Workbook

Too Much to Do!
I Never Get Everything Done

ATD Webinar
October 28, noon Eastern

Benefits of Using This Workbook.
1. You’ll remember more when you write answers.
2. It will help you focus.
3. It will give you a record of the key insights to implement immediately.
**Answers are on the slides in green.**

(5) **Numbers are the slide numbers.**

- **Time** is the way we measure the turning of the earth. No one can make it go faster or slower.

(5) If you want a good time management system you need to answer these two life questions:
- What do we really ____________?
- How do we get the most from it?

(6) Since the past is gone and the future is not here yet, the only thing you control is ______ ______ ______ ______.

(7) **Good News _____________.**

You can get the most from your time/life by getting the most from just this action NOW.

(10) There are 9 ½ Aligned Thinking SECRETS, today we focus on SECRET ___ Overcome To-Do-List Frustration.

(14) To get the most from your _______ and live a more fulfilling ________,
join the Aligned Thinking Team at [www.TheAlignedWay.com](http://www.TheAlignedWay.com)

**(15) Survey – I’d like your guidance – Partner, what do you want me to emphasize?**

– Overcoming which 2 problems/challenges are Most Important to you?
  __ 1. Too much to do! I never get everything done?
  __ 2. Not enough Personal/Family Time
  __ 3. Too little control over my time/life
  __ 4. Not enough accomplishment or satisfaction
  __ 5. Too many interruptions
  __ 6. Life doesn’t seem to have much meaning anymore.

(17) **Proven Simplicity – Your attitude:** “I _____ do this.” Key is: Daily __ ______ gift to yourself.

(18) **Mistake #1:** No ___________ Focus Period

(19) **Consequences of mistake #1:** Do what you ______ like, or what the _______ person asked you.

(21) **Aligned Thinking Solution:** Give yourself a __________ focus period each day/week.

(22) **Benefits of a regular Focus Period to plan the day/week to come**

Overcoming problems/challenges _____, _____, _____.

[Type here]
(26) **Mistake #2:** Don’t Review _______ Information.

(27) Consequences of mistake #2: The _______ receives focus rather than the important.

(28) **Aligned Thinking Solution:** Before planning the period to come __________ your critical information.

(31) Benefits of reviewing your critical information:

Overcome problems/challenges _______ and _______.

(33) **Mistake #3:** Using a ___-___-________.

(34) Consequences of mistake #3: To-Do-List _______________.

(35) **Aligned Thinking Solution:** Use a ______ pen and _______ list.

(41-21) Benefits of using a **holding pen** and a **priority list**:

Overcome problems/challenges ______, _______ and _______.

41) When items in the holding pen are out of sight, out of mind, you have _______ ________.

(44) **Mistake #4:** Setting only _______ priorities.

(46) Consequences of mistake #4: Only focusing on business when most people say the _______ is at least as important.

(45) **Aligned Thinking Solution:** In your focus period, write _______ business and personal priorities.

(49) Benefits of reviewing your critical information:

Overcome problems/challenges _______ and _______.

Less guilt and, in the long run, fewer _______.

(51) **Mistake #5:** Planning _______ much.

(49) Consequences of mistake #5: _________ yourself of never getting it all done.

(54) **Aligned Thinking Solution:** ___________ how long each item will take, __________ accordingly.

(55-56) Benefits of guestimating how long things will take and adjusting your priority list accordingly:

Overcome problems/challenges _______ and _______.

(61) Your Commitment – check which ones you are committed to:

__ 1. Give yourself a regular focus period.
__ 2. Review your critical information in your focus period.
__ 3. Use a holding pen and priority list.
__ 4. Write both business and personal priorities for the period to come.
__ 5. Guesstimate how long each item will take and adjust accordingly.
(65) There are ____ Aligned Thinking Secrets

(66) To receive all 9 ½ Aligned Thinking Secrets, go to www.LivingTheSecrets.com

(66) **Your Bonus** for staying till the end is at __________________________
    - This will give you a FREE Aligned Thinking Tele coaching Series.
    - You will receive all 9 ½ Aligned Thinking Secrets.
    - You will be able to train/coach others in the 9 ½ Aligned Thinking Secrets.

(67) Join my Aligned Thinking Team to:
    ✓ Get the most from your time
    ✓ Live a more fulfilling life
    Go to: www.TheAlignedWay.com

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