

FIG 1 A geometric domino progression.

DOMINOES -
A GEOMETRIC PROGRESSION

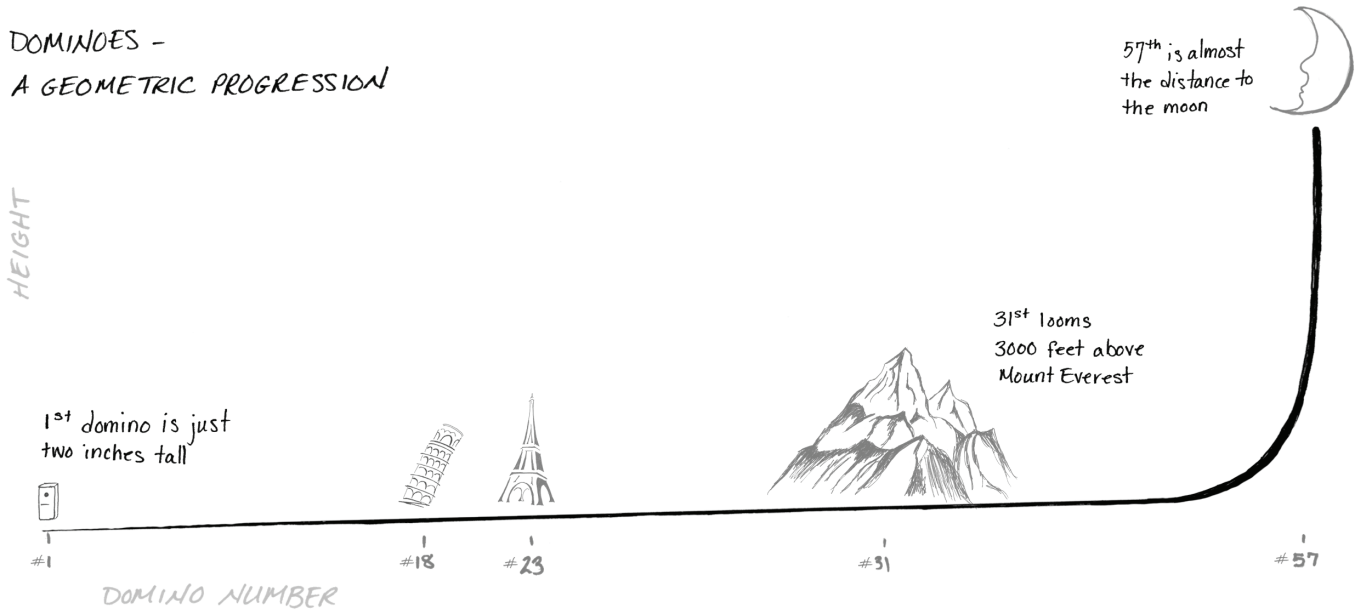
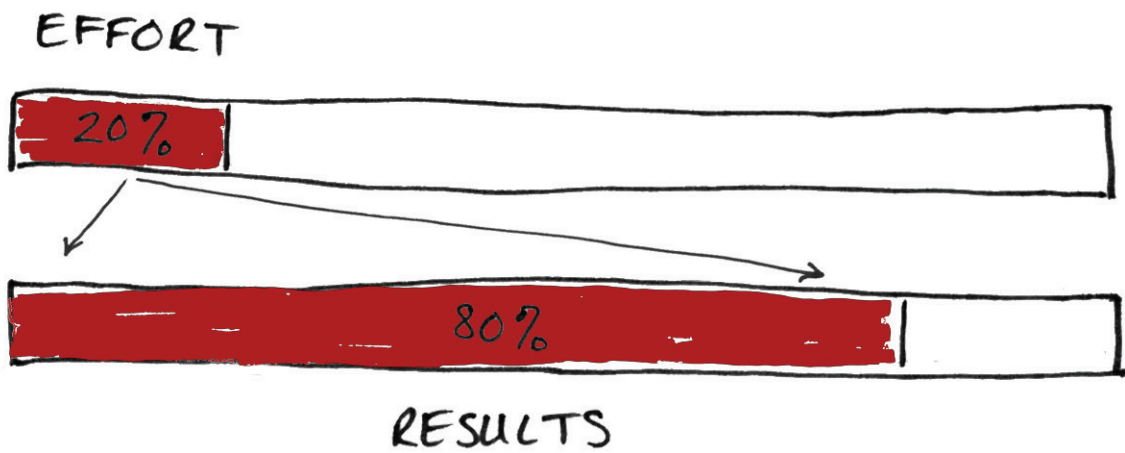


FIG 2 A geometric progression is like a long, long train—it starts out too slow to notice until it's moving too fast to stop.



3 The 80/20 Principle says the minority of your effort leads to the majority of your results.

To-DO LIST

- Could do
- Could do
- Could do
- **Should do**
- Could do
- **Should do**
- Could do
- **Should do**
- **Should do**
- Could do

SUCCESS LIST

1. **Should do**
2. **Should do**
3. **Should do**
4. **Should do**

FIG. 4 A to-do list becomes a success list when you prioritize it.

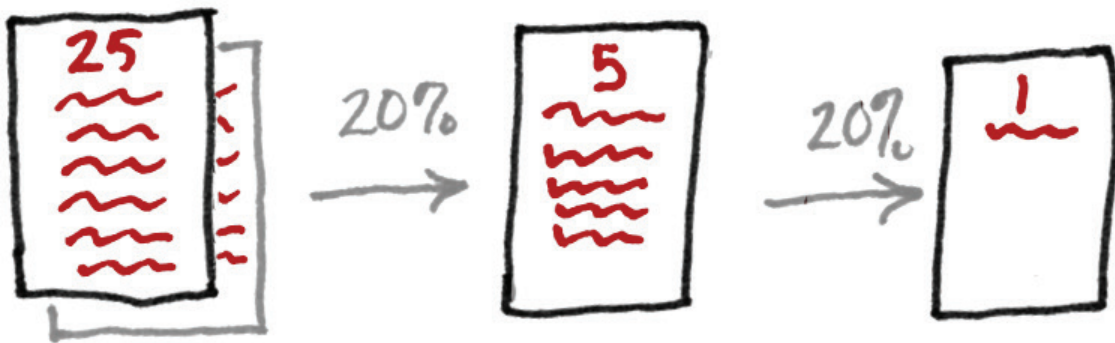
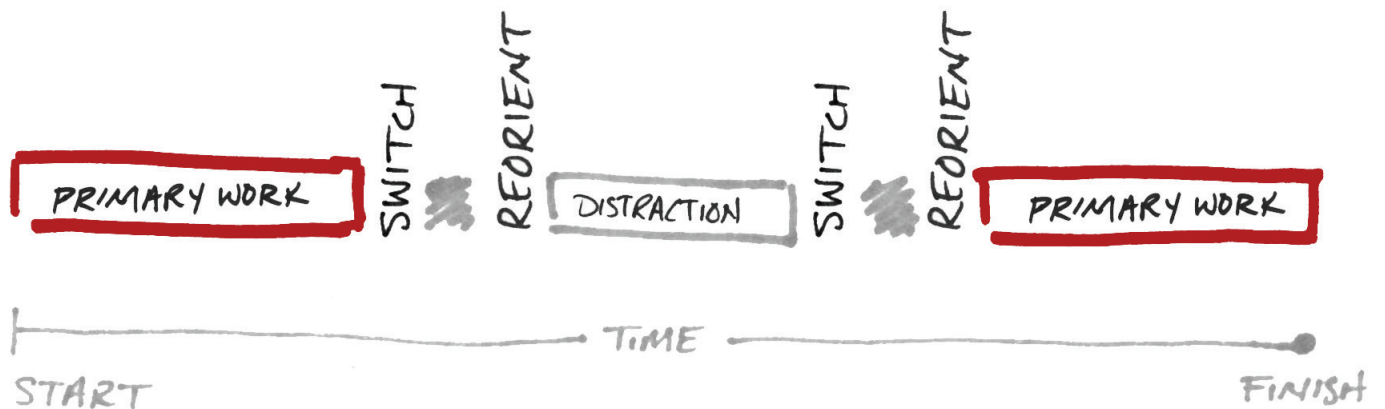


FIG 5 No matter how many to-dos you start with, you can always narrow it to one.

INTERRUPTED WORKFLOW



FOCUSED WORKFLOW

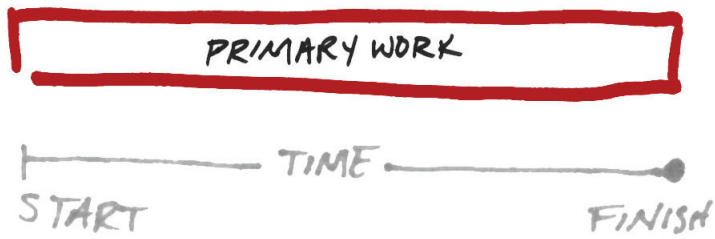


FIG 6 Multitasking doesn't save time—it wastes time.

THE ROLE of DISCIPLINE in ACHIEVEMENT



FIG. 7 Once a new behavior becomes a habit, it takes less discipline to maintain.

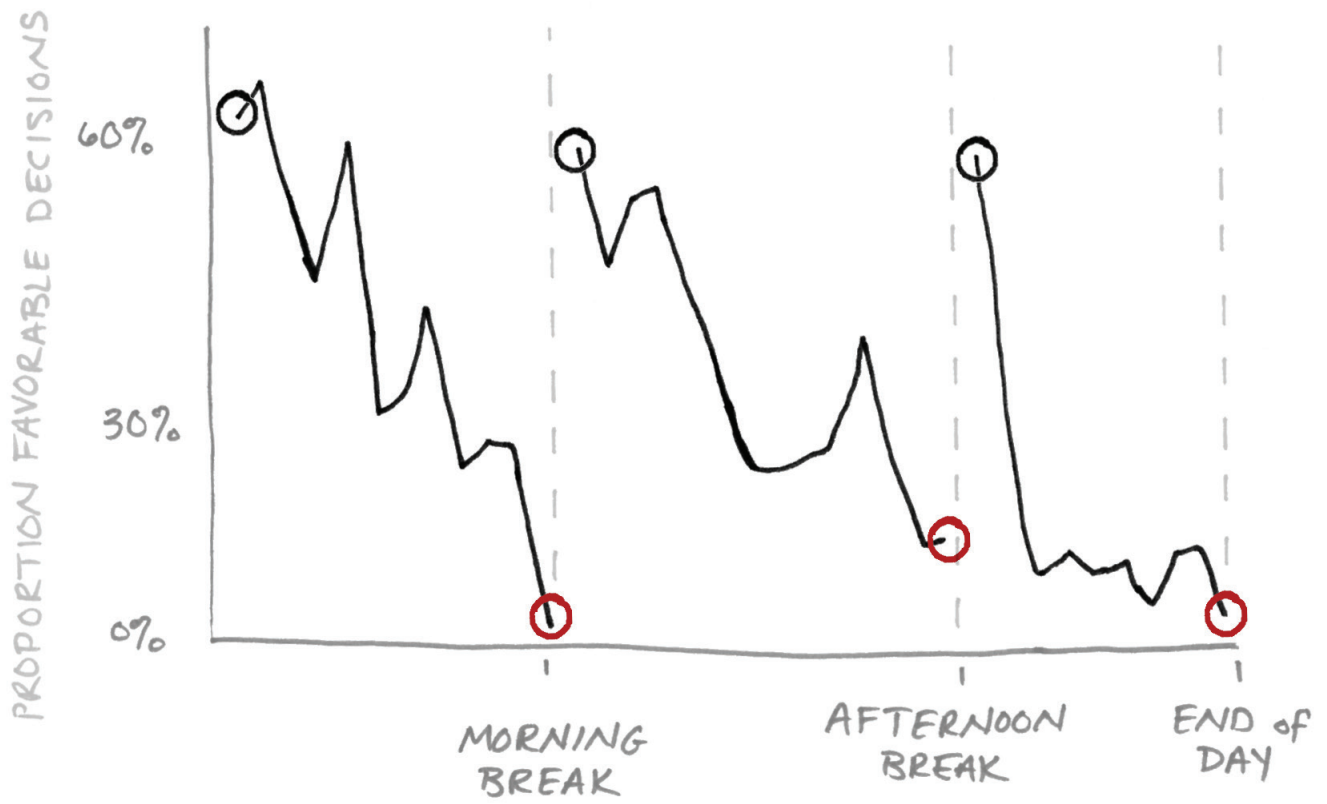


FIG. 8 Good decisions depend on more than just wisdom and common sense.

THE RISE of the WORK-LIFE BALANCE MYTH

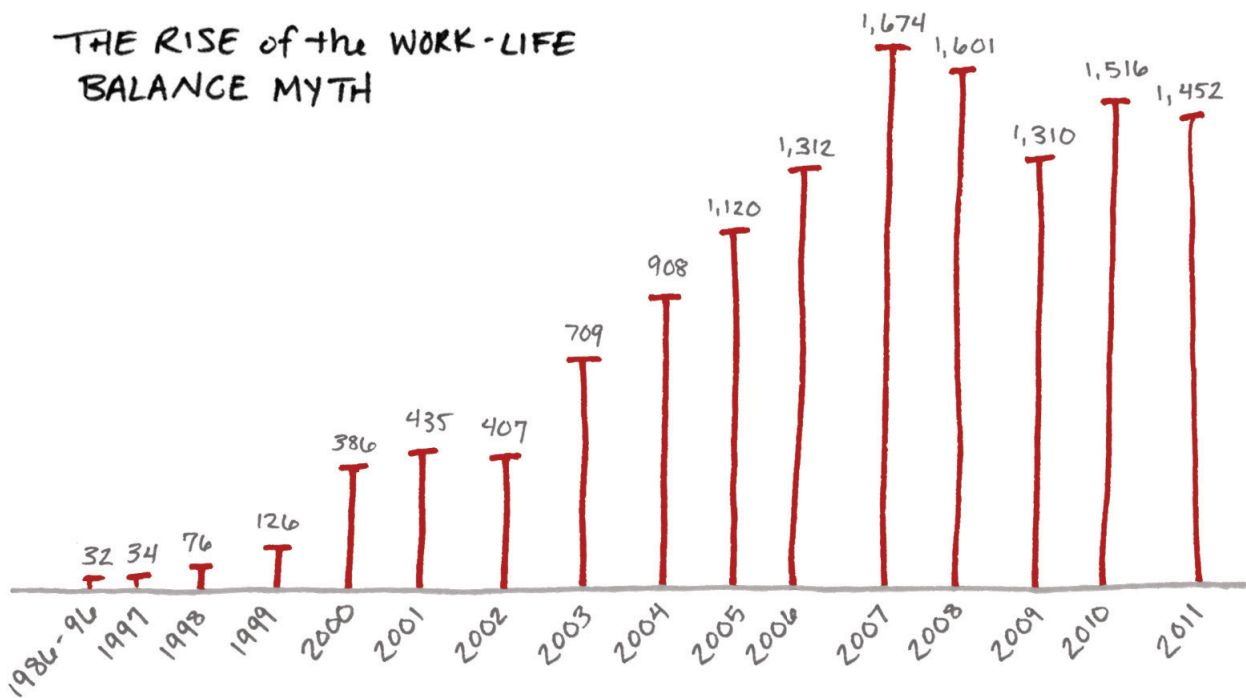


FIG. 9 The number of times "work-life balance" is mentioned in newspaper and magazine articles has exploded in recent years.

WORK-LIFE in the MIDDLE

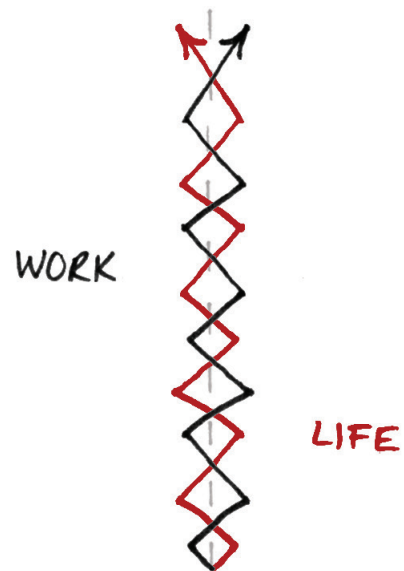


FIG. 10 Pursuing a balanced life means never pursuing anything at the extremes.

WORK-LIFE at the EXTREMES

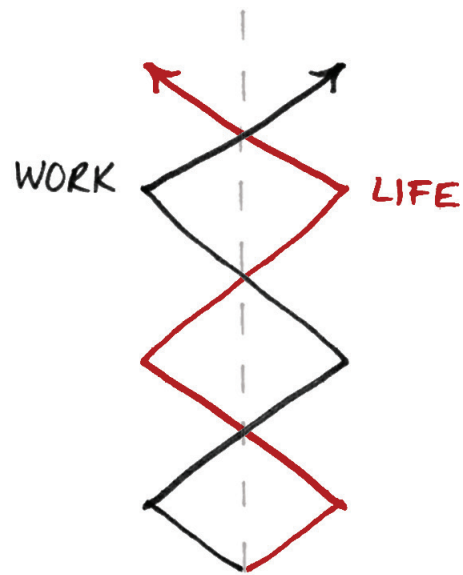


FIG 11 Pursuing the extremes presents its own set of problems.

WORK-LIFE COUNTERBALANCING

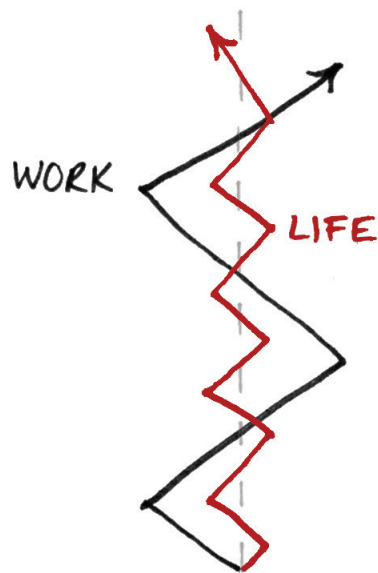


FIG. 12 Extraordinary results at work require longer periods between counterbalancing.

THINK BIG - ACT BIG - SUCCEED BIG



FIG 13 Thinking informs actions and actions determine outcomes.

HOW BIG IS YOUR BOX?

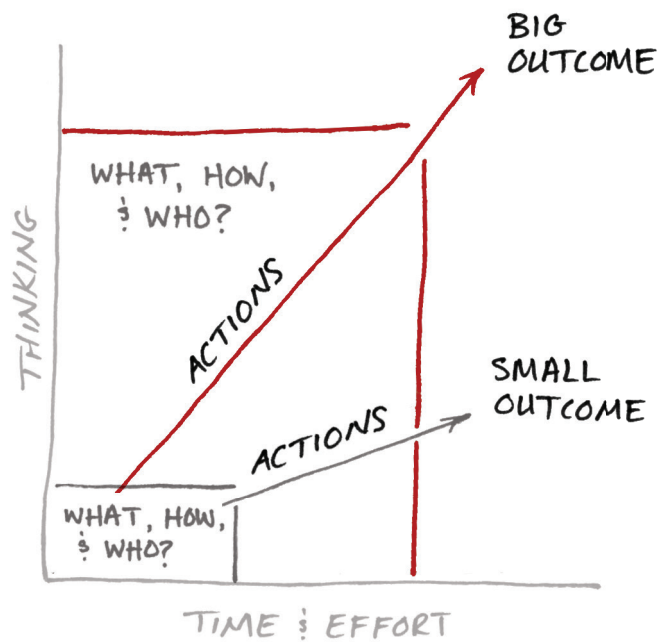


FIG. 14 Choose your box—choose your outcome.

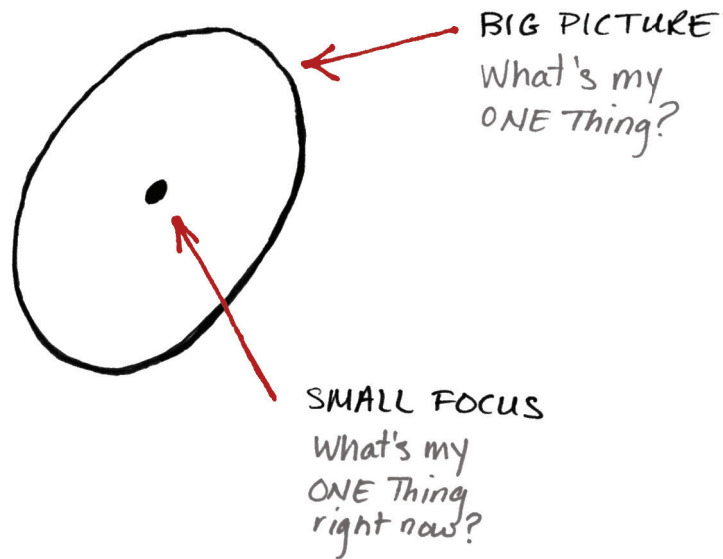


FIG 15 The Focusing Question is a big-picture map and small-focus compass.

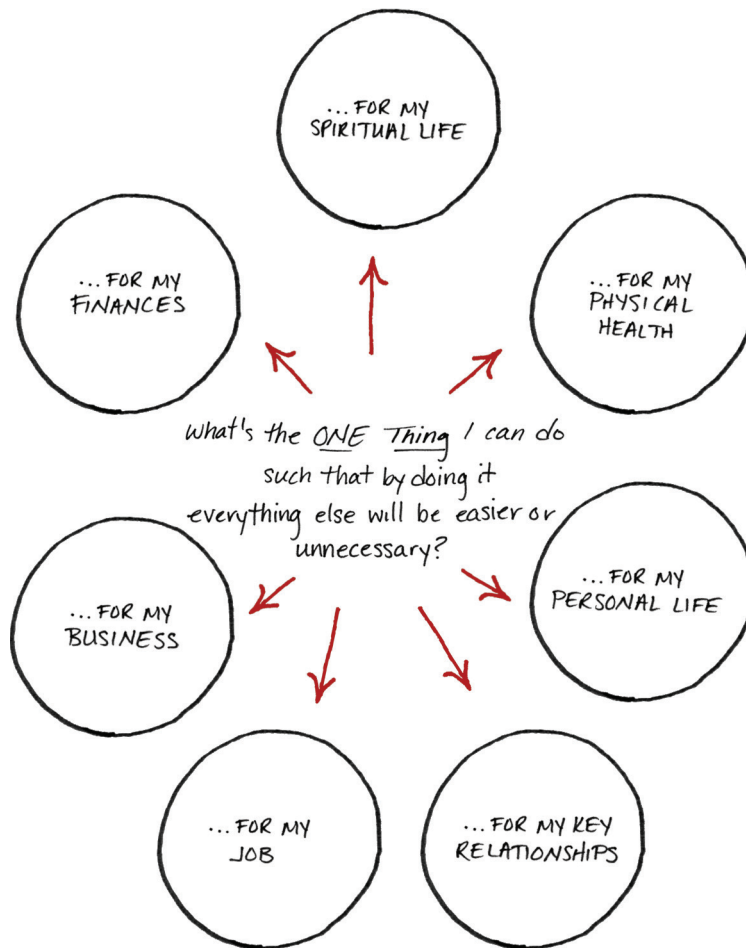


FIG 16 My life and the areas that matter most in it.

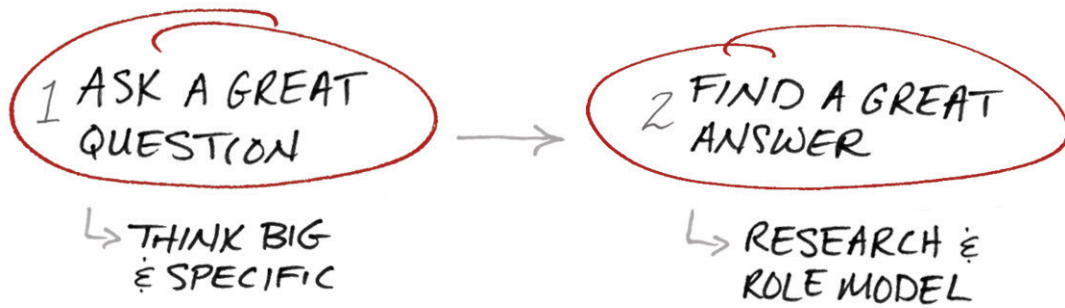


FIG. 17 Your one - two punch for extraordinary results.

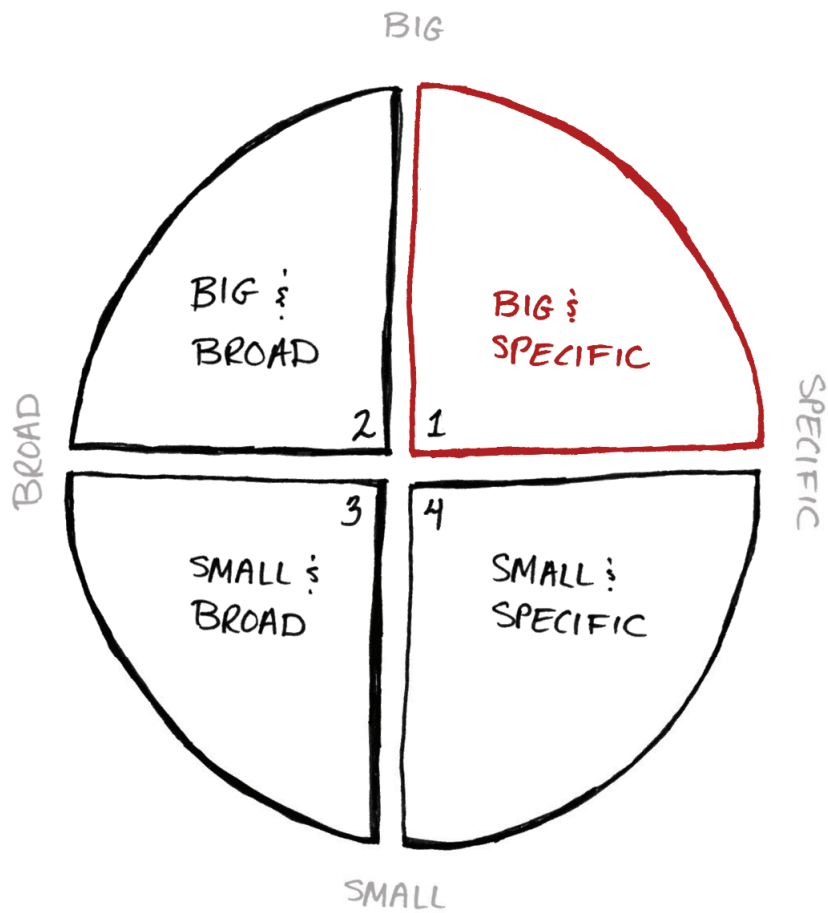


FIG 18 Four options for framing a Great Question.

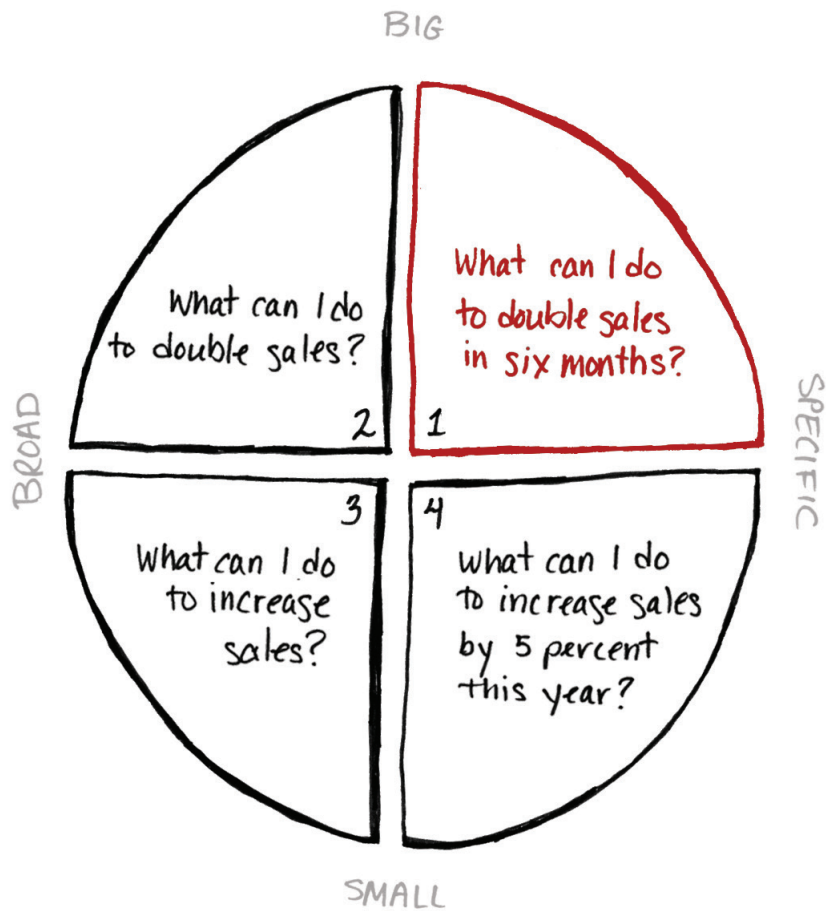


FIG 19 Four options for framing a Great Question illustrated.



FIG. 20 The Success Habit unlocks possibilities.

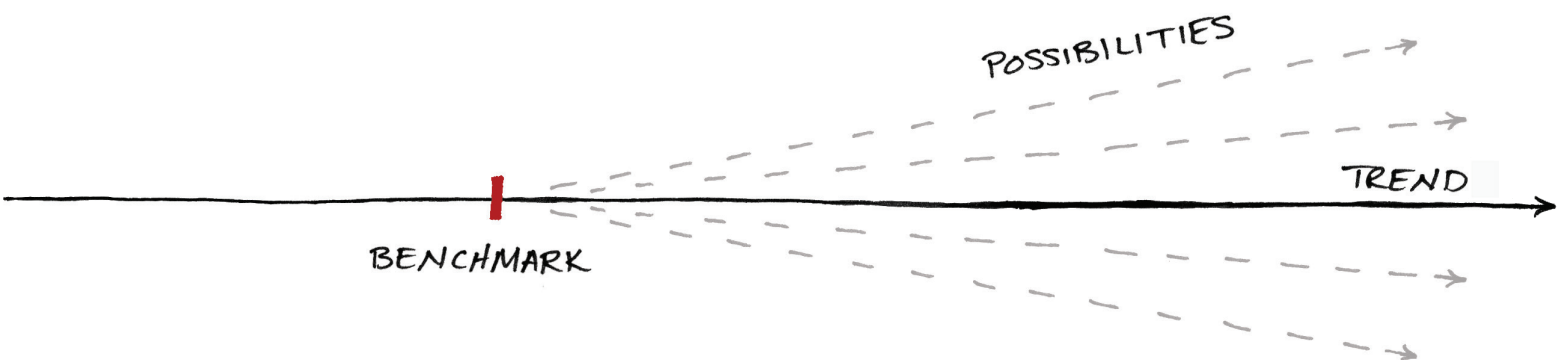


FIG. 21 The benchmark is today's success—the trend is tomorrow's.

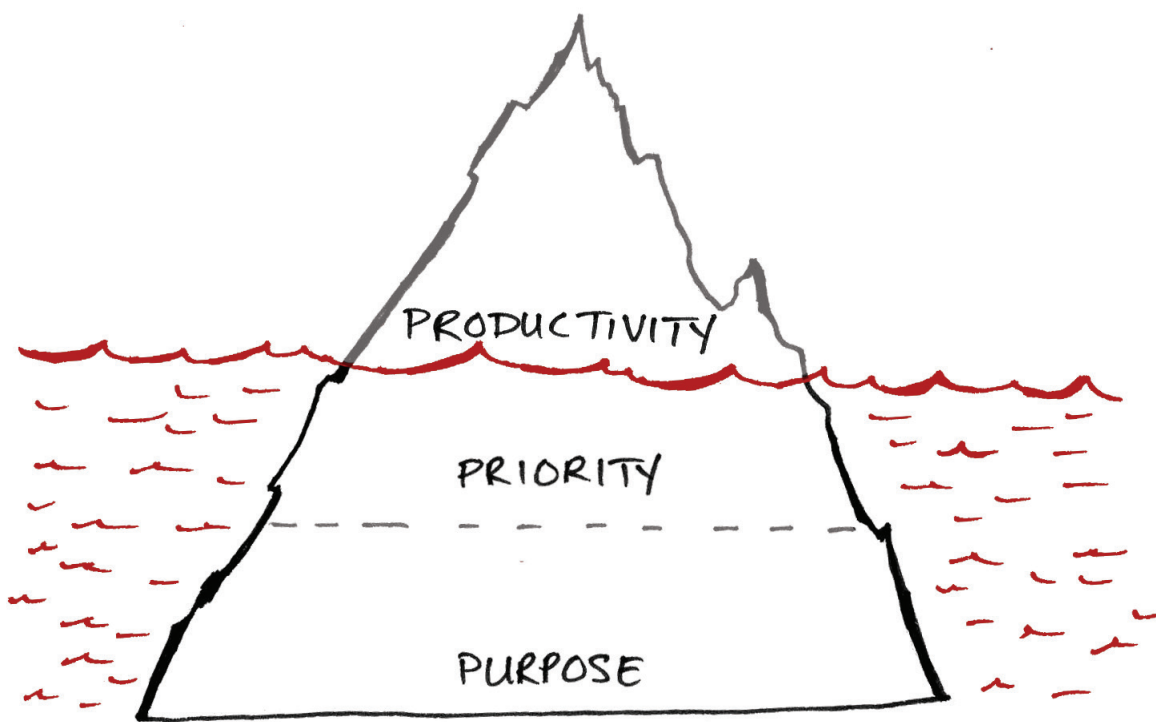


FIG 22 Productivity is driven by purpose and priority.

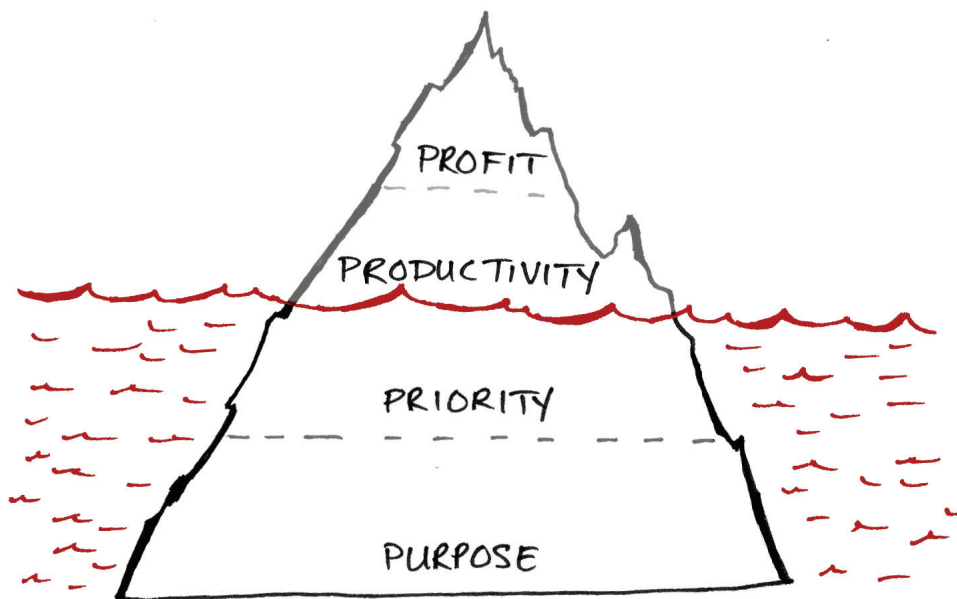


FIG 23

In business, profit and productivity are also driven by priority and purpose.

GOAL SETTING to the NOW

SOMEDAY GOAL

What's the ONE Thing I want to do someday?



FIVE-YEAR GOAL

Based on my Someday Goal,
what's the ONE Thing I can do in the next five years?



ONE-YEAR GOAL

Based on my Five-Year Goal,
what's the ONE Thing I can do this year?



MONTHLY GOAL

Based on my One-Year Goal,
what's the ONE Thing I can do this month?



WEEKLY GOAL

Based on my Monthly Goal,
what's the ONE Thing I can do this week?



DAILY GOAL

Based on my Weekly Goal,
what's the ONE Thing I can do today?



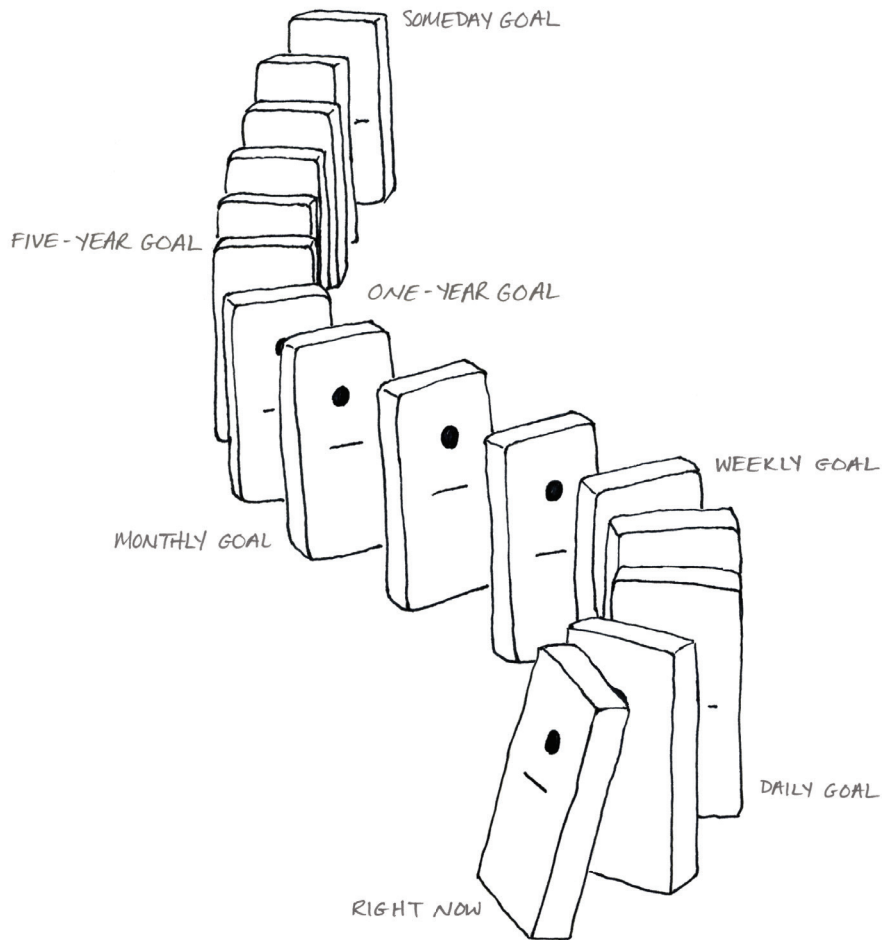
RIGHT NOW

Based on my Daily Goal,
what's the ONE Thing I can do right now?

FIG 24

Future purpose connects to present priority.

WHAT'S MY ONE THING?



WHAT'S MY ONE THING
RIGHT NOW?

FIG 25 Living a domino run.

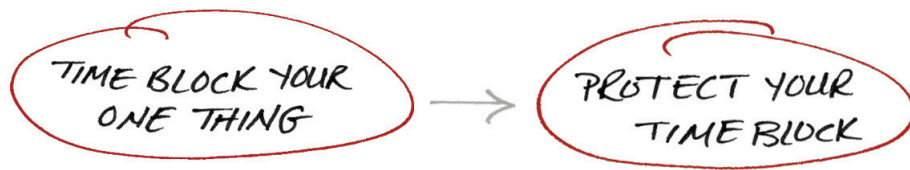


FIG 26 Make an appointment with yourself and keep it!

THE TYPICAL DAY

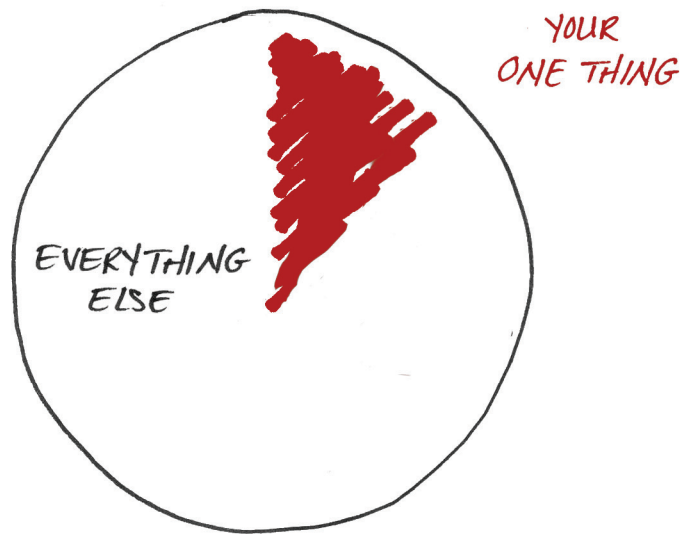


FIG. 27 Everything Else dominates your day!

THE PRODUCTIVE DAY

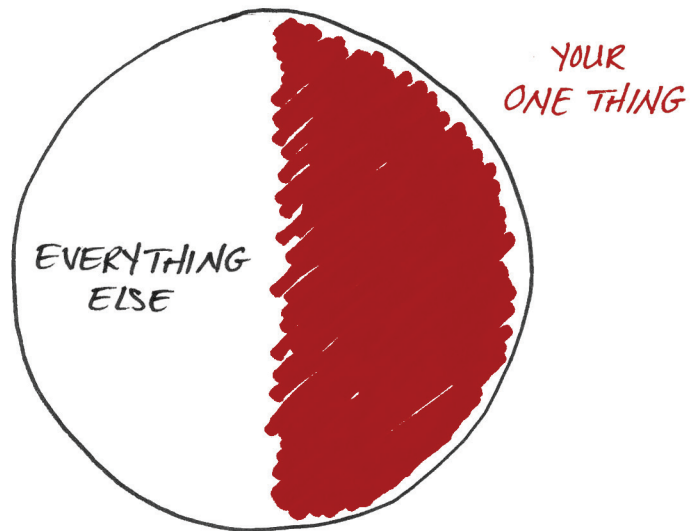


FIG 28 Your ONE Thing gets the time of day it deserves!

TIME BLOCKING

MON	TUE	WED	TH	FRI	SAT	SUN
1 YOUR ONE THING	2 YOUR ONE THING	3 YOUR ONE THING	4 YOUR ONE THING	5 YOUR ONE THING	6	7 PLAN
8 YOUR ONE THING	9 YOUR ONE THING	10 YOUR ONE THING	← VACATION →			14
15 YOUR ONE THING	16 YOUR ONE THING	17 YOUR ONE THING	18 YOUR ONE THING	19 YOUR ONE THING	20	21 PLAN
22 YOUR ONE THING	23 YOUR ONE THING	24 YOUR ONE THING	25 YOUR ONE THING	26 YOUR ONE THING	27	28 PLAN

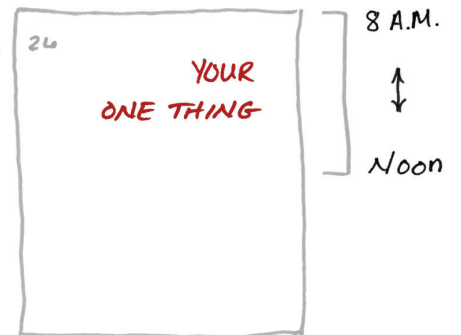
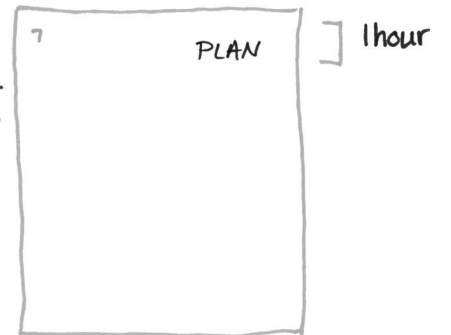


FIG 29 Your time - blocking calendar.

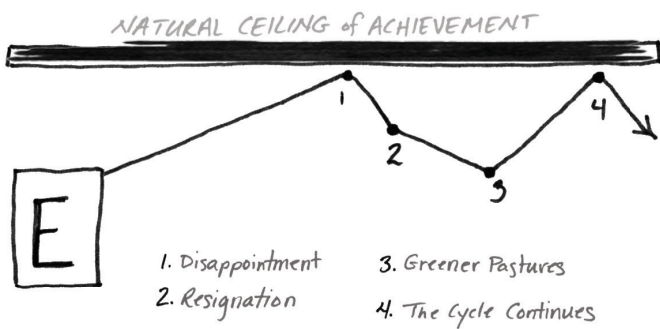
TIME BLOCKING

MON	TUE	WED	TH	FRI	SAT	SUN
1 YOUR ONE THING	2 YOUR ONE THING	3 YOUR ONE THING	4 YOUR ONE THING	5 YOUR ONE THING	6	7 PLAN
8 YOUR ONE THING	9 YOUR ONE THING	10 YOUR ONE THING	11	12	13	14
15 YOUR ONE THING	16 YOUR ONE THING	17 YOUR ONE THING	18 YOUR ONE THING	19 YOUR ONE THING	20	21 PLAN
22 YOUR ONE THING	23 YOUR ONE THING	24 YOUR ONE THING	25 YOUR ONE THING	26 YOUR ONE THING	27	28 PLAN

← VACATION →

30 X's add up to extraordinary results!

THE ENTREPRENEURIAL APPROACH
 "Doing What Comes Naturally"



THE PURPOSEFUL APPROACH
 "Doing What Comes Unnaturally"

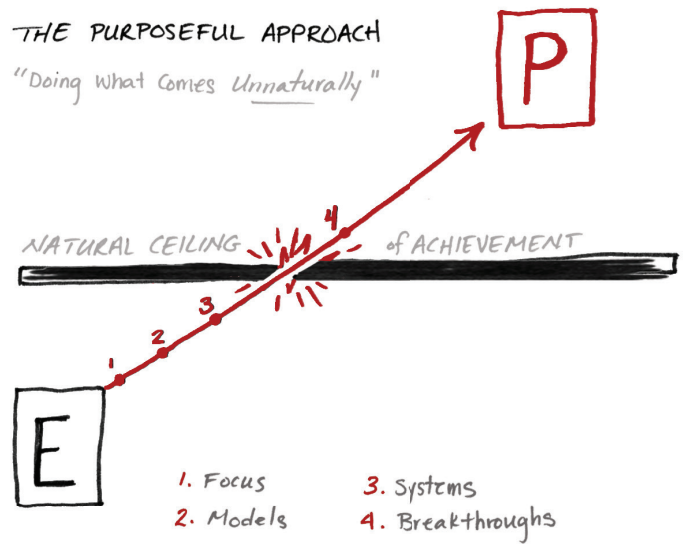
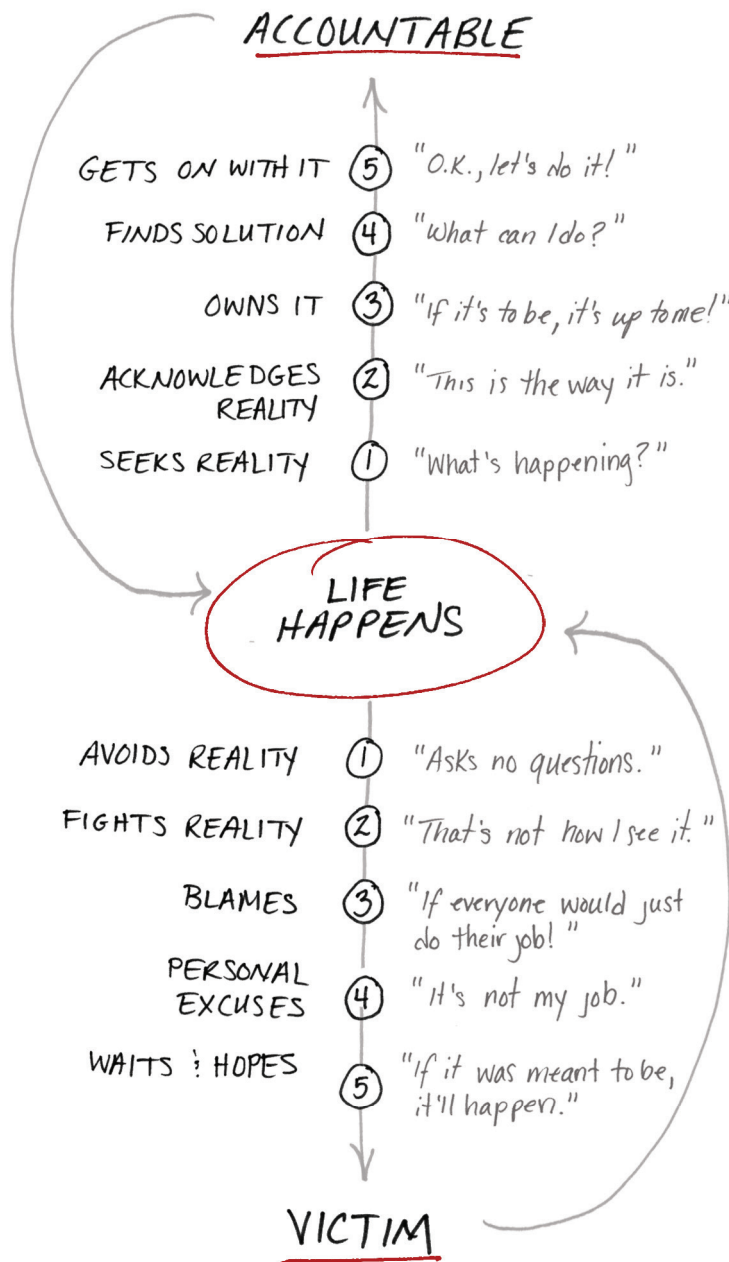


FIG 31 In the long run, "P" beats "E" every time.



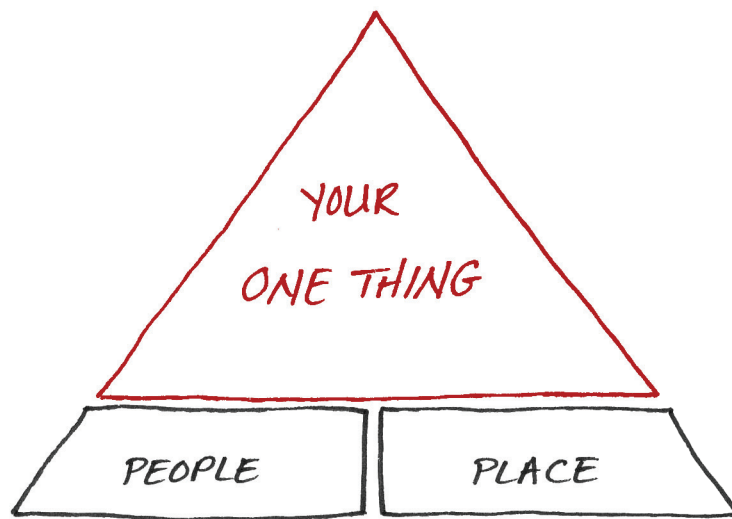


FIG. 33 Create a productivity - specific environment to support your ONE Thing.