



PLANNING FOR PROFIT

Being productive is a choice.

Resistance

- 1) Don't want to be tied down (there will be no organic flow)
- 2) Don't want to work harder/be busier
- 3) Don't have time to get organized
- 4) Start something but don't follow through

What's your big WHY? Why do you need to be productive?

Create Your Image of Productivity

Waterfall
Windmill
Clockwork engine
Martial artist

Creating Lasting Change

Continual change over time, no a-ha junkies
Habits are much easier than will power

3 STEPS FOR CHANGE:

- 1) A-ha or new perspective
- 2) New pattern or behavior with reinforcer
- 3) Create habits

REFRAME: NEW IDEA OR PERSPECTIVE THAT EMPOWERS

"How can I enjoy, or get excited about this?"

Changing Your Productivity

You must make time for productivity practices.

Observe your 'default method of operation.' What do you allow to stop you, slow you down, or sabotage your success?

You cannot change everything at once. Trying to do so will cause failure (or overwhelm!) Incorporate one new change.

Overcoming Resistance

Use the mindset techniques, such as tapping, to get excited about making the changes. When you are establishing new habits, the more you are fighting resistance, the harder it will be.

What belief do I need to change in order for this to be easier?

What emotions are keeping me from doing this enthusiastically?

What would make this 10 times easier?

Current Systems Assessment

TO-DO

Do I know what I need to do? (today, next week, next month)

Do I have one list, or many?

What is my first step in taking control of my to-do lists?

(Ex: Do a Brain Dump, consolidate all lists)

CALENDAR/SCHEDULING

Current calendar system (paper, on computer, etc)

Do I keep track of appointments?

Am I on time?

Do I schedule enough time to get tasks done?

What is my first step in taking control of my calendar/schedule?

(Ex: Pick a calendaring system, schedule everything once a day, schedule time to schedule, etc.)

PRIORITIZATION

Do I know what to do next?

How do I decide?

Are my decisions making me money?

What is my first step in taking control of my prioritization?

(Ex: Write down rules for making choices, evaluate schedule in terms of money-making activities, etc.)

PROJECT/TASK TRACKING

Am I moving projects forward?

Do I know the status of each project?

Do I have all the tasks for a project listed?

How often can I not do a task, because I must do something else first?

What is my first step in taking control of my project/task tracking?

(Ex: Get task-tracking software, start a document listing all projects, create a 'next action' list, etc.)

ACHIEVEMENT

Do my goals get done on time?

Are my results satisfying?

What is my first step in taking control of my achievement?

(Ex: Write down all my goals, meditate on goals to make sure that they are in alignment with my vision, etc.)

CLUTTER

Does my environment support my productivity?

Auditory landscape

Visual landscape

Distractions within reach

Edible clutter

What is my first step in taking control of my clutter?

(Ex: Evaluate clutter environment, choose one action to reduce clutter, commit to 10 minutes a day of de-cluttering.)

MINDSET

Do I feel in control of my schedule?

Do I feel in the flow or too busy?

If too busy, why? Too many things to do, not fast enough, or not streamlined?

Am I able to concentrate on what needs to be done?

What is my first step in taking control of my mindset?

(Ex: Decide what I am committed to in terms of work schedule vs. accomplishment, set a goal of daily tapping, change one thing to increase flow in my environment, etc.)

YOUR ASSIGNMENT

Take all of your 'First Step' actions and add them to your Brain Dump list.

MY ACTIONS:

Observe over the next week when you feel productive, and when you feel overwhelmed, unproductive or procrastinating. Share in the Forum. **WHAT ARE YOU LEARNING ABOUT YOUR DEFAULT METHOD OF OPERATION?**

MY QUESTIONS OR CHALLENGES: