

HOW TO TAKE SUCCESS-BUILDING ACTION EVERY
SINGLE DAY EVEN IF YOU DON'T FEEL LIKE IT



GETTING THINGS DONE

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Getting Things Done

Cheat Sheet

How to Take Success-building Action Every Single Day

STEP #0: Detoxify your mindset

- ✓ Let go of any mindsets that give you an excuse not to try or not to try as hard

STEP #1: Decide to BE more EFFECTIVE NOW

Choose to get things done NOW

What needs to get done?

- ✓ Quantity
- ✓ Quality
- ✓ Must be related to the BIG GOALS of your life

Set a TIMELINE to start ACTING more intentionally

- ✓ Not your feelings
- ✓ Not 'when things are right'
- ✓ Not 'when X gets it together' (ie., don't wait for other people)

Setting the RIGHT time to START

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- ✓ Don't give yourself so much time you constantly run out of time
- ✓ Don't set it to such an imminent time you FREEZE

Effectiveness starts with scheduling

STEP #2: Rework and reorder what you're currently doing

What is truly important?

- ✓ Moves your career forward
- ✓ Pushes you closer to your life goals
- ✓ Test your life goals – are these what you really want?

Set your Goals down right

- ✓ In writing
- ✓ Big goals defined by WHY statements
- ✓ Big goals broken down into sub-goals
- ✓ Sub-goals broken down into daily to do tasks

Keep filtering until you're crystal clear

Write and rewrite your goals / sub-goals until you are SURE

- ✓ Allow yourself to get recharged by a sense of purpose
- ✓ Break down your daily to do tasks
 - Filter your daily To Do list Right
- ✓ Absolutely essential (important / can't wait)
- ✓ Important (important / can wait)

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- ✓ Ministerial (not important / can't wait)
- ✓ Optional (not important / can wait)

Setting up a Focused To Do List

- ✓ Absolutely Essential
- ✓ Delegate/outsource ministerial or use TIGHTLY budgeted time on these

STEP #3: Create and follow a personal effectiveness ritual

Sleep longer

- ✓ Get more will power

Wake up early

- ✓ Benefit from increased focus

Exercise

- ✓ Doesn't have to be big or dramatic
- ✓ Consistency is key
- ✓ Do it in the morning to turbocharge your focus

Take a cold or short shower

- ✓ Wake up
- ✓ Focus on overcoming

Eat a light low carb breakfast

Practice gratitude or some other form of mindfulness

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Give yourself the gift of a sense of urgency when attacking your task list

Chop each to do list item into bite-sized pieces

Attack and be thorough (for quality)

STEP #4: Use the power of emotional ownership to get more stuff done

Truly OWN the stuff you are working on

- ✓ I.e., it's not just a job / it is not trivial / you are not just a cog in the machine
- ✓ This is important because it REFLECTS YOU

Let Personal pride push your personal effectiveness upward and out

- ✓ What does your work say about you?
- ✓ What does your work reveal about your values?
- ✓ What does work say about your destiny as an individual?
- ✓ What does your performance say about your impact on your world

Pride gives you the power of EMOTIONAL OWNERSHIP

- ✓ This is not just small stuff
- ✓ You're not just going through the motions
- ✓ This is PERSONAL / this is YOU

Work to produce the highest quality

Work to produce more

- ✓ Work to become more efficient

Connect the dots

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- ✓ Automate
- ✓ Use previous work as templates

STEP #5: Identify your LIFE PURPOSE and let it POWER your work

Write and rewrite your grand visions for your life

What purpose does your vision reveal?

Work toward those purposes

- ✓ Get pumped up
- ✓ Get motivated
- ✓ Every single day is a day closer to your BIG OBJECTIVES
- ✓ Every challenge overcome gets you closer
- ✓ Every solution you

Practice purpose-driven problem solving

- ✓ Focus on the problem and it gets bigger and your resolve gets weaker
- ✓ Focus on your purpose and challenges fall into place

STEP #6: Challenge yourself DAILY

Can I produce more?

Can I produce higher quality work?

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Can I network better?

Can I reduce my work time?

Can I automate better?

Can I pack more value into my work?

Can I solve more problems?

Can I connect the dots better for innovative breakthroughs?

Personal Effectiveness is like a muscle

- ✓ For it to grow, it has to be challenged
- ✓ For it to get stronger, it has to be stressed

STEP #7: Document Your Journey For Maximum Control

Boosting effectiveness is not something done on a whim

Track your journey

- ✓ Before and current state : get motivated
- ✓ Track your solutions
- ✓ Track your efforts at improving your solutions
- ✓ Focus on results

* Are you doing more?

* Are you getting better quality?

* Are you getting more results?

Isolate your challenges in writing

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- ✓ Clearly define and isolate your challenges
- ✓ Write it down and research your challenges
- ✓ Run experiments

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