

# How to get it done!

The principles of being extremely  
productive

*A Coaching Program with Lea Belair*

# What's in it for you?



Leap Coaching 2005 adapted from CV  
Extreme Productivity  
[www.coachville.com](http://www.coachville.com)

# Why Extreme Productivity?

- To give up frustration – unclear objectives, scattered thoughts and feelings
- To get rid of overload – uncertainty, inner conflict
- To be in harmony with the environment – get rid of obstacles and energy drains
- Free up bandwidth for creativity!

# How to do it: The components

- The focus factor – what's meaningful?



# The components

- Environments – what supports you, inspires you or drags you down?



# The components

- Patterns – eliminate inner conflict!



# The components

- Buckets – create them and use them to organize your work.



# The focus factor: what is meaningful?

- Where is the meaning in your life and work?

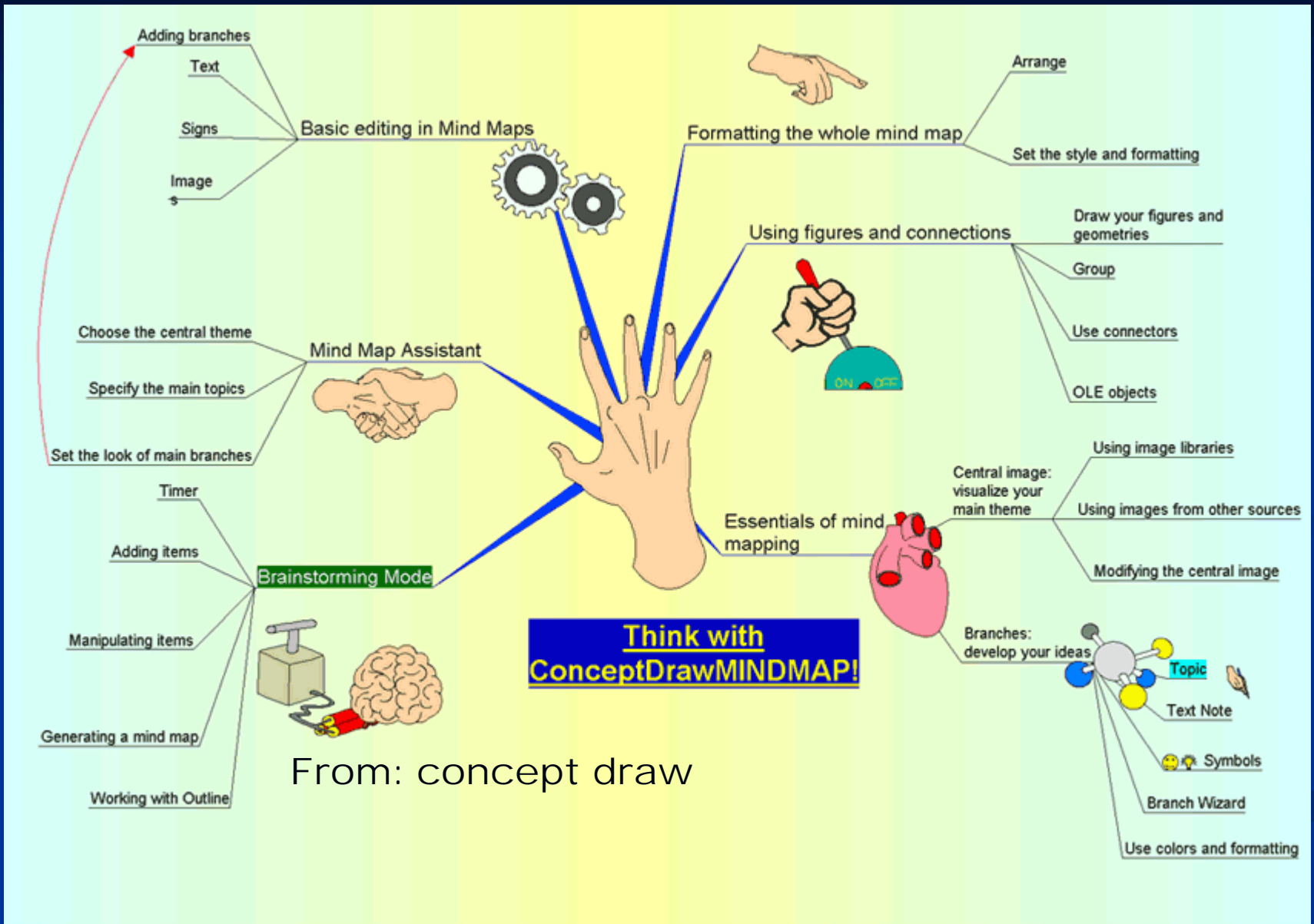
*Draw a mind map:*

Put down all the things you are doing

If they are meaningful, keep them

If not get rid of them

- It's hard to hit the target if you have 100 options to aim at



# What are environments?

- An environment is everything that surrounds you from your home to your relationships to your thoughts
- Your environments mirror what is happening in your life
- There are nine basic personal environments of YOU

# Your personal environments



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# Do an environmental scan

- Pick one environment

Thoughts, Body, Self, Spiritual, Relationships,  
Network, Financial, Physical, Network

How is it supporting your objectives?

What is getting in the way?

What is missing?

# Environments

Environments that support and inspire you sustain your energy – this is the new time management paradigm...

Hrs a day = 24

Energy hours a day = 24+

# Eliminate Inner Conflict

- When you want something but it will cost you something else to get it, you will procrastinate and self sabotage yourself

Example: I want to quit smoking but I don't want to gain weight = why would I ever quit smoking!

# What are buckets?

- Buckets are places where stuff accumulates

Your desk

Your car

Your wallet

Your email

Your computer files

Your calendar

# Create buckets that are productive

- Identify all of your buckets
- Don't rely on your mind as a bucket!
- Keep the buckets that work, get rid of the ones that don't, create new bucket
- How many buckets do you have?
- Limit buckets to 7 to 10

# Making efficient use of buckets

- Create a reference system
- Create an action system
- Capture everything and put it into one of these systems
- What systems do you have that work?

# How to use your time

- Schedule uninterrupted time
- Schedule process time to input and dump buckets
- Use buckets for meaningful objectives only!
- Let go....

# Extreme Productivity = Get it done

- Work less and accomplish more – remember to put yourself in the center of your picture

