

Client: Sajan

## MINDMAP

Getting Things Done

How to Take Success-building Action Every Single Day

### **Introduction**

The world doesn't care about your PLANS. Seriously.

You may have all sorts of ideas, excitement, grand visions... but nothing will come of these UNLESS you take action

That's all the world cares about: RESULTS – Can you get things DONE? Can you do the BIG THINGS in your life that truly matter?

Sadly, most people fail to take action on the big things... because they are having a tough time with the small stuff.

Life is what happens when you have other plans

Your big dreams and visions are put on the back burner

You end up focusing on the penny ante stuff right in front of you

If you're like most people, you can't even manage to take care of these to free up enough time for the stuff that matters...

This is why you struggle. Your big dreams remain as distant as ever because you're just so caught up with the small stuff in the here and now.

This book teaches you to become a MORE EFFECTIVE PERSON

Personal effectiveness means

- building a SYSTEM that
- helps you do more stuff
- in less time
- at higher levels of quality
- which frees up time and motivation for the BIG PROJECTS that will move your life forward

### **10 Mindsets that Crush Personal Effectiveness**

- Mindset #1: My potential for achievement will carry me through
- Mindset #2: I have achieved stuff in the past so I can coast now
- Mindset #3: I can achieve the same results without having to change

- Mindset #4: Success comes through intuition
- Mindset #5: Achievement comes through raw insight
- Mindset #6: No matter how hard I try, success is ultimately random
- Mindset #7: Personal effectiveness is hard wired
- Mindset #8: Effectiveness is not as important as efficiency
- Mindset #9: I don't have to build learning systems
- Mindset #10: I can rely on others to boost my personal effectiveness

### **Life Rewards Action**

Success is defined by what you DO

- Not what you dream / your potential / your hopes and wishes

To achieve your dreams, you have to DO

To live a life of purpose, you have to DO

To achieve happiness and joy, you have to DO

The problem? Most of us are afraid to take CONSISTENT action

- we are afraid the road is long and hard
- we focus on the obstacles
- we get taken aback by the stuff we need to let go
- we worry about what we stand to lose
- we worry about failing

TRUTH: The more you hesitate about taking ACTION, the more you will continue to STAGNATE and FAIL

The world rewards ACTION here and now....

- not hopes and dreams / not intention / not motivation / not potential

DECIDE to Get things DONE... NOW!

### **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**

- 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

### **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)
- 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

### **Creating and following 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

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)

### **Use the power of emotional ownership to get more stuff done**

Truly OWN the stuff you are working on

- ie., 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
- automate
- use previous work as templates

### **Achieve more by working more purposefully**

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

### **Challenge yourself DAILY**

Can I produce more?

Can I produce higher quality work?

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

### **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

- clearly define and isolate your challenges
- write it down and research your challenges

- run experiments

## **Best Practices for Getting Things Done**

Start now

Every baby step forward you take is a victory

Every failure is a victory in disguise (you learn to fix problems/change your personal character to get poised for greater success)

Focus on building systems

Get enough sleep to boost your focus

Give it your all every day!