WELCOME TO THE *LEADING* EDGE

EXPERT OPEN HOUSE

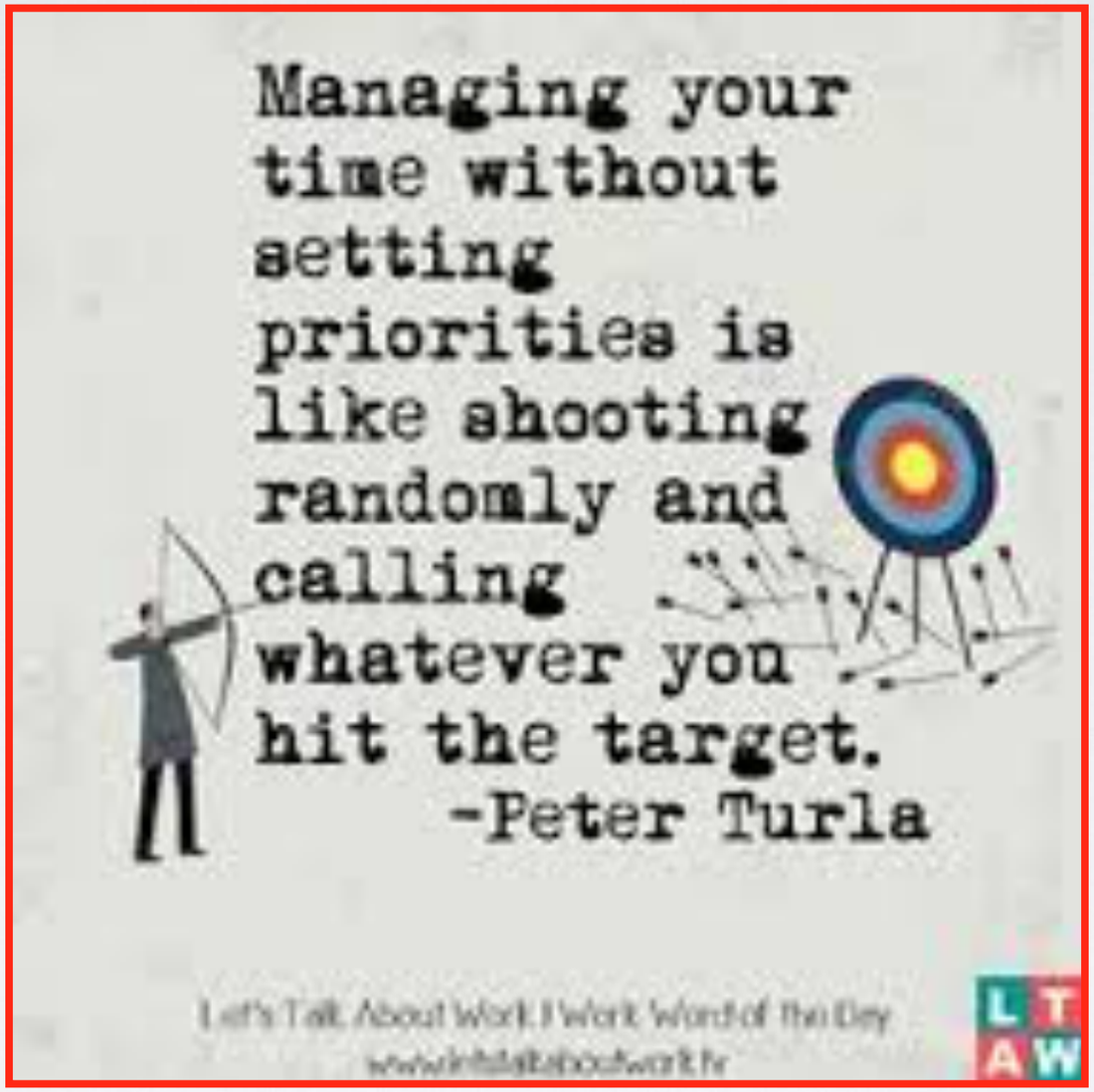
NO IS THE PATH TO SUCCESS

PRIORITIES

PERMISSION

PLANNING/PUTTING IT DOWN

PRIORITIES


Managing your time without setting priorities is like shooting randomly and calling whatever you hit the target.
-Peter Turla
Let's Talk About Work | Work Word of the Day
www.letstalkaboutwork.fr
L T A W

PRIORITIES

BIG PICTURE

SPECIFIC CIRCUMSTANCE/ SITUATION

BIG PICTURE PRIORITIES

VALUES
LIFE MAP

PROCRASTINATION AND FRUSTRATION MAY ARISE IF PRIORITIES ARE NOT ACCURATE.

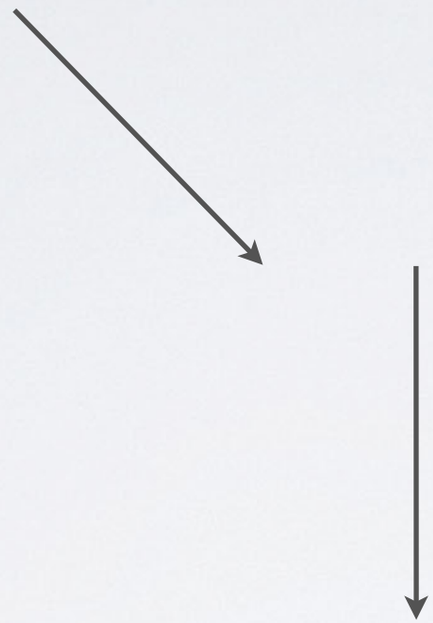
TWO WAYS MAY NOT ALIGN:

BIG PICTURE /SPECIFIC SITUATION

RATIONAL/EMOTIONAL

emotional mind

rational mind



wise mind

PRIORITY SETTING:

TWO COMPONENTS:

RATIONAL/PRACTICAL

EMOTIONAL

WISE MIND PRIORITY SETTING:

PRESERVING RELATIONSHIP WITH SELF;

PRESERVING RELATIONSHIP WITH SOMEONE ELSE;

ACHIEVING A PARTICULAR OUTCOME.

PRIORITY	BIG PICTURE	SITUATION RATIONAL	SITUATION EMOTIONAL
SELF			
OTHER			
OUTCOME			

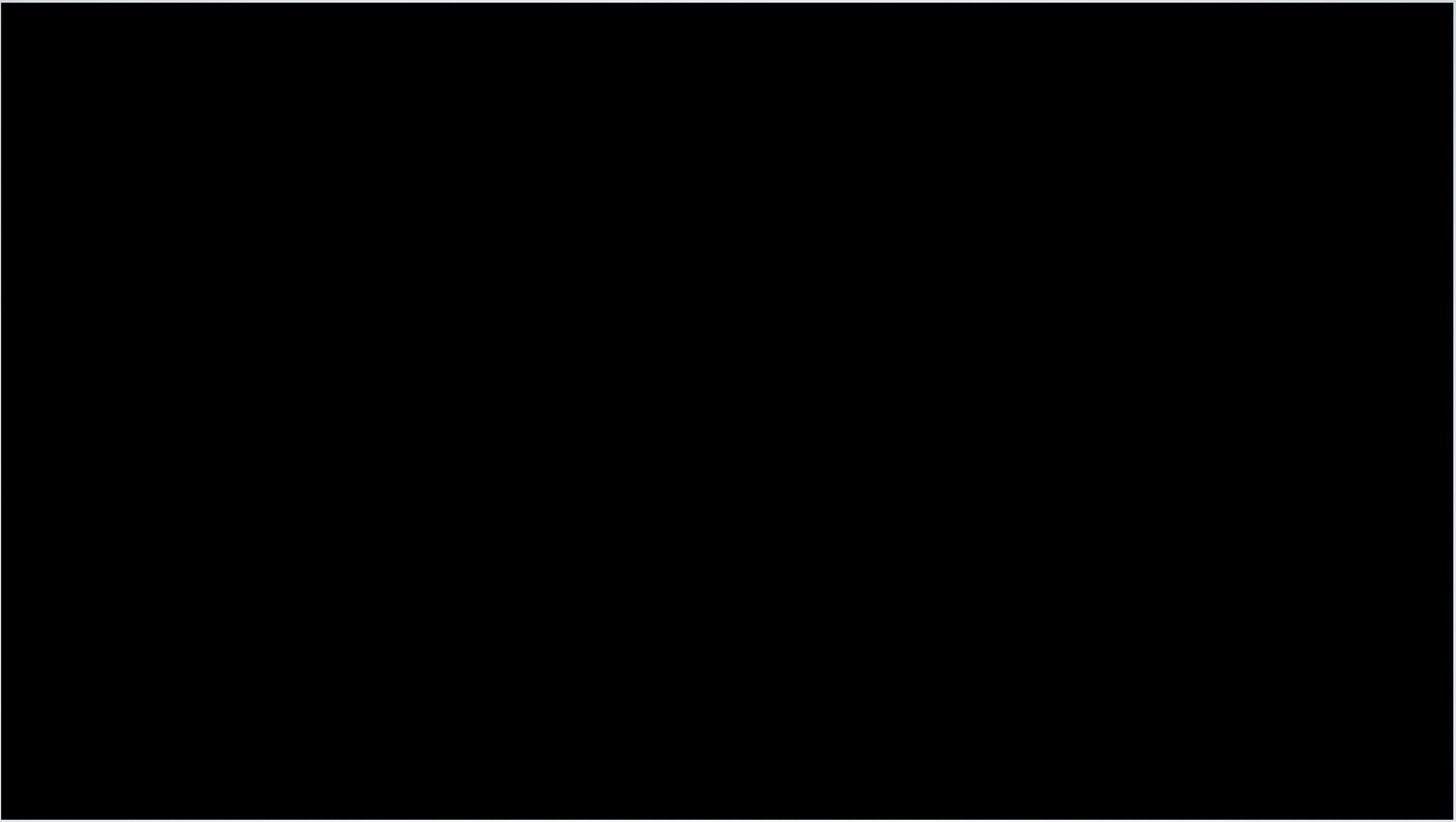
Instead of saying "I don't have time" try saying "it's not a priority," and see how that feels. Often, that's a perfectly adequate explanation. I have time to iron my sheets, I just don't want to. But other things are harder. Try it: "I'm not going to edit your resume, sweetie, because it's not a priority." "I don't go to the doctor because my health is not a priority." If these phrases don't sit well, that's the point. Changing our language reminds us that time is a choice. If we don't like how we're spending an hour, we can choose differently.

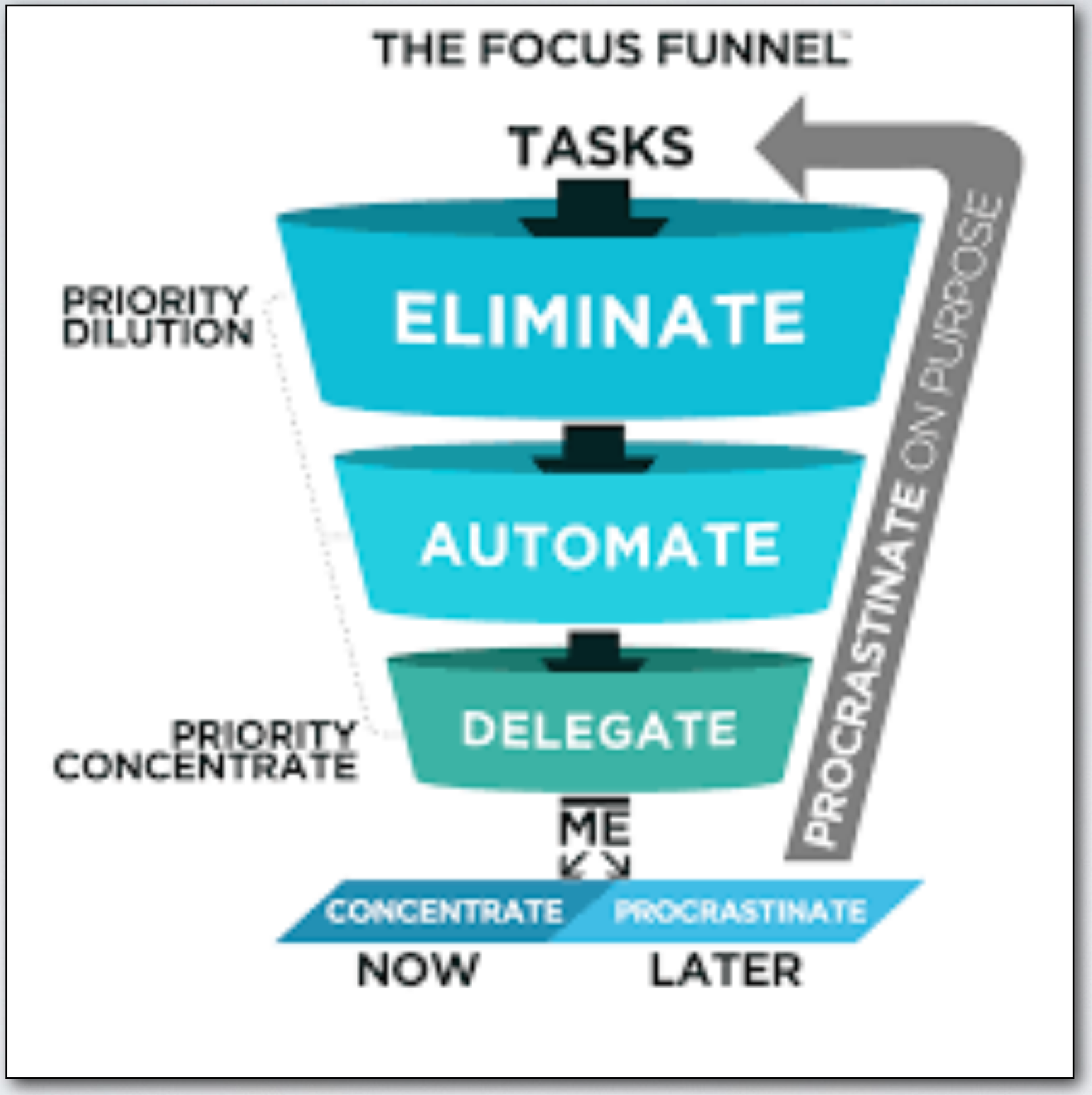
-Laura Vanderkam

WWW.LIVELIFEHAPPY.COM

PERMISSION

Rory Vaden




THE FOCUS FUNNEL™
TASKS
PRIORITY DILUTION
ELIMINATE
AUTOMATE
DELEGATE
PRIORITY CONCENTRATE
ME
CONCENTRATE
PROCRASTINATE
NOW
LATER
PROCRASTINATE ON PURPOSE

IMPORTANT

URGENT

NOT URGENT

FIRE FIGHTING

crises
pressing problems
projects with deadlines

QUALITY TIME

productive activities
capability improvement
relationship building
recognizing opportunities
planning
recreation

DISTRACTIONS

interruptions
some emails, some reports
some meetings
proximate, pressing matters
popular activities

TIME WASTING

trivia
some email
some phone calls
time wasters
pleasant activities

NOT IMPORTANT

Multiply 3D

Prioritize 2D

	Urgent	Not Urgent
Important	DO IT NOW	PLAN IT Schedule a time to do it
Not Important	DELEGATE IT Who can do it for you?	DROP IT Eliminate it

You multiply your time by giving yourself the
emotional permission
to spend time on things
today
that will give you more time
tomorrow.

Have to realize that you are always saying no to something because any time you say yes to one thing, you are saying no to an infinite number of others!

This is where consciousness and self knowledge become critical!

You want to know what is most aligned so that the things you are saying yes to create the greatest possible alignment within you--for this will create the greatest flow and momentum, satisfaction etc.

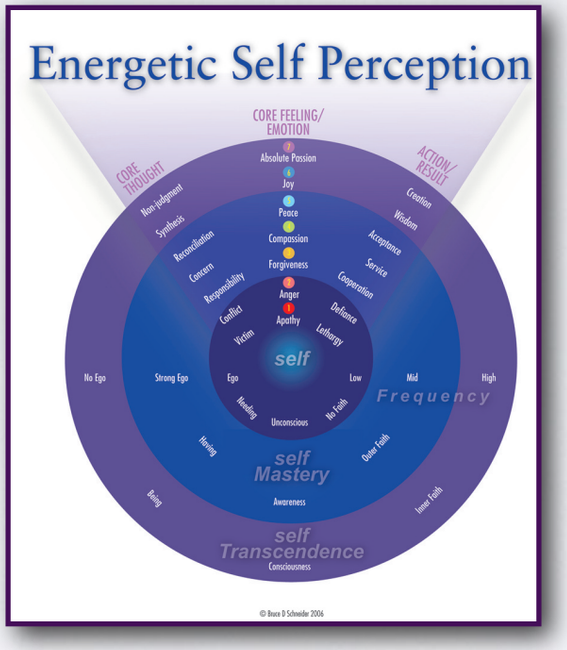
PROCESS OF GIVING SELF PERMISSION

THOUGHTS

FEELINGS

ACTIONS

RATIONAL MIND



ME

THOUGHTS

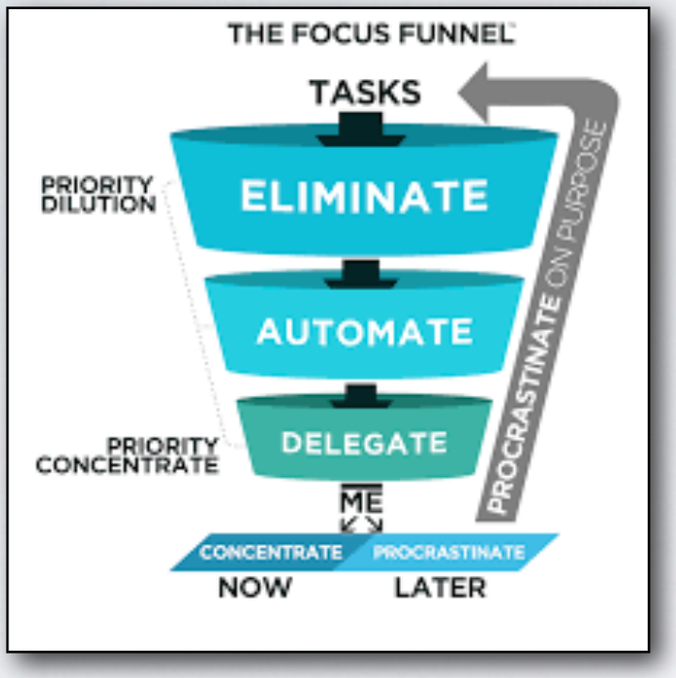
FEELINGS

ACTIONS

EMOTIONAL MIND

WISE MIND
OR
SELF-MANAGEMENT--going to be level 5 or higher because reconciliation has happened.

PATHWAY TO EMOTIONAL PERMISSION GETS BLOCKED BY THE GAILs.



THOUGHTS

FEELINGS

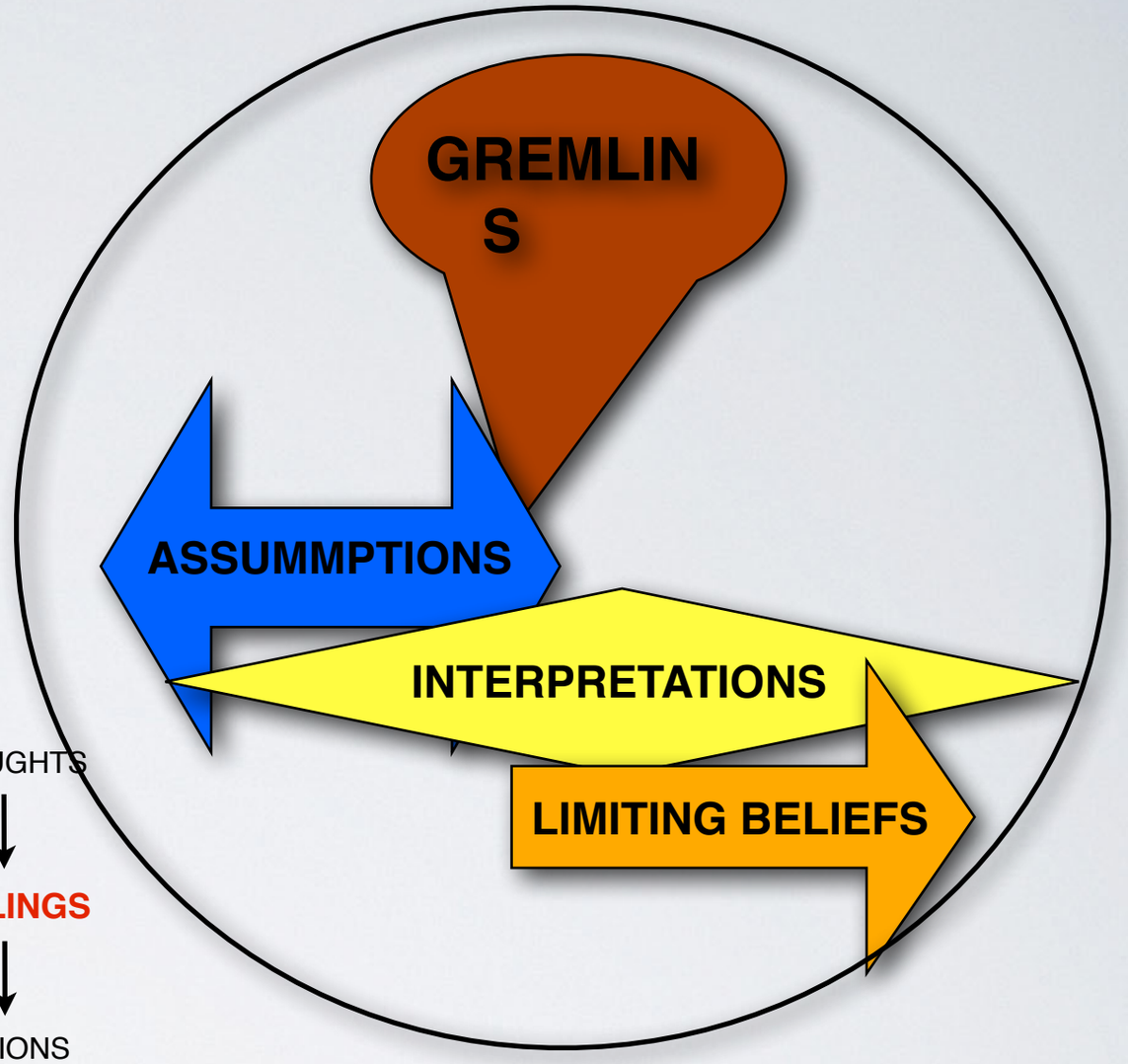
ACTIONS

ME

THOUGHTS

FEELINGS

ACTIONS



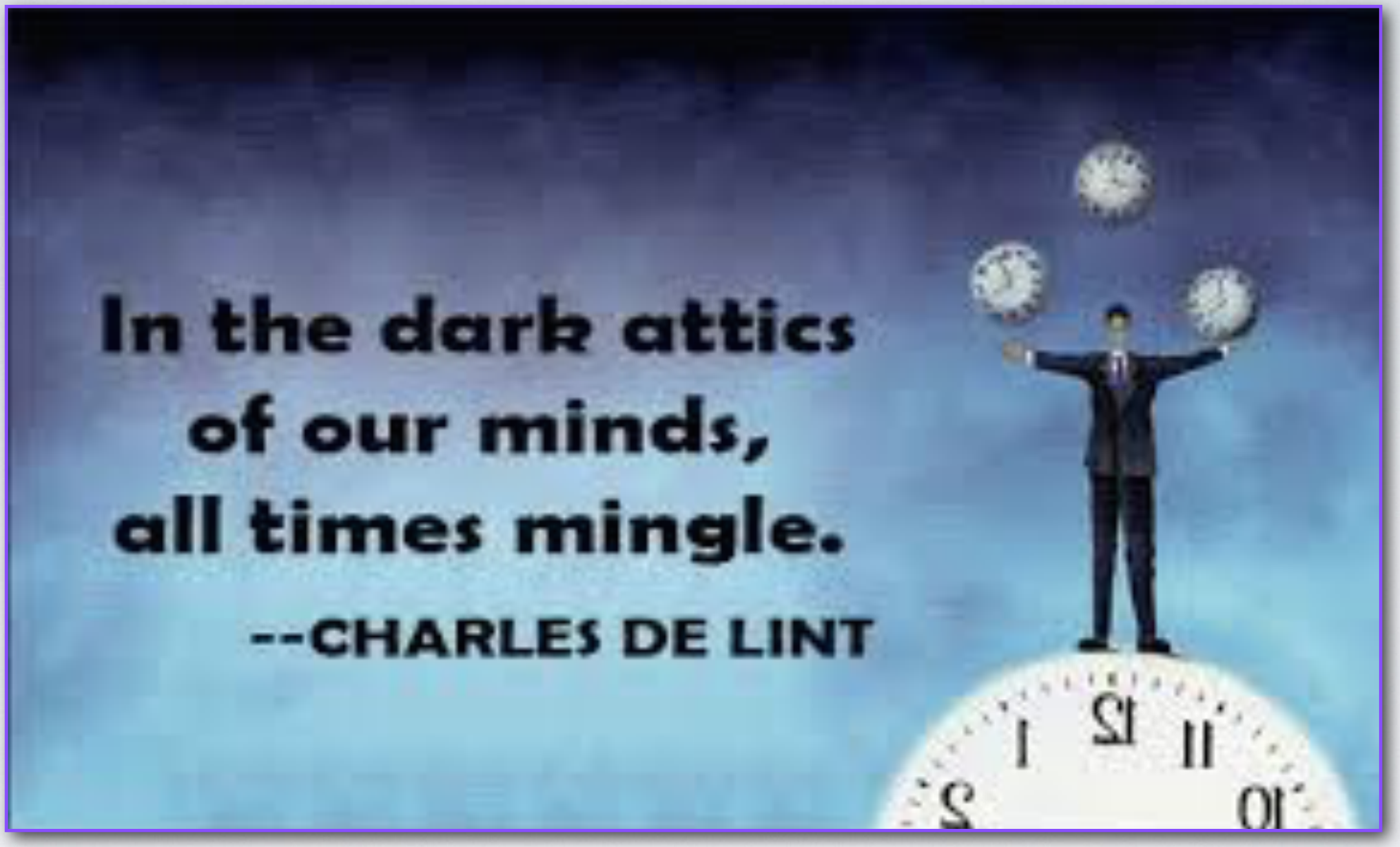
RATIONAL MIND

EMOTIONAL MIND

WISE MIND OR SELF-MANAGEMENT

CAN I LIVE WITHOUT IT?
CAN IT BE SYSTEMATIZED?
CAN IT BE DONE BY SOMEONE ELSE?
CAN IT WAIT UNTIL LATER?

WHAT KEEPS YOU FROM GIVING YOURSELF EMOTIONAL PERMISSION TO SAY ‘NO’?


In the dark attics
of our minds,
all times mingle.
--CHARLES DE LINT

PERMISSION	GREMLIN	ASSUMPTION	INTERPRETATION	LIMITING BELIEF
IGNORE				
INVEST				
IMPERFECT				
INCOMPLETE				
PROTECT				

PLANNING/

PUTTING IT DOWN

Getting things done is not about getting things done.

It's really about being appropriately engaged with what's going on.

Appropriate engagement is the real key.

-David Allen

The more something is on your mind, the more you are not appropriately engaged with it.

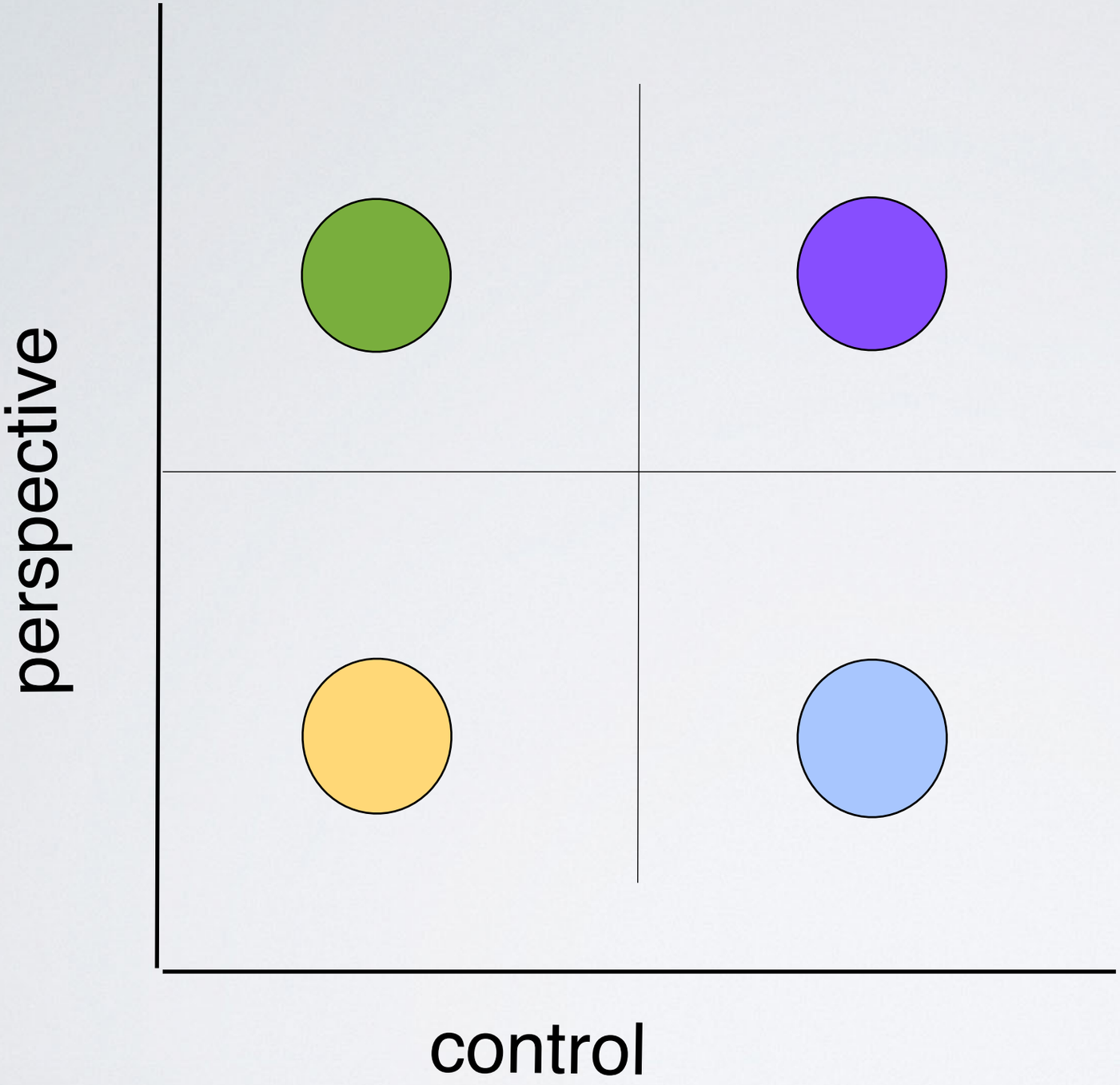
(because you then are either in the past or the future where you cannot take action)

If you do not pay attention to what has your attention, you will give it more attention than it deserves!

IF YOU TRY TO MANAGE THE CHAOS OF LIFE IN YOUR PSYCHE, YOU WILL EXPERIENCE THE LOSS OF ONE OR BOTH THINGS ESSENTIAL TO SUCCESS:

PERSPECTIVE

CONTROL

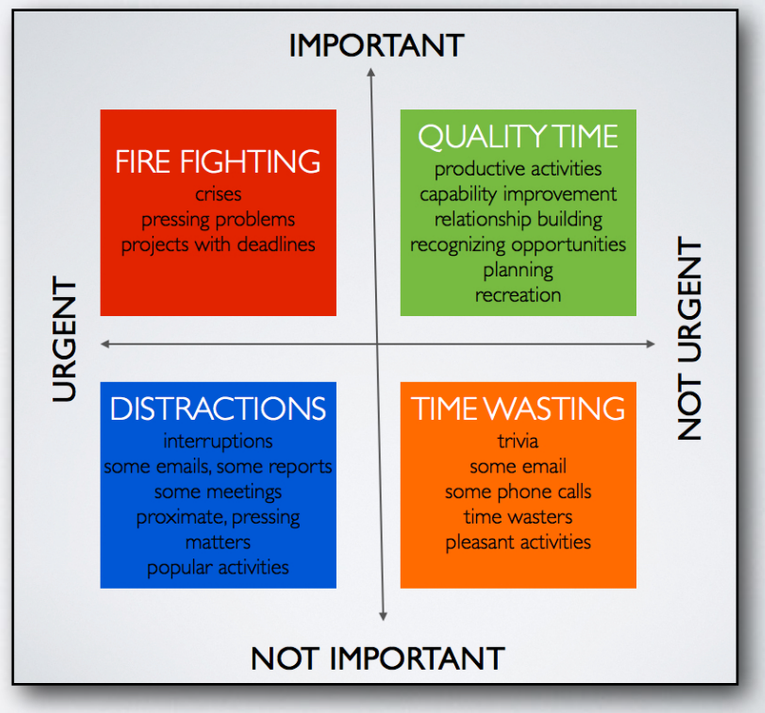


victim driven by latest and loudest

crazy maker

captain and commander
mind like water

micro-manager



ATTENTION MANAGEMENT

Flexibility trumps perfection.

Need to be able to shift focus rapidly.

How to get things out of your head:

Key #1 Capture your thinking

Key #2 Make outcome and action decisions

Key # 3 Use the right maps.

CAPTURE YOUR THINKING

Don't keep anything in your head the rest of your life! Don't have the same thought twice!

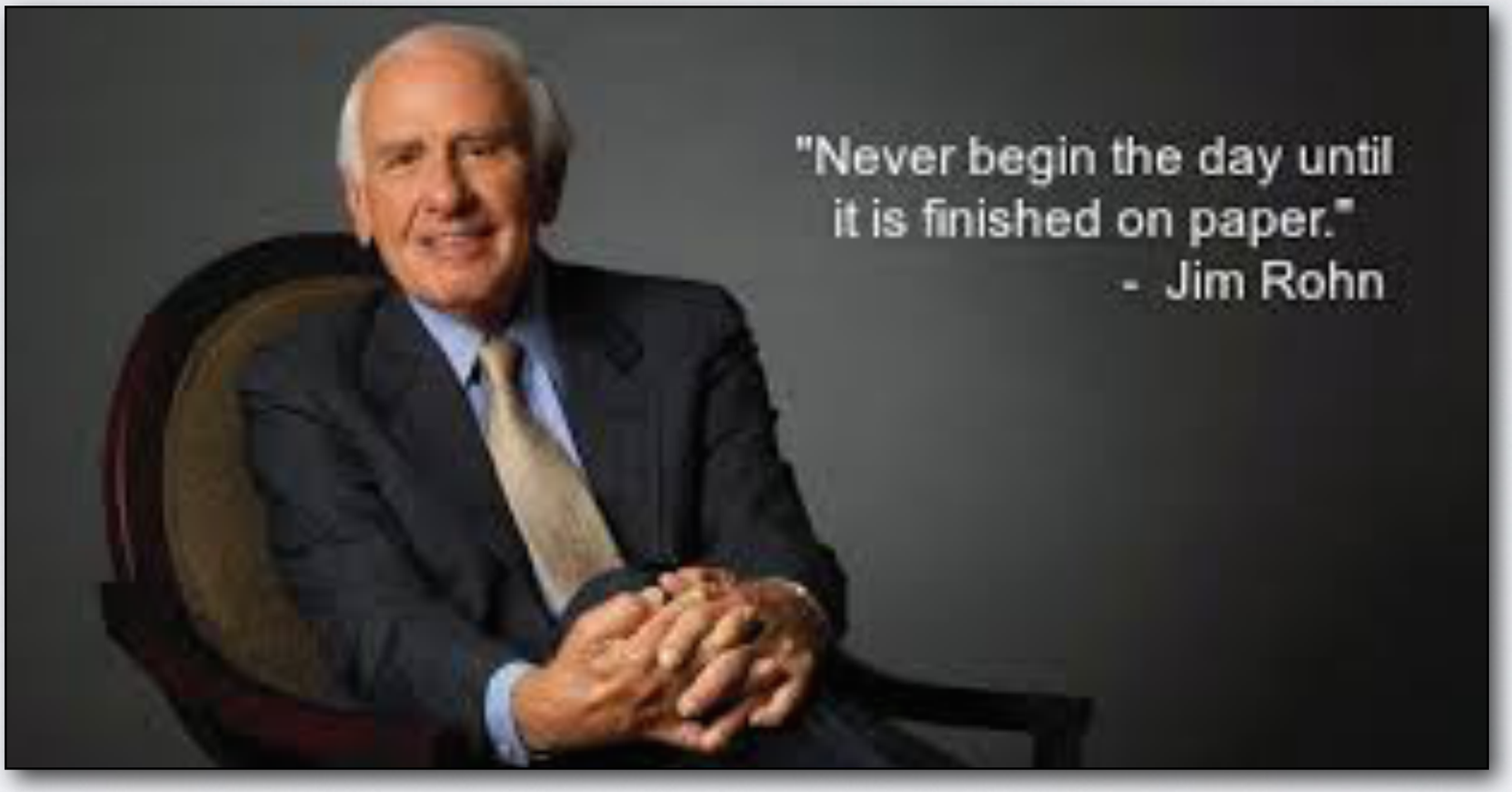
Every single thing you are committed to finishing, you need to clarify it and put it on paper.

Each next step that needs to be completed, clarify and commit it to paper--park them somewhere that you can look at least once a week.

MAKE OUTCOME AND ACTION DECISIONS

What exactly is the work you need to do?
What outcome are you committed to finish?
What's the next action step to move forward on this?

This is where the Focus Funnel comes in!


"Never begin the day until
it is finished on paper."
- Jim Rohn

USE THE RIGHT MAPS

Need maps of projects, actions and areas of life.

Use the maps to chart your direction.

Then use them to refocus, recalibrate
and reassess frequently.

People often complain
about lack of time
when lack of direction is
the problem.

-ZIG ZIGLAR

criteriaforsuccess

[making sales success a habit.]

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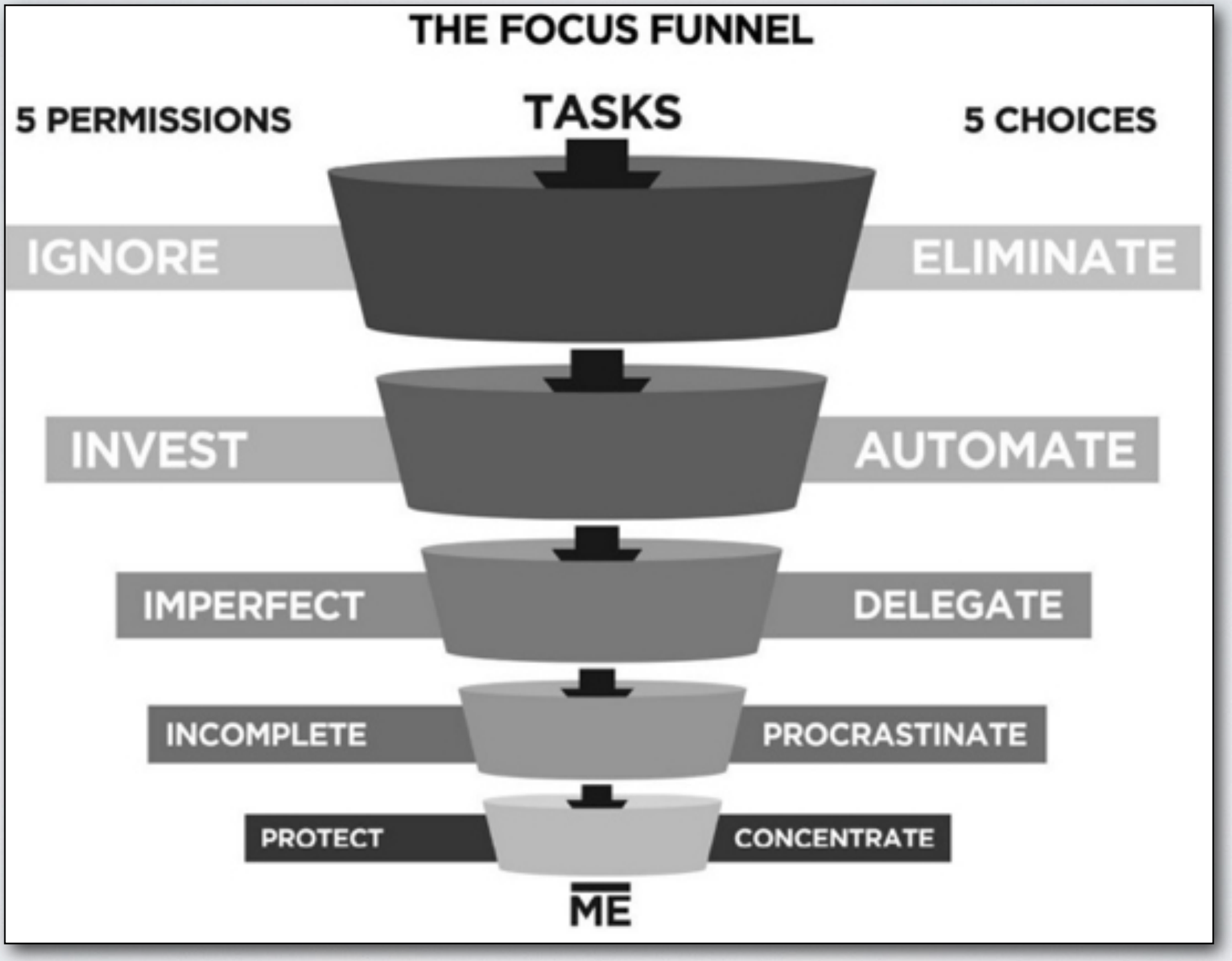
SIGNIFICANCE



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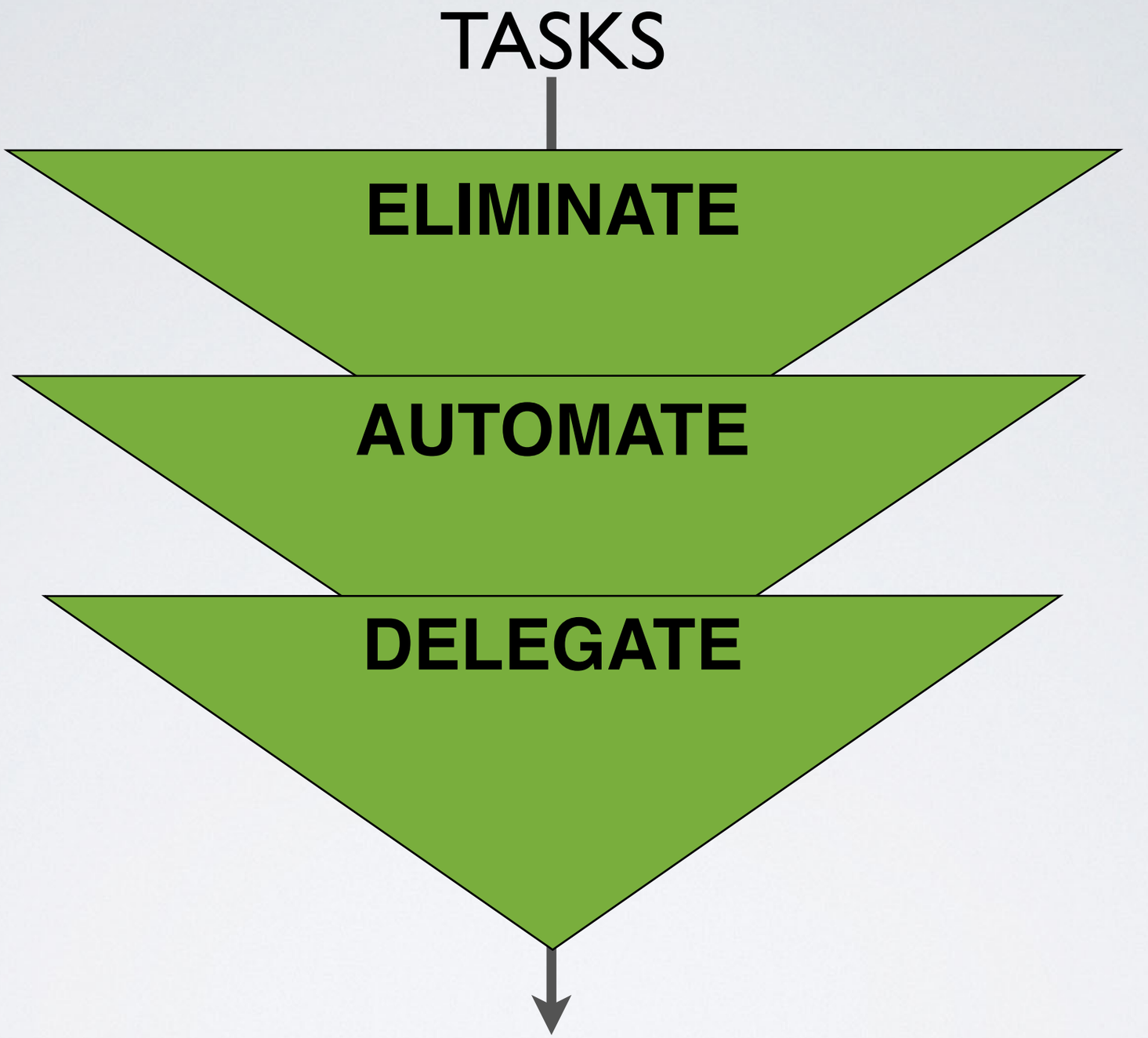
TIME
waits for no one
https://www.youtube.com/embed/xsHew3pmYYw?rel=0&showinfo=0

NO IS THE PATH TO SUCCESS


TASKS
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