










THE GUIDE TO SKIPPING AHEAD

We're all here to be productive so I encourage skipping ahead! This matrix will also help for quick reference later if you are looking for a particular section or need a refresher.

Just **click** on the icon or heading below to go to that section.

	SECTION	MINDSET	WHAT'S IN THIS SECTION?	SKIP AHEAD IF...
	The bits at the front	Ready for change	A few bits of admin. Good for those who like details.	You've read the book before.
	The Reverse Sandwich Contract	Useful & usable	Structure your contracts like a reverse sandwich for big productivity wins.	You understand the Reverse Sandwich Contract concept.
	A contract is not a bit of paper	Think digitally	Think about work & life digitally. See your contract as a tool to map relationships.	You love digital concepts, work paperless, & find ways to use new apps & tech.
	Be a lazy lawyer	Delegate like Beyoncé	Find minions (robots & people) to do work for you.	You are Beyoncé or have outsourcing, delegation & automation down pat.
	Triple O Productivity	Systematise productivity hacking	A quick overview on the three levels of thinking to make anything more productive.	You're all over the three Os of productivity: Obliterate, Optimise, & Outsource.
	The Contract Document	Write for readability	Obliterate, Optimise, & Outsource the contract <u>document</u> .	Your contract is perfect & easy to read. It's ready for its close-up.
	SLAPP your contract	Fine tune document performance	Five key angles to check your contract for peak productivity: Structure, Looks, Automation, Plain language, and Pictures.	Your contract is perfect & easy to read. It's ready for its close-up.
	The Contract Process	Get curious	Obliterate, Optimise, & Outsource the contract <u>process</u> .	You already know & understand the contract process 100%.
	Putting all the secrets together	Making productive magic happen	Step-by-step process for making a very tasty (& productive!) Reverse Sandwich Contract .	Don't even read this book if you already know all the secrets & how to put them together.
	The bits at the back	Tools of the trade	Freebies, templates, work sheets, links, resources & checklists to help you make your contracts productive	You want to do it yourself ... without help ... or free resources.