

## SESSION 4

*A wealth of information creates a poverty of attention. ~ Herbert Simon*

### Draft Your Best Week Ever

We all have a choice. In fact, you've already made the choice. You are either living and growing on purpose – proactively according to a written plan. Or you are living reactively – subject to the needs and demands of your environment and those around you.

### Question

Are managing your schedule accidentally or intentionally?

The best time to make decisions is before they have to be made.

List Your Weekly/Daily Themes:

List your Daily Areas of Focus:

### Fast Action Steps

1. Draft your Best Week using the template as best you can using the notes from the article.
2. Print it and review it with your spouse or a trusted mentor to see if they have recommendations.
3. Once you both are comfortable trying it out, print a copy and carry with you for a week or two.
4. Make notes on the copy of changes needed.
5. Make the changes to your electronic copy of your Best Week and finalize your draft.

### Sustainable Life and Work Habits

#### Question

Why do we struggle to apply learning?

1. Investing in **Others**. You already spend so much time investing in others, setting aside time to invest in yourself is difficult. Your investment in this fast track is a great first step.
2. Busyness and **Distraction**. Many leaders have very little margin so they live and work every day with some level of distraction and overwhelm with busyness.

### The primary reasons leaders struggle with time & focus at work are...

1. **Productivity**. We don't know how to get more done.
2. **Priorities**. We don't know how to effectively manage priorities.

### 5 Ways to Get More Done...

1. Focus on **achievable** tasks.

2. Prioritize.
3. Do the **simplest** tasks first.
4. Do your **least** favorite tasks early.
5. **Hard work** and positive results facilitate a fun, casual work environment.

## Fast Action Steps

1. Which one of the 5 ways to get more done is the most difficult for you?
2. What can you do right away to make progress in this area?

## For the Next Session

1. Finish your draft of your Annual Plan and the Best Week.
2. Email them to [michael@guidestonegroup.com](mailto:michael@guidestonegroup.com) for me to review and provide you feedback.