

That Thing

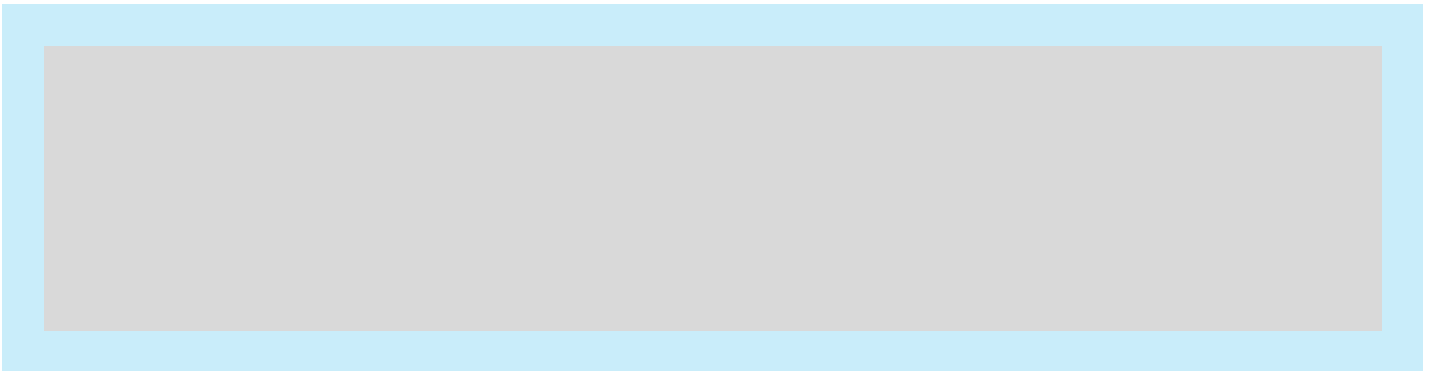
Focus for Success - 1 x thing

The focusing question: What is the one thing that I can do, so that everything else is easier, or unnecessary....?

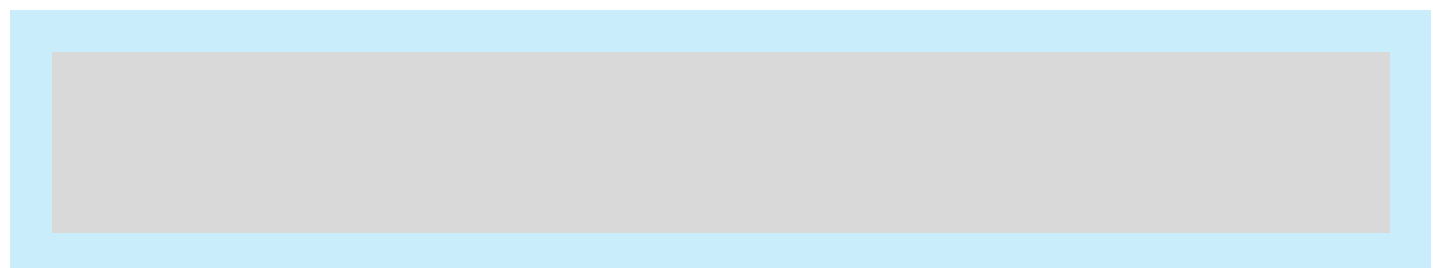
Use this activity to plan your weekly & daily tasks that will help you get closer to your goals (goal setting covered in a separate module):

Choose a day where you can take a few minutes to plan your focus for that week. Schedule it in your diary & treat it like an important appointment. I recommend a Sunday or a Monday, but really any day that fits your schedule.

Step 1: Ask yourself: What is the 1 thing I should do this week? What matters most? What is the 1x thing I can do so that everything else becomes easier or unnecessary?



Step 2: Each day ask yourself: What is the 1 x thing I should do today?



Step 3: Start that task and don't do anything else until you have either finished, or you're happy with your progress for that day.

When you start getting distracted by all the other things on your to do list, be honest with yourself about the necessity of things.

Use an extreme scenario to clarify, in your brain, the necessity of items on your to do list. For example: If you were in a car accident and incapacitated in hospital – would the world end if you left these things until tomorrow....