

Your Accomplishing more with less Action Plan

Your Learning Partner's Contact Info

Name	
E-mail	
Phone	

List the three easy items, and dates you will get them done by

1.		
2.		
3.		

List the more challenging item, and date you will get it done by

1.		
	Date/time on which you will spend 30 to 40 minutes to plan how you will get this done	_____

Your implementation checklist

- I executed the three easy items.
- I e-mailed my learning partner about having completed the three easy items.
- I scheduled my 30 to 40 minute session to plan my challenging item.
- I e-mailed my learning partner about my challenging item.
- I accomplished my challenging item.

Your name as you would like it to appear on your certificate:

Date _____

Your post-workshop survival tips

1. Practice 80/20. It is not about hard work, it is more about being strategic.
2. Remember to turn the world off for at least 40 minutes and at least several times a day.
3. Remember your "stop", "start", "continue" action items, and your action plan, and focus on the three easy items, and the one challenging item, until you get them done. Then the next set of items. Then the next.
4. Stop and acknowledge every improvement you make.
5. When things get tough or confusing, you may want to run through the "wheel", and see what happens.
6. If you think that things "should" be easier, think again: "It is frustrating that things aren't easier, and I would much rather have them be easy, but knowing that they are not, it is not the end of the world, and I can stand it".