

Video 3: 4 Steps to getting more done in less time

Reflect on Previous Video

In the previous video, we practiced Ruthless Prioritization through:

1. Moving most important tasks to the top of your list
2. Identifying your ONE THING
3. Doing it first.

1

What did you learn & apply from the previous video?

2

How did the tools for Ruthless Prioritization work for you? What is the *payoff* for using them?

Notes on New Video:

Problem: Still too much to do?

Identify what things are holding you back? What things are weighing down your to-do list but do not get you closer to your Ultimate Goal?

Solution: Practice Elimination

Identify what things can be put on a “Parking Lot” list.

What things can be Eliminated?

> Recap

Practice Elimination through:

1. Identifying tasks that are weighing you down or are unnecessary
2. Move some tasks into the Parking Lot list
3. Eliminate tasks that are not aligned with your Ultimate Goal