

My POS

Idea/project



Clarity, Confirm, Create Direction

Dump

Project Management Skills/Systems

Delegate to Team Members

Breakthrough

A

B

C

D

E

Joint Work

BLACK HOLE 1

Placeholder For Non-urgent Projects

BLACK HOLE 2

Final Edits

Finish Project



The Fantastic Life Rule Guide

Originally, *The Fantastic Life* had 18 rules. *The Fantastic Life / Revisited* trimmed the list down to these 12.

#1 Know Your Stories

Every person has multiple stories that drive their life. They determine who you really are and who you show the world.

#4 Play Where You Can Win

Learn your strengths and apply them whenever, wherever you can. When opportunities come your way apply your strengths and fear not if it causes a change of direction. This is where you can really have a great impact.

#2 Be Crystal Clear on What You Want

Know your priorities in life, if you don't know the goals you want to achieve, how can you pursue them?

#3 Build Your Résumés Every Year

Your career shouldn't be the only résumé you have in your life. Every area of life can be a place for constant improvement and achievement.

#5 Get a Win

One win can lead to another and it doesn't have to be a huge win. Put yourself in the position to win, move toward what you want, not further away.

#6 Set Goals

Keep your goals top of mind and work toward them by taking realistic steps rather than struggling with giant leaps.

#7 Stay Out of The Gap™**

Keep your mind out of the space between where you are and where you want to be. Visualize your next step to keep the energy. Measure backward to see all you accomplished so far.

#8 Use the 2% Rule

Instead of focusing on always giving 100%, just aim to do 2% more than the people around you. If you consistently perform this way, over time you will surpass your peers and they'll wonder how you did it.

#9 Recognize There Are Two Kinds of Pain

The pain of regret or the pain of discipline? Which will you choose? Choose to make sacrifices and rid yourself of the noise that holds you back from what you really want. Or, you'll regret it.

#10 Take the Decision Out of the Moment

When you have clear values and intentions, your instincts form from them. You can practice your values the same way you would train for a marathon—the right decisions become reflexive.

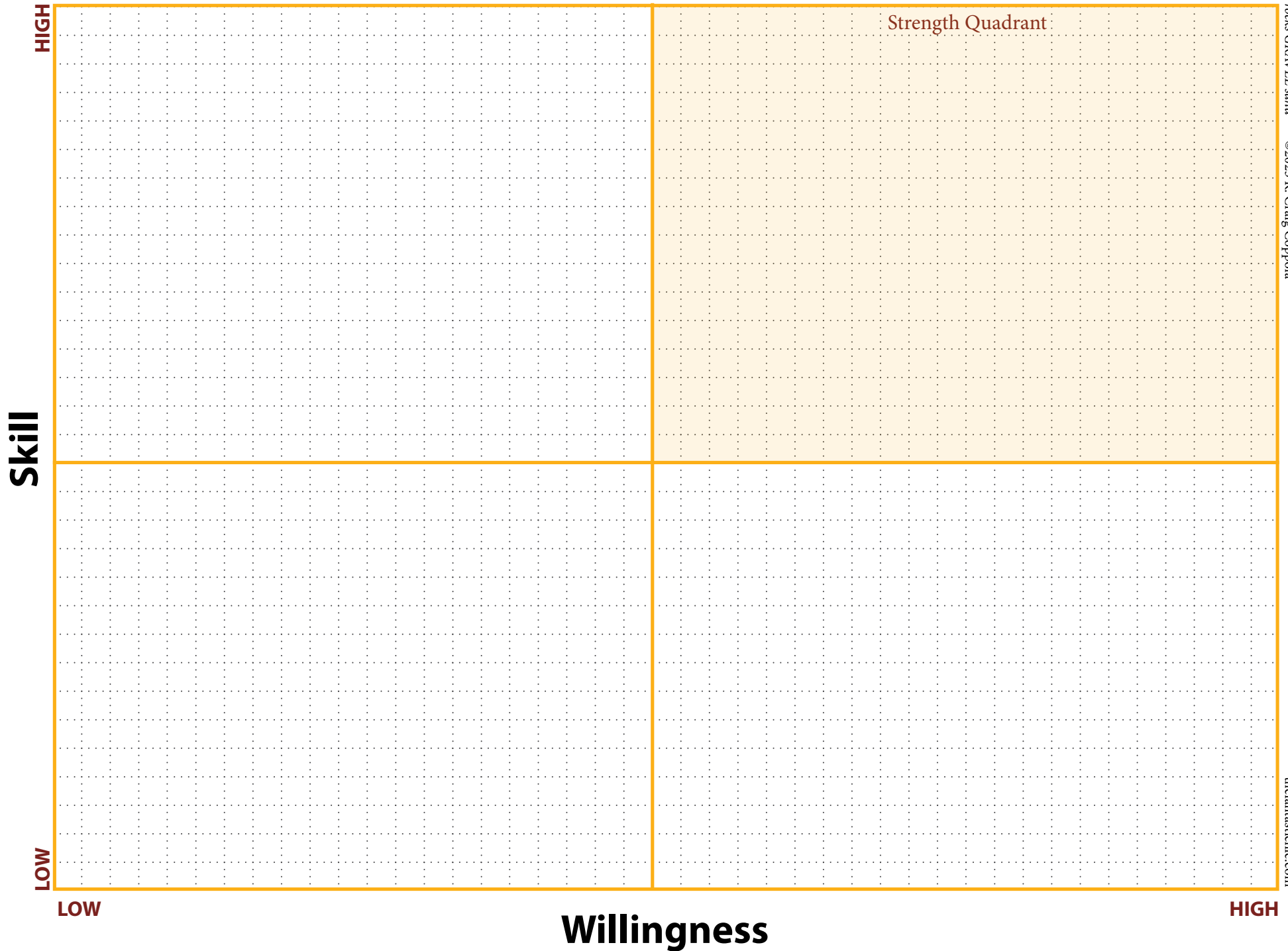
#11 Don't Waste Time

Move toward productivity and away from time-wasting procrastination. Achieving anything worthwhile takes effort and there are never enough hours.

#12 Do Nothing in Moderation

Moderation produces mediocrity. When you commit to giving your all starting today, the energy you feel through work and accomplishment is the Fantastic Life.

Strengths Discovery Grid



The Time Management Grid

URGENT

NOT URGENT

IMPORTANT

NOT IMPORTANT

1

List Your Priorities

2

Daily Objectives

Prioritize

3

Schedule And Execute Your Top 3 First

Fantastic Life Rocks

ROCK:
Why?

ROCK:
Why?

ROCK:
Why?

ROCK:
Why?

ROCK:
Why?

ROCK:
Why?

Ask Yourself:

What if during your day you did more than just work? What could your life be like.

**What if you actually worked on achieving your biggest life goals—your rocks?
How would that change your daily life?**

What if consistently, for months and years and decades you continued working toward and achieving these goals? What could you achieve?

What if through that journey, you got everything you really wanted out of life?

What Are My rock Goals?

Write them down now.

**Are they works in progress?
Of course they are.
But where do they stand?**

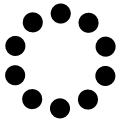
**Pipe dreams? Absolutely!
List them here and get started.**

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The Four Layers of GRAVEL *(Work in order from top to bottom.)*



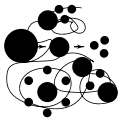
1. Strengths Think about the strengths you are naturally good at.



2. Habits Build into your life the habits that will get you through the daily sand.



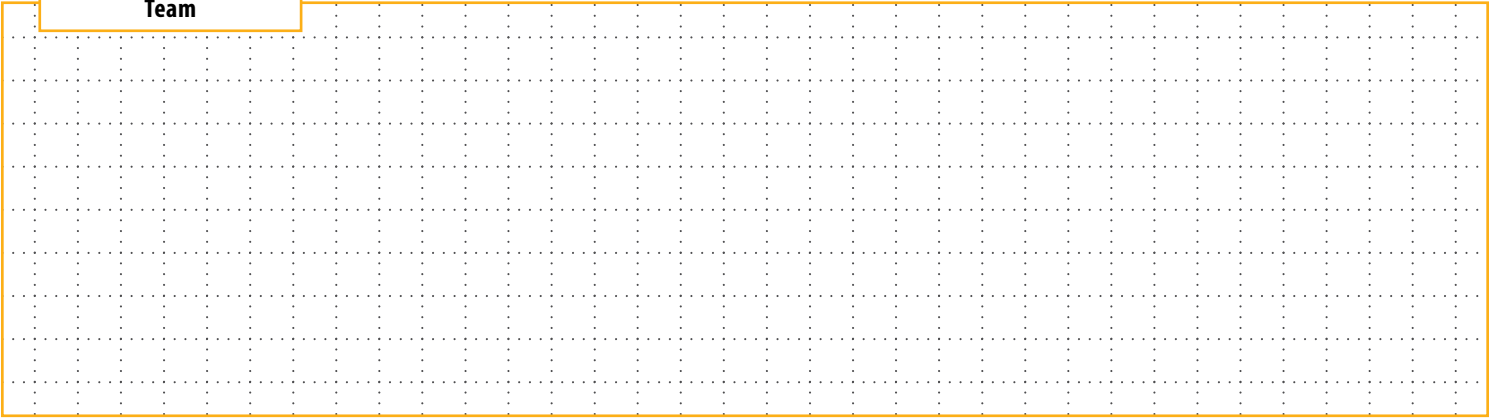
3. Systems Create systems in the GRAVEL stage to propel you forward faster in the sand.



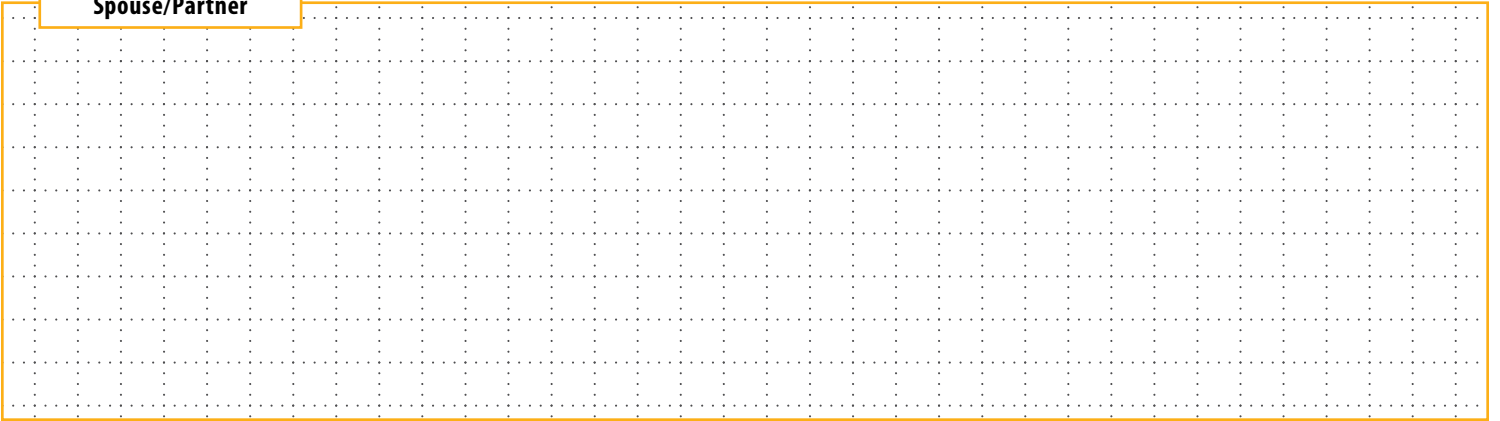
4. Processes Create processes to clarify the path when difficult, complex rocks demand it.

My Circle's Strengths

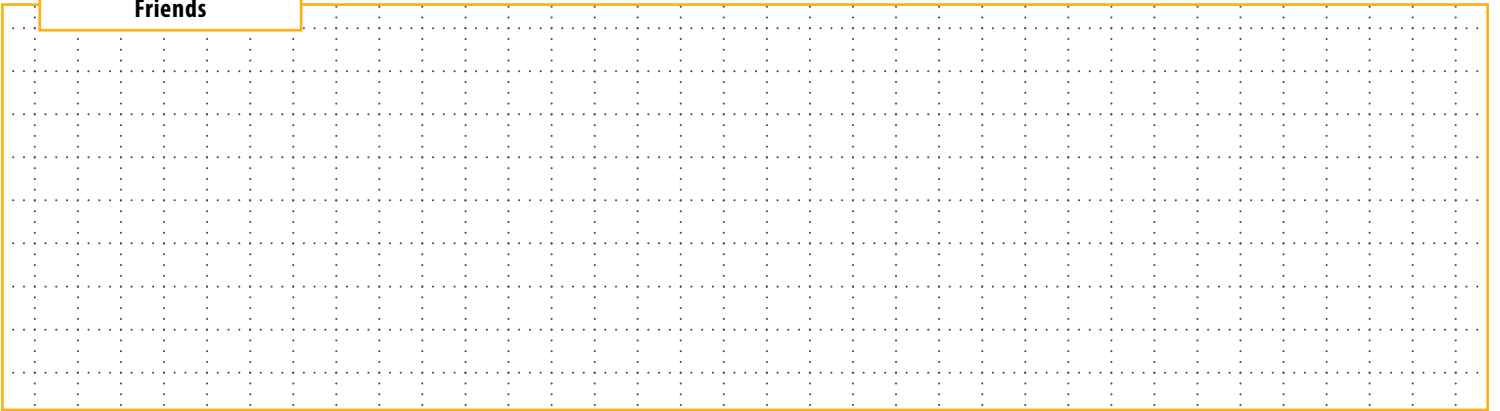
Team



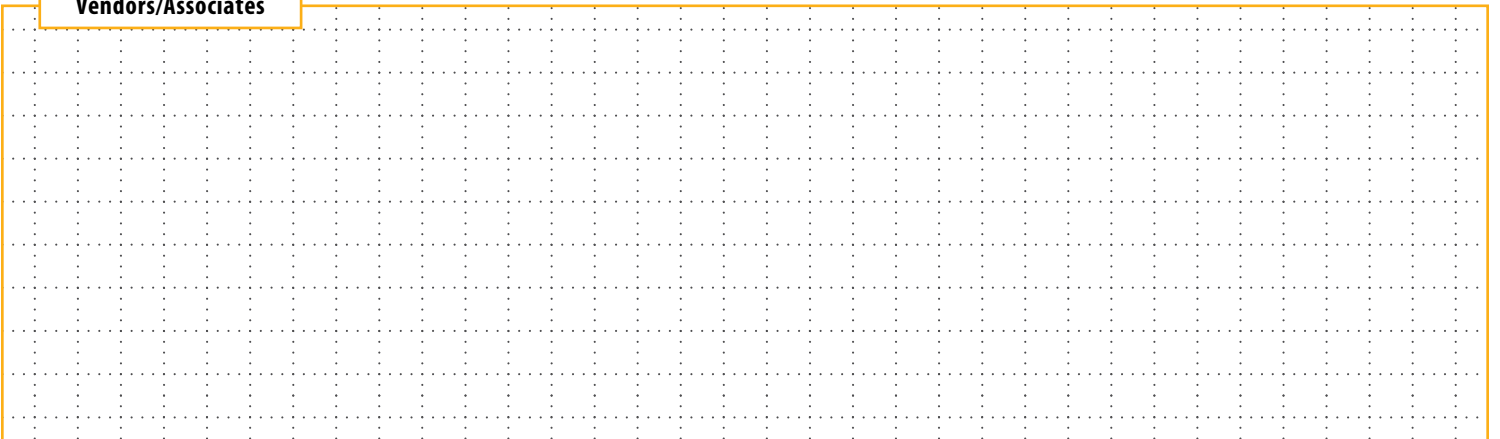
Spouse/Partner



Friends



Vendors/Associates



My Black Hole List

What ideas you would like to accomplish but they have fallen into a black hole?

A large grid of dotted lines for writing, enclosed in an orange border. The grid consists of 20 columns and 30 rows of small dots.

Systems in My Life

Systems I Already Use

Three-sentence Description

A large rectangular area filled with a grid of small, evenly spaced dots, intended for writing the names of systems already in use.A large rectangular area filled with a grid of small, evenly spaced dots, intended for writing a three-sentence description of the systems.

Systems I Need to Create to Get Unstuck

rocks

Where I'm Stuck

System Ideas

Solve Problems and Get Unstuck. Ask Yourself:

Where Am I Stuck Right Now?

A large rectangular area filled with a grid of small, evenly spaced dots, intended for handwritten notes or answers.

What Rock Goals Do I Have That Have Stalled?

A large rectangular area filled with a grid of small, evenly spaced dots, intended for handwritten notes or answers.

Objective Based Communication (OBC)

This is a direct approach to all conversations, including in-person conversations, email, sales pitches, letters, etc.

What is the Purpose of Your Conversation

- Make sure you understand the purpose of each and every conversation BEFORE you have it.
- Think through the conversation and outcomes prior to the communication.
- Ensure that at the end of the conversation, you have addressed everything you needed or wanted to get across.

Execution

- In bullet form, succinctly write down the points you will get across before you have the conversation.
- When you start the conversation, start with "I have ____ points to get across."
- Simply talk through the points.
- This can and should be used via email as well. Bullet points in emails help for clear and concise communication.

Rethink and Redefine

How Badly Do I Want to Achieve This Goal?

Is My Desire For This Goal Driven Solely By Ego?

What Will the Benefit Be For Me? For Others?

Have I Started My GRAVEL Work Using My Strengths?

What Other Strengths Do I Have That Would Help Me in My Efforts?

What Parts of the Tasks Do I Like the Least?

How Can I Get Beyond Them?

What Am I Gaining By Doing This GRAVEL? Anything Beyond the Goal Itself?