

My 5 Key Areas of Focus

1.	2.
3.	4.
5.	The 5-10% box

Make sure your FOCUS list:

1. Matters to you
2. Leverages your strengths
3. Reflects your passions
4. Includes opportunities to be challenged
5. Includes opportunities to work with others
6. Includes opportunities to be recognized or to influence others
7. Weeds out what is NOT important to you

Once you have your list, you can use it to:

- Develop SMART goals
- Create daily to do lists
- Discern what to say no to
- Reflect daily on how you spent your day, and if the way you spent your time takes you toward or away from your focus
- Reflect daily on if your life is in balance

My Daily To Do List

1.	2.
3.	4.
5.	The 5-10% box

Reflections of today:

1. What successes did I have today?
2. What did I learn? About myself? About others?
3. What will I do differently, or the same, tomorrow?
4. Is there anyone I need to thank? Recognize? Get back to? Share feedback with?

Remember:

- **Break down your “list”** (i.e., read one chapter instead of read book; write up one page outline vs. work on xyz project, etc.)
- Setting a time and place, “**where and when**” makes my success more likely
- If I set up **rituals**, what is hard becomes a habit and is no longer hard
- The most **motivation** I need is to get started, and once I start, motivation will take care of itself
- **We teach people how to treat us**

Watch your “yes’s”...If asked to do something, ask yourself:

1. Am I the right person?
2. Is this the right time?
3. Do I have enough information?

Escaping Perfectionism:

1. Don’t try to get it all done. Just start it. Break it down into what is do-able today.
2. Do what feels right to *you*.
3. Choose wisely who you spend your time with; the right people will give you great feedback.

(material adapted from 18 Minutes: Find your Focus, Master Distraction and Get the Right Things Done, Peter Bregman, 2011)