer to in earlier draft it's just a glance away.

• Focus mode, distraction-free writing

And in the very rare moments, I actually know what I want to write, I enter focus mode, Here the screen fades to black. And all that's visible are the words I type. Pretty cool. Helps me get deeper into the zone. You can get a copy of Scrivener here.



If my computer blows up or gets stolen (happened to my brother), though I would mourn the loss of my device, I wouldn't lose sleep over my

data. All my data is backed up on Dropbox in the cloud on the go. I don't have to plan and do a major event of backing up my data. I just go about my work on my laptop as usual and not worry about losing a thing.



Sometimes there's a lot you want to say but it's difficult to type all that out on email. It

would be easier just to speak it out. Dropbox Capture, helps you do just that. A handy little tool that sits on your menu bar and helps you record a video or a screencast with a shortcut.

This is really useful for:

- Just speaking your thoughts out to someone.
- Giving feedback on a document, creative or anything on screen.

Evernote is my external brain. All thoughts, notes, ideas,



articles, prescriptions all go into Evernote. And I use GTD + PARA to organise my notes. So if I need to file anything (say: Call notes from my last telephone conversation), it takes me

seconds to file it. In such a way that if I need to retrieve it, I can do it in 30 seconds or less.



Newton is an app that I downloaded just a few days ago. And it has quickly replaced me accessing Gmail via the Chrome Browser. It has a subscription of \$50 per year, but check out the superpower features it offers:

• Read Receipts.

If I send you an email from Newton, I will know if you've read it, when you've read it and how many times. Really useful for sales emails and when to follow up.

• Snooze emails.

If there's an email that I don't want to act on now, but later, I can tell Newton to remove it from my Inbox and send it back to me later.

• Zen Inbox.

This is the killer feature. I can tell Newton to send me emails only at fixed times in a day. Say I've set my ZenInbox to send me emails at 9:am, 12pm and 4pm. Once I see my new emails at 9am, no matter how many times I go back to it, I won't receive any new mails, till 12 noon. So what do I do till then? Well in the beginning I just twiddle my thumbs. I'm so addicted to checking email, I don't know what else to do! Then I go back and start doing some real work. Coz there are NO NEW EMAILS coming. You don't know how liberating this is until you've tried it.

Edit: At the time of publishing this e-book, I've just began experimenting with Superhuman as my primary email app.



Ever so often I feel the need to re-arrange my windows very specifically. It's mostly when I need two windows next to each other.

So instead of manually rearranging these windows, Magnet has handy shortcuts to do the same.

If I want a window to occupy the left half of the screen, I hit, Cmd+Opt+left arrow.

If I want a window to occupy the right half of the screen, I hit, Cmd+Opt+right arrow

I'm easily distracted. Having a little timer bar ticking away in



my menu bar, is sometimes enough to keep me focused. Horo is the simplest handiest stopwatch, timer.

I sometimes use it as my Pomodoro timer (see: Pomodoro technique) to get at least 20 minutes of focus work done before I take a break. The rule for myself is that if the timer is ticking I can't Cmd+tab to BBC iPlayer and start watching. If I want to do that, I've got to stop the timer. If the minutes are too less, I don't feel like I've deserved a break yet, so I keep chugging along.

A timer, stopwatch are handy tools to have a few keyboard clicks away. Horo does that.



If you use a Mac and have a lot of apps installed, your menu bar can get quite cluttered. Vanilla is a sweet simple app that can keep your menu bar cleared to show

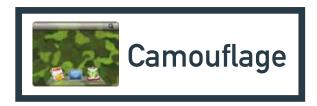
just the key apps that you want visible there. If you're using the latest M1 Pro Macs with a notch, then use the app, Bartender.



Shortcut Bar is an incredibly handy app that connects you to the files, folders, apps, web bookmarks, text snippets and

color swatches that you need lightning fast access to.

The app lives in your menubar and allows you to add in an unlimited number of shortcuts. Whenever you require access to these important shortcuts, simply click on the menubar icon and select the item from the dropdown list.



My desktop remains fairly clean. I take pride in not having a single app/file on my desktop. Sure it gets messy often,

but I clean it up real quick. Thanks to my robust referencing system.

But sometimes I'm in the midst of clean up and I need to record a screencast for my next YouTube video. Is there a way I can just hide my messy desktop for 10 minutes till I record the video? Answer: Camouflage. With one shortcut Camouflage helps hide all your icons in your desktop.



Low wifi signals are the worst! But how low is it? Is it too low to even do emailing? Or can I scrape through watching low-bandwidth YouTube videos?

Whenever my net connection is in doubt, I fire up this Speedtest app. If I cross

3 mbps I'm good for most work. Even perhaps a zoom call.

CHAPTER 5 Apps on my iPhone



Even though my iPhone is with me all the time (of course even in the loo), there are relatively few apps that I use on a regular basis.



There are the messaging apps:

- Newton mail for email (I used to use the default Gmail app)

I Don't use sms anymore. It's just WhatsApp now



This is one that I can't live without. I am constantly checking my calendar. Adding to it. Editing it. Fantastical has great views to navigate the calendar. A truly superior calendar application.



For my evening walks I listen to books on Audible as I stroll through the leafy parks. I pretty much finish a book in a week or two. Also helps me ensure I get to my 10,000 steps on most days.



When driving I listen to Podcasts. I use the Podcasts app with the Apple iPhone. I listen to some amazing Podcasts! My current favourites are: v, 99% Invisible and The Moth stories podcast.



To capture whatever has my attention. Calls to make, stuff to do, my latest million dollar idea etc. I use 2 Do.



Very handy to have. Not just to test internet connection. But I get a feeling that many times when I run the SpeedTest app, it gives a boost to the internet speed.



If you're serious about recording videos for Youtube from your phone, get Filmic pro for your iPhone. Has a lot of pro settings

that give your videos that extra sheen.



A few years ago I was 180 lbs in weight. Now, I weigh 137 lbs! I lost almost 43 lbs over a period of a few years. Of course

exercise had a big part to play in it. But mostly it has been tracking what I've been eating. My Fitness Pal is the app I've been using to log my food and continue to use it till date. But since then there are better apps out there. If I were to pick an app now, it would be either: Nutritionix or Lose it!

CHAPTER 6 My Fitness Gear

Fitness has become a huge part of my life. I have made the most fitness gains during the Pandemic. It's during the pandemic that when gyms were closed, I discovered Calisthenics (or body weight training). Piece by piece I began building my home-gym.

If you want to lose fat and build serious muscle, these techniques, coaches, gear will help:

• Track your food. Every single Calorie

You WILL NOT lose weight substantially till: - You track EVERY SINGLE CALORIE you're consuming.

- And stay within your caloric limit.

You can eat as "healthy" as you want. But you WILL get diminishing returns and you WILL stagnate. You WILL Plateau.

I have weighed 168 lbs (76 kg) for almost a year. I was exercising hard. I was eating salads and proteins. But didn't lose a bit. I began tracking my calories and check out my weight loss:



I use the following two tools to track my calories:

My Fitness Pal:



For packaged food that I eat, I use My Fitness Pal (MFP) to scan barcodes. MFP automatically

calculates the calories for those foods and tells me how many calories left that I can have. There are better apps out there now. Nutritionix and Lose it are good options.



HealthSense Chef-Mate KS 33

For stuff that I can't scan barcodes. I use the HealthSense Chef-Mate to weigh what I eat. And then enter it in My Fitness Pal to track my calories.

• Coach Meghan:



I have been taking Accountability Coaching specific to fitness from Meghan Kenihan. She is brilliant! Given where you are, she will suggest just the right routines, workouts, that you can do. Give tips on your food. And then keep checking in to see if you're on track. She's extremely passionate, sincere and it shows in her coaching.

You can train with Meghan here.



I took a brief coaching session from Coach Patrick. And he has been PHENOMENAL to help me get to my ideal weight. His weight loss forumla is simple.

1. Eat 10-11 calories per pound of your current body weight.

2. Honestly and precisely track those calories (read labels, weigh/ measure/quantify food etc.)

3. Do #'s 1 & 2 no less than 26 days a month (80+%)

4. Strength train in a progressive and intense manner 3-5 days a week.

5. Do 1-3 cardio sessions per week

- 6. Don't miss anymore than 3-4 workouts per month
- 7. Strive to hit 10,000 steps per day

That's it. That's the program.

But trust me, do this on your own and you'll falter. There are SO MANY details & nuances that you need a coach to guide you through. If so, Coach Patrick is your man and you can work with him here.

• Coaches Phil & Martina:



I scoured the internet for a coach who would help me with my Callisthenics goal. I wrote to several coaches. Finally it's the kind Phil & Martina who replied. I barely began following their program for weeks and I SMASHED through my Callisthenic goals.

Best of all, their philosophy is to train, once a week. Just ONCE A WEEK! Can you believe that? And get all those juicy Strength gains....Wow!

It was kismet meeting them.

If you'd like to work with them, more details here.

(If you're just starting out with Callisthenics and prefer a self paced program, have a look at Calimove. That's how I started my Callisthenics journey. More below.)



Calimove training program:
I've been going to gym for years
with bendly and the second second

with hardly any strength gains and suffering injuries. During lockdown, all the gyms were closed and had nowhere to go workout. I then discovered Calimove. Following this

workout. I then discovered Calimove. Following this program, I have been able to get to my first pull-up and my first handstand! This is truly the ultimate home strength training program. It's a bit expensive, but look no further.



• Adidas Supernova Control: I have a slight pronated gait while running. After running a few kilometres I'd get a knee pain. I changed to pronation correction shoe, Adidas Supernova Control.

Knee pain gone. Since then this has been may go-to shoe whenever I need a new pair. Update: The Adidas Supernova series has now been replaced by Adidas Solar Series



• Pull-up Bar: Even if you can't do a pull-up, go ahead and install this bad boy in your home. I could NEVER do a pull-up. I couldn't as a child, teen and even when I was 40-years old, I had never done a pull-up. I began trying just last

year (after I turned 42). And after months of practice, I can do a clean 7 pull-ups.

This is the ultimate test of strength and manhood. Install it. Just looking at the Pull-up Bar, passing by it, will give you the motivation to work at it.

I've had a carpenter install a 1.25" diameter MS Pipe in my balcony. That is the simplest & cleanest way to do it.

Of course I have used several door frame pull-up bars like these in the past. And they work well too.



• Dip bars: A Must, if you're following the Calimove program suggested above. Great workout for your pecs and triceps.

This version offered by Decathlon looks really good.



• Parallettes: You needn't buy this initially. These come handy later as your core gets stronger and you need to do L-sits.

I bought this ugly looking pair here.

Not much options available during lockdown. If I were to buy it again I would go for something sleeker and nicer.



• Gymnastic Rings: Oooh! These are great! Just having these hanging around the house makes you feel like a fitness bad-ass. In the beginning you will be doing Body Rows, (ie having your feet on the ground and

using the rings to pull yourself up). Eventually you'll be pulling yourself up on the gymnastic rings and doing a skin-the-cat, where you turn yourself 360 degrees on it.

I bought the Kobo brand, wooden version. Whichever you buy, ensure the straps are numbered. Helps to keep the rings even.



• Gymnastic mat: Fortunately there are gymnastic classes close to my house. Because of which all at home now have gymnastic fever. Even the kids want to do forward rolls when they get the

chance. Having a gymnastic mat helps us practice our handstands & other stunts. I bought the Stag Foldable mat here. Be warned this is MUCH bigger than it looks in the picture.



• Kickboxing bag: No man cave is complete without a Kickboxing bag. It's refreshing on days when you want to do an indoor cardio workout. Or just to blow off some steam. It helps the kids to lean into learning self-defence.

I bought mine from Decathlon.

CHAPTER 7 My Shooting Gear

Regularly posting YouTube videos has been a serious goal of mine for the last several years. It has taken me forever to get the right gear. This is what I use right now.



• iPhone 12: Most of my videos have been shot on the iPhone 12. The untrained eye cannot make the difference that it was not shot on a professional DSLR camera. So if you're keen to get YouTubing, just get your phone out and shoot the first video already.



• Filmic Pro: If you're using the iPhone, it's worth purchasing this Pro filming app. (More Covered in iPhone section)



• Canon M50 MarkII: This is the most economical Professional camera that I could find. It's okay. Has fabulous reviews though. I've not used it enough to comment on it.



• Desk Tripod: This Tripod is brilliant. With this it's so much easier to sit at my desk and shoot videos speaking straight into the camera.

Here's the one I use.



• A good lavelier microphone

A video is only as good as the audio in it. I hope to upgrade my audio equipment. But at the very least ensure you invest in a good lavelier microphone. These insert into an iPhone or Canon M50. Both need

their respective adapters though!

Here's the one I use PowerDeWise.



All work and no play makes Arif really snarly. Every few hours I need to unwind. Recently the shows & Movies on Prime Video, Netflix make me cringe. There's hardly anything that's relaxing, entertaining and intelligent.

My favourite genre are British Sitcoms and British Drama comedies. The wry humour in these shows keeps you silently chuckling. And the fabulous plots keeps those brain cells whirring all the way through.

The only place to access these shows are on BBC iPlayer.



And the only way to get to iPlayer is via a VPN. I use the NordVPN. They have a fabulous 2 year offer of \$100 or so. With that you get access to

the dryest, wryiest, subtlest of British comedy on iPlayer.

I feel guilty breaking international streaming rights to watch



these shows. And even more guilty sharing it here. But the programming is SO GOOD! And the fact that BBC knows and even reports that there are

60 milion outside UK watching it, whitewashes that guilt a bit.

CONCLUSION

So there you go! All my secret weapons out there for you to take and conquer the world. However to make most of these tools, you need a disciplined framework. A weekly ritual to ensure that you're not distracted, instead are laser focussed on your priorities. Having a Focus Coach ensures that you actually do the things that are important and meaningful to you, Thereby achieving your goals, step by step. Day after day. Week after week.

If there is just one thing that you take from my entire list of tools, it's get yourself a Focus Coach. Our clients at The Finisher's Club rave of our Focus Coaching service. You can learn more about The Finisher's Club by clicking here.



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