

THINKINGBIG

— COACHING —

Win your day before it begins

Win your week before it begins

Win Your month before it begins

Win your year before it begins

The approach you take is irrelevant as long as it works for you. I believe that calendars are more beneficial than to-do lists, but there's another group that believes in to-do lists or the Ivy Lee Method:

Finish each day by writing the three of the most important things you want to get done tomorrow and start each day by working on those three things. I suggest you can also schedule those three things on your calendar. Nothing else matters as long as those three things get done.

The most effective productivity systems are quite simple when you dissect them. But we keep searching for life and productivity "hacks" because doing so ironically makes us feel productive. If you spend an entire day reading articles about productivity, you're not productive. The only way you find out if something works for YOU is to implement it and see what happens.

I'm continually experimenting with productivity systems because many of the ones that have gotten me to this point haven't been working as well. I have attached what I currently use and is a combination of many systems.

You can print this 30-day package on paper or move it to something electronic. I have these sheets on my Ipad and religiously have my calendar out.

We have a limited amount of willpower every day. With each decision we make that willpower gets depleted. If you don't plan your days/weeks/months/years before, you waste your willpower on deciding what your essential priorities are. By planning beforehand you reduce decision fatigue, and preserve your willpower for your deepest most meaningful work.

If you plan beforehand, you'll be amazed at how much your overall productivity skyrockets. If you have no clarity about what it is you're trying to get done on any given day, you'll be busy, but not productive. If you plan, you'll not only get more done in less time. You'll also experience more flow.

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ACTIVITY	GOAL	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL

WHAT IS THE HAPPIEST EVENT THAT HAPPENED THIS WEEK?

WHAT ARE YOUR 3 BIG WINS FOR THE WEEK?

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REVIEW YOUR GOALS AND ASSES YOUR PROGRESS. HOW DID YOU SPEND YOUR TIME?

WHAT IS THE BIGGEST LESSON YOU LEARNED THIS WEEK?

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