

ORGANIZE TOMORROW TODAY

8 Ways to Retrain Your Mind to Optimize Performance at Work and in Life

Dr. JASON SELK, TOM BARTOW with MICHAEL RUDY

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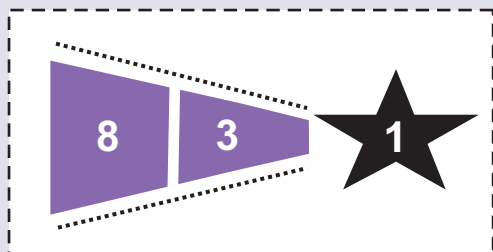
MAIN IDEA

The key to achieving more in your professional career and private life is probably to try and do less. This is because of "channel capacity" – the fact your mind has the mental bandwidth to focus on at most three things at any one time.

"One of the biggest mistakes people make in business and in life is that they try to change too many things too quickly. You see it on New Year's Day, when so many people resolve to change everything they eat and go to the gym five times a week. After a burst of early enthusiasm for the new goal, reality sets in, and it gets harder and harder to cope with all the wrenching changes. At that point, it only takes a few days of "failure" to get discouraged and pitch the whole plan."

– Jason Selk and Tom Bartow

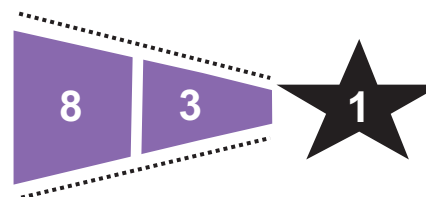
When making improvements, the magic number is always 1 – you should focus on improving 1 thing at a time. Pick the 1 change which will have the most impact, master that and then move on. If you do that consistently over time, you will make a true breakthrough to the next level of success however you personally define it.



There are eight productive habits which will give you control of your time and your life. In the same way, choose your "3 Most Important" habits from those eight and then 1 "Must-Do" from those three. Then focus on doing a task for your Must-Do for as long as it takes to master that habit. Move on to the next habit only once you get the first one embedded.

"Success comes in one dedicated and focused step at a time."

– Jason Selk and Tom Bartow



The eight productive habits

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|-----------------|---|-----------------|---|
| <p>1</p> | <p>Habit #1 – Organize tomorrow today</p> <p>Every day, spend three to five minutes listing your "3 Most Important" tasks for tomorrow and your "1 Must-Do" priority. Prioritize and then go into attack mode.</p> <p style="text-align: center;">Page 2</p> | <p>5</p> | <p>Habit #5 – Evaluate yourself</p> <p>At least three times a week, write down what you're doing right and what you're doing wrong. Use that data to track and improve your future performance.</p> <p style="text-align: center;">Page 5</p> |
| <p>2</p> | <p>Habit #2 – Choose wisely</p> <p>If you try and do it all, that pretty much guarantees you will be mediocre at everything. Choose what you will excel at and make that your "1 Must-Do".</p> <p style="text-align: center;">Page 3</p> | <p>6</p> | <p>Habit #6 – Talk to yourself</p> <p>High performers talk to themselves and you need to do the same. Give yourself a performance boosting mental workout at least three times every week.</p> <p style="text-align: center;">Page 6</p> |
| <p>3</p> | <p>Habit #3 – Maximize your time</p> <p>Commit to using a time maximization tool every day. Choose from attacking your open spaces, prioritizing your priorities and trimming the fat. Be smart.</p> <p style="text-align: center;">Pages 3 - 4</p> | <p>7</p> | <p>Habit #7 – Rehearse talking to others</p> <p>How you say things is just as important as what you say. Every day, polish your presentation skills a little more. Preparation breeds self-confidence.</p> <p style="text-align: center;">Page 7</p> |
| <p>4</p> | <p>Habit #4 – Win your "fight thru's"</p> <p>On your way to establishing a new habit, there will be times when you feel like giving up. These are your "fight thru's". To achieve more, you have to win these.</p> <p style="text-align: center;">Page 4</p> | <p>8</p> | <p>Habit #8 – Become abnormal</p> <p>Most people focus on excuses. To become a high performer, do something abnormal. Vaccinate yourself against performance viruses and excel.</p> <p style="text-align: center;">Page 8</p> |

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