Index

ABR (Always Be Ready)
  networking and, 59
  reviewing effectiveness of, 65
  as time management strategy,  54–55, 63
accountability
  practicing, 211, 215–216
  programs to promote, 13
  your role in improvement and, 3–9, 13
accountability buddies, 10
actions, taking
  busyness, purpose of, 132–138
  completion and momentum in, 12–13, 79
  importance of, 6, 9
  noun vs. verb workers and, 18–19
  tracking, 127–128
affirmations, 223
agreed-to boundaries, 142
airline membership programs, 59
Alice in Wonderland (Carroll), 19
Allen, David, 6, 158
Always Be Ready. See ABR
Annya client example, 51–56
anonymous feedback, 177
Assess, as I.D.E.A. elements, 5, 58
AtMyBestWhen.com, 74
attention spans, 21, 221
  See also focus
audio presentations
  for finding leaders, 94
  podcasts, 94–95, 192
auditory distractions, 193, 194
Bedford, B.J., 72
beginner’s mind-set, practice and, 204–206
biographies as self-efficacy builder, 86–87
books. See reading
  boundaries
  agreed-to boundaries, 142
  freedom of, 142–144
  setting new boundaries, 143
Braheem, Tim, 14
Branson, Richard, 127
Brown, Les, 98–99
Buckingham, Marcus, 135
busyness, purpose of, 132–138

California State Standards, 12
cameras, digital, 60
Can We Do That? (Shankman), 77
Capacchione, Lucia, 208
car rental membership
programs, 59
Carroll, Lewis, 19
changes, making
contextual prompts, changing, 126–127
current reality, understanding, 114–116
feedback and, 162–163
five-day experiment for
practicing change, 218, 220–222, 228
focus and decisions for, 196–198
inventory taking and, 24, 38, 47
pacing and, 31–36
people and networks, changes in, 98–99
practice and new behaviors,
207–209, 231–232
self-efficacy and changing thoughts, 79–80
times of occurrence, 135
tracking and, 110–113
vacations and, 85
your role in improvement and, 3–9, 13
clear goals, 188
Client list, as MIT, 8
clients, questions for understanding, 22

“Coaches are for people who...” thought awareness prompt..., 84
CoffeeChat meetings, 44, 59–60, 99, 101
coffee shop loyalty cards, 59–60
collage making purpose exercise, 145–146
Collins, Jim, 92
comfort
“normal” feelings, testing, 65, 116–117, 222–223
practice and new behaviors, 207–209, 231–232
stressors and comfort zones, 76–78
See also routines and habits
completion
clear and objective goals and, 79, 188–190
focus on, 63, 183, 198–200
importance of for purpose, 129–130
incompletion as stressor, 76–77
momentum and taking action, 12–13, 79
conferences/seminars
CoffeeChat meetings, 44, 59–60, 99, 101
Mastering Workplace Performance seminar, 184
networking and meeting new people via, 101
as self-efficacy builder, 87–88
social network building via, 106–107
South By Southwest (SXSW) Interactive, 106–107, 129, 136
TEDTalks/TED.com, 44, 94
“Time Management for Teachers,” 133
Women’s Business Socials, 179–180
confidence, building
by learning and reading, 87
mentors and, 6–7, 10, 74
self-efficacy and, 79–80
consistency
applying to self, 9–11
importance of, 6, 9, 12–13
pacing and, 29
thinking of your habits in, 29–30
context, as productivity influencer, 66–68, 162–163
contextual prompts, changing, 126–127
contribution, as feedback source, 164–165
conversations
benefits of, 230
offering help in, 103
questions to ask during, 102–103
relationship development conversation, 105–106
responsibility and being interesting in, 13
topics to talk about, 99
transaction-based conversations, 105
types of, 104–107
critical success factors. See MITs (Most Important Things)
Dancing with the Talent Stars: 25 Moves That Matter Now (Wilde), 173
David Allen Company, 6, 144, 158
days
15-minute time blocks in, 2, 49–51, 55
Ideal Days, 2, 85–86, 139–140, 185, 217, xiii–xv
1 percent of day, effective use of, 49, 51–55, 228
starting the day, 24–27, 49
typical days, identifying focus on, 182–183
debrief success review method, 63, 64
decision making
distractions and focus-changing decisions, 196–198
“go/no-go” decisions, 192
me or them focus decisions, 196–197
now or later focus decisions, 196, 197
track or trust focus decisions, 196, 197–198
video presentations for, 192
deep thinking, 75–76, 109, 183, 187
Deifell, Tony, 129–130
delegation, 40–41
Develop, as I.D.E.A. elements, 5, 57
digital cameras, 60
Directed Thinking, 180
discipline, 25–26
distractions
auditory distractions, 193, 194
decisions that change focus and, 196–198
minimizing for focus, 130–131
thought trails, managing, 79–80, 84
tracking and studying, 192–194
visual distractions, 193–194
See also interruptions
“Do More Great Work,” 23
Drive (Pink), 87

efficacious mind-set, 74–75, 79–80
See also self-efficacy
Einstein, Albert, 188

e-mail, managing, 43–45, 55, 59
energy
fatigue, reasons for, 32–33
habits that drain, 30–40
identifying highest levels of, 20–21
as limited resource to manage, 21, 22
maximizing, 117, 118–119
practice on small things and, 210–211
productivity and, 19–20
tracking, 110–113, 122–124
Energy Tracking Sheet samples, 123–124
Escape from Cubicle Nation (Slim), 106
evaluation. See reviewing; tracking evening/end day reviews, 63–64, 134, 144, 183–184
experience, as feedback source, 164
Experiment, as I.D.E.A. elements, 5, 57–58
external influences, on purpose, 149–151
extra time, effective use of, 52–55, 59, 65–66

Facebook, 60, 87, 101
failures, tracking, 127
familiarity, practice and, 206–207
Fast Company magazine, 92
fatigue, 32–33

feedback
asking for, 166–167, 176–177, 231
defined, 150–160
evaluating approach to work and, 157–159
formal observation questionnaires, 176
goal achievement and, 160–161, 168–171
importance and benefits of, 160–161
personal interpretation of, 156
questions to ask when receiving, 158–159
scheduling feedback requests, 168–171
sources of, 163–166
systems for collecting, 168–171
tracking experiences, 177–178
feedback, types of
anonymous feedback, 177
big-impact feedback, 167–169
effective feedback, 177–178
formal feedback, 171–172
high-quality feedback, 163–166
informal feedback, 171–172, 172
mentor/mentee feedback and review programs, 173–176
objective feedback, 161, 165, 171, 172–173
self-initiated, 158–159
subjective feedback, 161, 171, 173
unsolicited feedback, 157–158
feedback improvement exercises
calendar check-in activities, 178
collection systems for feedback, 168–171
determining what it means to you, 156
Index

focus improvement exercises
500 things needing attention
exercise, 75–77, 79
“focus words” for feedback, 178
I think I should . . ., 191–192
timer exercises, 22, 23, 39, 121,
217–218
focus improvement strategies
alone time, scheduling, 39,
63–64, 72, 183, 210
decide what to do then now,
181–182
Directed Thinking, 180
finishing what is started and,
188–190
“go/no-go” decisions, 192
“in the zone” mind-set, 133
for meeting management, 216
perspective and
performance, 195
practice on small things,
210–211
practicing focus, 217
self, focusing on, 25–26
short memory and elevated
focus, 195–196
“should-ing” yourself and,
191–192
slowing down to speed up,
31–34
task at hand, focus on, 14
thought trails, managing,
79–80, 84
time management and, 185–186
typical days, identifying focus
on, 182–183
Focus Tracking Sheet samples, 124
follow-ups
avoiding interruptions and, 214
for meeting management, 216

Focus Tracking Sheet samples, 124
follow-ups
avoiding interruptions and, 214
for meeting management, 216

Ferrazzi, Keith, 144
Fierce Conversations (Scott), 95
15-minute time blocks
distractions and interruptions
to, 184–186, 192–194
importance of, 179–180
as limited resources to manage,
21, 22
on making more, 182–184
maximizing, 9, 117, 119
productivity and, 19–20
thinking self-efficacy and, 73–75
time management and, 54,
63–64, 185–186
tracking, 110–113, 124

Ferrazzi, Keith, 144
Fierce Conversations (Scott), 95
15-minute time blocks
distractions and interruptions
to, 184–186, 192–194
importance of, 179–180
as limited resources to manage,
21, 22
on making more, 182–184
maximizing, 9, 117, 119
productivity and, 19–20
thinking self-efficacy and, 73–75
time management and, 54,
63–64, 185–186
tracking, 110–113, 124
follow-ups (Continued)
formal feedback, 171–172
formal observation
  questionnaires, 176
friends. See social networks
  (personal)

“garbage in, garbage out,” 93
getting started
decide what to do then now
  strategy, 181–182
“Just get started,” 4, 6, 10, 17,
  19, 58, 201–205, 225, 227
MITs, focus on starting and, 14
on practice, 203–204, 211–213
project planning contingency
  questions, 4
starting the day, 24–27, 49
starting where you are, 24,
  75–78
Getting Things Done (GTD)
  seminars, 6, 158
goals, achieving
  feedback and, 160–161,
    168–171, 178
  figuring out how, 5–9
  focus on completion and, 79,
    188–190
  focus-to-finish mind-set and,
    185, 186–188
  iterative improvement and,
    11–13
  keep moving to, 23–25
  “making best better,” concept
    of, 9, 10–11, 75
by observing others, 30, 45, 68,
  79, 86–87, 95
self-efficacy and, 71–73, 80
where you are/where you are
  going, knowing, 11–12
working and performing,
  philosophy of, 146–148, 229
goals, types of, 10
“Goals are . . .” thought awareness
  prompt . . ., 84
goal-setting
  focus and, 188–190
  have to do vs. want to do, 6–7
  identifying goals, 23–25
  mentors and strategic planning
    sessions for, 5–9
  personal purpose and, 129–132
  reviewing goals for progress, 65
  seeing yourself in your goals
    and, 10–11
goal-stoppers, 23–24, 72, 151
Godin, Seth, 161
Goldsmith, Marshall, 6–7, 10, 66,
  71, 103
“go/no-go” decisions, 192
Google Alerts, 40–41, 197
Google as research tool, 87
GTD seminars, 6, 158

habits. See routines and habits
Half Ironman events,
  30–31, 31
Harvard Business Review, 213
health and fitness, 58
Hesselbein, Frances, 11
“hitting a wall,” 31
Holt, Matt, 107
homeostasis, 25, 65–66,
  162–163
  “normal” feelings, testing, 65,
    116, 222–223
hotel membership programs, 59
how-to books, 87
“How to Talk So Adults Will
  Listen,” 12
Index

I.D.E.A. elements, 4–5, 57–58
I.D.E.A. note cards, 58
idea generation
  social networks, new people and, 69–70
  writing and, 57
Ideal Days
  concept of, xiii–xvi
  reviewing and drafting, 139–140, 217, xi–xv
  setting up and experiencing, 2, 85–86, 185
Identity, as I.D.E.A. elements, 4–5, 57
“If you wait long enough the bell will ring.”, 5
“I’m At My Best When” list, 74, 227
important things. See MITs (Most Important Things)
incompletion, as stressor, 76–77
informal feedback, 171–172, 172
information consumption, as time-wasting activity, 38
initiative, 25–26
intention, in practice, 221
internal influences, on purpose, 149–151
interruptions
  anticipating to manage, 39
  focus, effect on, 21
  follow-ups to minimize, 214
  maximizing by practicing, 211, 213–214
  minimizing, 39, 63–65
  scheduling time for self to avoid, 39, 63–64, 72, 183, 210
  tracking and reviewing, 61, 109–110
“in the zone,” 133
introductions, 147–148, 229
inventories, taking
  delegating and, 40–41
  to eliminate tasks and habits, 38
MITs (Most Important Things), 135–138
  open loops, identifying in, 24
  relaxing activities, 35, 45–47, 69
  routines and habits, 36–47
  tools and systems, 41–45
  what you do by 10:00 AM, 36–37, 116–117
iterative improvement, 11–13
iTunes, 94
Jagger, Mick, 155
Jason Womack Company, 6–8
journal writing, 88
Just Do It slogan, 3, 201
  “Just get started,” 4, 6, 10, 17, 19, 58, 201–205, 225, 227
Keller, Helen, 86–87
layering process, 140–142
learning and growing
  by listening, 78
  from mentors, 6–7, 10, 74, 88–89, 173–176, 192
  by observing others, 30, 45, 68, 79, 86–87, 95
  by reading, 86–87
  video presentations for, 44
Leonard, George, 202
“Life is. . .” thought awareness prompt, 84
Lifestyle, as MIT, 7
limited resources
  maximizing for productivity, 19–23
  tracking, 120–125, 117–120
limited resources, types of
energy, 19–21, 117, 118–119,
122–124
focus, 21, 117, 119, 124
time, 19, 21–23, 117–118,
120–122
tools and systems, 20–21, 117,
119–120, 125
Lincoln, Abraham, 23
LinkedIn, 60, 87, 101, 197
listening
as key to success, 147
learning about people and, 78
practicing, 202–203
Loan ToolBox, 8
loyalty cards/programs, 59–60
“making best better,” concept of,
9, 10–11, 75
making more
concept of, 155–156
focus and, 182–184
practice and, 201–202
See also feedback
Mastering Workplace Performance
seminar, 184
Mastery (Leonard), 202
measuring. See reviewing; tracking
meeting management
accountability practicing and,
215–216
arrival times for meetings,
51–54
focus improvement strategies
for, 216
PAD—purpose, agenda,
duration, 215
photographing notes to save
time, 60
practicing, 211, 215
scheduling meetings, 49,
51–54, 61
“think” time before meetings,
51–52
membership cards/programs, 59
memory, focus and, 195–196
mentors
as accountability buddies, 10
certainty building and, 6–7,
10, 74
decision making support and, 192
feedback and review from,
173–176
goal-setting and advice from,
6–7
mentee/mentor feedback and
review programs, 173–176
as self-efficacy builder, 74,
88–89
me or them focus decisions,
196–197
Microsoft Outlook, 43–44
MindJet MindManager, 224
mind-sets
beginner’s mind-set in practice,
204–206
efficacious mind-set, 74–75
focus-to-finish mind-set, 185,
186–188
positive mind-sets, 71–72
mirror test, 145
mission statements. See purpose/
purpose statements
MITs (Most Important Things)
Client List as, 8
deleting items and focus on, 38
focus on goals, 20, 189–190
identifying your own, 9–11
“I’m At My Best When” list,
74, 227
inventory of, benefits of defining and building, 135
inventory of, creating your own, 135–138
mirror test using, 146
“normal” feelings, testing, 65, 116–117, 222–223
personal social networks and, 93–94
reviewing and previewing for planning, 72, 83, 134–136, 144
types of, 7–9
“Who, What, When,” identifying, 34
“Money is . . .” thought awareness prompt . . ., 84
morning routines
reviewing, 36–38, 116–117
“So That . . .” statements and, 149–150
what you do by 10:00 AM, 36–37, 116–117
Most Important Things. See MITs (Most Important Things)
motivation
Just Do It slogan and, 3, 201
project planning and, 4
See also getting started; goal-setting
My Life in Leadership (Hesselbein), 11

networks/networking. See social networks
Never Eat Alone (Ferrazzi), 144
“Next Questions” idea, 102–103
Nike, 3, 201

NoMoreNylons.com, 215
“normal” feelings, testing, 65, 116–117, 222–223
notebooks, 57
notes, photographing, 60
noun workers, 14–19
Now Discover Your Strengths (Buckingham), 135
now or later focus decisions, 196, 197
objective, defined, 188
objective feedback, 161, 165, 171, 172–173
“ology,” concept of, 192–193
Olympian coaches, tracking and, 110–114
1 percent of day, effective use of, 49, 51–55, 228
“Organized people are . . .” thought awareness prompt . . ., 84
Outlook software, 43–44
overwhelming feelings
causes of, 33–34, 132–138
doing too much/taking too much, 71, 77, 132–138
giving 100 percent, unrealistic concept of, 14
incompletion as stressor, 76–77
MITs, focus on starting and, 14
verb-based to-do lists and, 17–18

pacing
importance of, 30–31, 228
process of, 29
relaxing, importance of to, 35, 45–47, 69
resetting your pace, 35–36
pacing (Continued)
  slowing down to speed up, 31–34
  taking on too much and, 54, 71, 77
PAD—purpose, agenda, duration, 215
Parkinson, Cyril Northcote, 143, 183
Patagonia, 8
Pathfinders: Action and Ambition Management for Teens, 114
pattern recognition, 126
“People who get better are. . .” thought awareness prompt. . ., 84
personal brand awareness, 146
personal purpose/mission statements. See purpose/
purpose statements
perspective and performance, 195
Pink, Daniel, 87
Plancast, 60
planning. See getting started; goal-setting podcasts, 94, 192
Polk, Jim, 7, 18, 204–205
PopTech, 94
positive thinking. See self-efficacy
Power of Your Other Hand, The (Capacchione), 208
practice
  affirmations and, 223
  beginner’s mind-set and, 204–206
  client practice examples, 211–213
  comfort and new behaviors, 207–209, 231–232
  familiarity and, 206–207
  five-day experiment for new behavior, 218, 220–222, 228
importance of, 25–26, 201–202, 218–222
meeting management, 211, 215
places for, 224–225
rehearsal techniques for, 218, 219–220
vs. repetition, 34–35
routine building and, 209–210
time needed for, 202–203, 216–218
visualization and, 218–219
“practice makes. . .” thought prompt, 206–210
“Practice makes perfect”, 35, 206
prioritizing process, improving, 134–135
productivity
delegation and improving, 40–41
efficiency and improvement of, 64–65
elements of, 19–20
“I’m At My Best When” list, 74, 227
influences on, 25, 65–70, 162–163
pacing and, 30–31
self-efficacy and, 73
slowing down and increase of, 31–34
workspace organization and, 67–68, 168
productivity improvement strategies
reviewing for changes and productivity increase, 65
Who, What, When questions, 34
Productivity TouchPoint Learning Program, xxi
Products, as MIT, 8
Index 245

project planning, contingency questions for, 4
purpose/purpose statements
collage making exercise for, 145–146
completion, importance of for, 129–130
goal-setting and personal purpose, 129–132
identifying what is not purpose, 141–142
internal and external influences on, 149–151
PAD—purpose, agenda, duration, 215
purpose defined, 151
stop-doing lists and, 72, 151
See also MITs (Most Important Things); “So That…” statements

Qubain, Nido, 151
questions
to ask in personal social networks, 102–103
to ask to understand clients, 22
to ask while practicing, 222–225
“Next Questions” idea, 102–103
project planning contingency questions, 4
for self, “Is It Worth It?”, 232
for self, meaning of working smarter to you, 29
for self, on meaning of working smarter, 29
for self, on productivity best times, 25
“time aware” questions, 117–118
Who, What, When questions for productivity, 34
readiness. See ABR (Always Be Ready)
reading
biographies, 86–87
for decision making, 192
how-to books, 87
for learning and growing, 86–87
Reiter, Mark, 66, 103
relationship development conversations, 105–106
relationships. See social networks (personal)
relaxation and rejuvenation
identifying activities for, 45–47
pacing and, 35
vacations, 69
responsibility. See accountability; self-understanding
results, as feedback source, 164
Revenue, as MIT, 7–8
reviewing
debrief success method, 63, 64
evening/end day work reviews, 63–64, 134, 144, 183–184
feedback, time on asking for, 167
as feedback source, 165
goals for progress, 65
how you work for improvement, 61
mentor/mentee feedback and review programs, 173–176
MITs (Most Important Things), 72, 83, 134–136, 144
morning routines, 36–38, 116–117
routines and habits, 25, 36–38, 65–66
“So That…” statements, 141–142
to-do lists, 14–15, 79–80, 83
reviewing (Continued)
work approaches and workflow practices, 29–30, 157–159, 228
Ridenour, Quanah, 81–82
Ringer, Martha, 157, 158
Rohn, Jim, 1
routines and habits
adapting to, 65–66
energy-draining habits, 30–40
as feedback source, 166
homeostasis and, 25, 65–66, 162–163
inventory taking of, 36–47
new habits, developing, 146
“normal” feelings, testing, 65, 116–117, 222–223
practice and routine building, 209–210
reviewing and changing for productivity, 65–66
reviewing for what works, 25, 36–38
Sampson, Michael, 223
saying no, 211–213
Scott, Susan, 95
search aggregators, 40–41, 197
self-efficacy
building, 79–80, 86–89, 228–229
changing thoughts, 79–80
conscious vs. unconscious mind and, 78–79
defined, 73
effecacious mind-set, 74–75, 79–80
people limiting thinking, review exercise, 72
thinking bigger and, 73–75, 228–229
vocabulary, importance of, 81–83
working and performing, philosophy of, 146–147
self-talk, 54, 78–79, 81–83
self-understanding
being at your best, identifying, 25–27, 71–72, 74, 101–102, 227
“I’m At My Best When” list, 74, 227
improvement, identifying areas of, 4–5, 9–11
layering process and what you do now, 140–142
practice ideas and improvement exercises, 5
where you are/where you are going, knowing, 11–12
working styles, identifying, 14–15, 18
your role in improvement and, 3–9, 13
See also learning and growing; MITs (Most Important Things); self-efficacy seminars. See conferences/seminars service, as feedback source, 165–166
Shankman, Peter, 77
Sharper Image, 5
“should-ing” yourself, 191–192
showing up, as key to success, 146–147, 229
Slim, Pam, 106
slowing down, productivity and, 31–34
small things to big things performance strategy, 210–216
SMART (Specific, Meaningful, Actionable, Realistic and Timely), 23
snooze buttons, 38
social networks (online)
  for author research, 87
  Facebook, 60, 87, 101
  LinkedIn, 60, 87, 101, 197
  sharing info on, 60
  Twitter, 60, 101
  YouTube, 87
social networks (personal)
  about, 91–92
  building, importance of, 69–60, 147–148, 229
  building through membership programs, 59–60
  choosing time spent with, 100–101
  CoffeeChat meetings and, 44, 59–60, 99, 101
  conferences and, 106–107
  idea generation and new people, 69–70
  identifying your network, 95–96, 98–102, 103–104
  introductions in, 147–148, 229
  leadership support networks, 94–95
  meeting people, 99
  practicing and help from, 223–224
  productivity, network influence on, 69–70, 162–163
  questions to ask people in, 102–103
  reviewing people’s thinking in, 72
  as self-efficacy builder, 88–89
  “So That. . .” statements and, 144–145, 149–151
  staying in touch and, 146, 148, 229
  TeamMapping and, 95–97
Team You, building, 92–96, 104
thought process, effect on, 79–80, 93–94
See also conferences/seminars
“So That. . .” Chart, 141
“So That. . .” statements
  aspects affecting, 148–151
  boundary setting and, 143
  exercises to create, 141, 145–146
  personal social networks and, 144–145, 149–151
  promoting your own, 144–146
  purpose and benefits of knowing, 129–131, 133–140, 145–148
  reviewing to improve, 141–142
South By Southwest (SXSW) Interactive conference, 106–107, 129, 136
St. John, Noah, 223
Stanier, Michael Bungay, 23, 136
starting the day, 24–27, 49
See also getting started
staying in touch, as key to success, 146, 148, 229
“stop-doing” lists, 72, 151
stressors, comfort zones and, 76–78
subjective feedback, 161, 171, 173
success, factors in achieving, 1, 7, 51–55
  working and performing, philosophy of, 146–148, 229
See also goals, achieving; MITs
  (Most Important Things); self-understanding
  systems. See tools and systems
task at hand, focus on, 14
TeamMaps/TeamMapping, 95–97, 204
“Team You” Mindmap, 92–96, 104
TED.com, 44
TEDTalks/TED.com, 44, 94
thank you cards, 52, 53, 58–59
thinking
depth thinking, 75–76, 109, 183, 187
Directed Thinking, 180
identifying with to-do lists, 83
personal social networks, effect on, 79–80, 93–94
self-efficacy and changing, 79–80, 85–86
self-talk and, 54, 78–79, 81–83
ways of thinking, reasons for, 73
without acting, 75
See also mind-sets; self-efficacy
“think time,” 39, 51–52, 63–64, 72, 210
thought awareness prompts, 84
thought trails, managing, 79–80, 84
time
as limited resources to manage, 21–22
maximizing, 117–118
objectifying to manage, 22
tracking, 110–113, 120–122
value of, 50
“time aware” questions, 117–118
time blocks
alone time, scheduling, 39, 63–64, 72, 183, 210
15-minute time blocks, 2, 15, 21, 22, 47–55, 65–66, 121, 122, 228
hours per week, 21–22, 193
limited resources, focus on and, 22–23
minutes per day, 49–51, 55, 117
for workspace organization, 67
timeliness
arrival times for meetings, 51–54
showing up as key to success, 146–147, 229
time management
difficulties for people in, 54
focus and, 54, 63–64, 185–186
improving, 61–65
limited resources and productivity, 21–22
productivity and, 19–20
taking on too much and, 71, 77, 132–138
“Time Management for Teachers” seminar, 133
time management improvement exercises
500 things needing attention exercise, 75–77, 79
mobile device management, 39–40
morning routine inventories exercise, 36–37
My Time Each Day time-budgeting exercise, 50–51
review what you do by 10:00 AM, 36–37, 116–117
20 to 30 15-minute things to do, 55, 228
waiting time, things to do in 15-minutes blocks of, 55, 228
Your Time Management Profile, 61–62
time management improvement strategies
ABR (Always Be Ready), 54–55, 63
alone time, scheduling, 39, 63–64, 72, 183, 210
completion of small things early in day, 63
debrief success, 63, 64

decide to focus, 63–64
e-mail/voicemail, managing, 43–45, 55, 59

interruptions of others, minimizing, 63

knowing what to do and not to do, 33, 113–114

meeting arrival times, 51–52, 54

meeting start times, 61

1 percent of day, effective use of, 49, 51–55, 228

practice on small things and, 210–211

prioritizing process, improving, 134–135

resetting your pace, 35–36

saying no, 211–213

small things to big things, performance strategy, 210–216

time needed for, 61

timers used for, 22, 23, 39, 121, 217–218

tracking, 110–113, 120–122

for tracking limited resources, 120–125

waiting time/extra time, effective use of, 52–55, 59, 65–66

See also pacing

Time Management Profiles

idea, origin of, 56–57

Womack's personal profile, 56–61

Your Time Management Profile, 61–62

Timers, using

for focus improvement, 22, 23, 39, 217–218

for time management, 121, 217–218

Time Tracking Sheet samples, 122

time-wasting activities, 38, 67

to-do lists

500 things needing attention exercise, 75–77, 79

reviewing for noun and verb working styles, 14–15

reviewing to choose focus, 79–80

reviewing/writing to identify thinking, 83

“stop-doing” lists, 72, 151

20 to 30 15-minute things to do, 55, 228

tools and systems

ABR (Always Be Ready), 54–55, 63

inventories of, 41–45

as limited resources to manage, 20–21, 22

maximizing, 117, 119–120

productivity and, 19–20

tracking, 125

use of and pacing, 35

workspace organization, 67–68, 168

Tools Tracking Sheet samples, 125

tracking

action routines, observing for, 127–128

change making and, 110–113

deciding what to track exercise, 127–128

defining exercises, 127–128

failures and attempts, 127

feedback experiences, 177–178

focus, 110–113, 124

interruptions and distractions, 109–110, 192–194

limited resources, 117–118, 120–125
tracking (Continued)

- pattern recognition, 126
- search aggregators for, 40–41, 197
- symptom vs. cause, 125–128
- systems for, 210, 230
- time, 110–113, 120–122
- track or trust focus decisions, 196, 197–198

transaction-based conversations, 105

travel

- building networks via, 100
- loyalty membership programs and, 59–60
- watching others for productivity during, 68

Twitter, 60, 101

- U.S. Navy, 51–52
- USA Olympic Training Center (USOTC), 111

vacations

- for changing routines, 85
- relaxing and rejuvenating, 35, 45–47, 69

Ventura Ventures Technology Center (V2TC), 199

verbing process, 17

verb workers, 14–19

video presentations

- for decision making, 192
- for finding leaders, 94–95
- for learning while saving time, 44
- for practice, 224
- TEDTalks/TED.com, 44, 94

visual distractions, 193–194

visualization

- to motivate and increase productivity, 66–67

for practice and rehearsal, 111, 218–219

- to support positive mind-set, 71–72

- vocabulary, self-efficacy and, 81–83

- voicemail, managing, 43–45, 55, 59

waiting time, effective use of, 52–55, 59, 65–66

- water bottles as tool, 58

- wdydwyd.com, 130

- What Got You Here, Won’t Get You There (Goldsmith), 66, 103

- “What,” identifying in MITs, 34

- “When,” identifying in MITs, 34

- “Why Do You Do What You Do?” meme, 129, 131

- “Why I do what I do” statement, 129–130

- Wilde, Kevin, 173

- Wildflower Triathlon, 32

- Womack, Jason

  - coaching work, routine day and, 66–67

  - Jason Womack Company, start of, 6–8

  - as teacher, 12, 113–114, 157

  - Time Management Profile of, 56–61

  - work at David Allen Company, 6, 144, 158

- Womack, Jodi

  - Jason Womack Company, start of, 6–7

  - meeting management techniques, 215–216

  - Women’s Business Socials, 179–180
work
   defined, 42
   doing good work as key to success, 146, 147–148, 229
doing too much and, 33, 132–138
   performing “on purpose” and success in, 146–148
   philosophy of working and performing, 146–148, 229
   reviewing approaches to, 157–159, 228
working goals, identifying, 23–25
working smarter
   being at your best, identifying, 25–27, 71–72, 74, 101–102, 227
   interpretation of to you, 29
working styles
   noun workers, 15–16, 18–19
   understanding impact of, 14–19
   verb workers, 16–18
   “Work is. . .” thought awareness prompt, 84
workspace organization, 67–68, 168
World Wildlife Fund, 8
writing
   idea generation and, 57
   Ideal Day drafts, 139–140, 217, xi–xv
   journal writing, 88
   keeping tools for, 57
   MITs (Most Important Things), 134–135
   noun and verb workers, 14–19
   practicing, 202–203
   as self-efficacy builder, 88
   “So That. . .” statements, 145
   “stop-doing” lists, 72, 151
   thank you cards, 52–53, 58–59, 59
to-do lists, 14–19, 75–77, 83
waiting time/extra time and, 52–55, 59, 65–66
“You get what you expect,” 11
Your Best Just Got Better coaching program, 51
Your Time Management Profile, 61–62
YouTube, 87