



My Time Performance System

Endurance America

"The Five Phases"

A Better Way to Work and Live

1. Collect

- Capture anything and everything that has your attention in leak proof external "buckets" (your in-baskets, email, notebooks, voice mail etc.)—get them out of your short-term memory.
- Have as few of these collectors as you can, and as many as you need.
- Empty them regularly, by processing and organizing (below).

2. Process

- Process the items you have collected (decide about your collected "stuff").
- If it is not actionable--toss it, "tickle" it for possible later action, or file it as reference.
- If it is actionable--decide the very next physical action, which you do (if less than two minutes), delegate (and track on "waiting for" list), or defer (put on an action reminder list or in an action folder). If one action will not close the loop, then identify the commitment as a "project" and put it on a reminder list of projects.

3. Organize

- Group the results of processing your input into appropriately retrievable and reviewable categories. The four key action categories are:
 - Projects** - (projects you have commitment to finish)
 - Calendar** - (actions that must occur on a specific day or time)
 - Next Actions** - (actions to be done as soon as possible)
 - Waiting For** - (projects and actions others are supposed to be doing, which you care about)
- Add sub-categories of these lists if it makes them easier to use (Calls, Errands, At Home, At Computer, etc.).
- Add lists of longer horizon goals and values that influence you.
- Add checklists that may be useful as needed (Job description, event trigger lists, org charts, etc.).
- Maintain a general reference filing system for information and materials that have no action, but which need to be retrievable.
- Maintain an "on-hold" system for triggers of possible actions at later dates (someday/maybe lists, calendar, tickler).
- Maintain support information files for projects as needed (can be kept in reference system or in pending area).

4. Review

- Review calendar and action lists daily (or whenever you could possibly do any of them).
- Conduct a customized weekly review to clean up, update, maintain, and advance your systems.
- Review the longer-horizon lists of goals, values, and visions as often as required to keep your Project list complete and current.

5. Do

- Make choices about your actions based upon what you can do (context), how much time you have, how much energy you have, and then your priorities.
- Stay flexible by maintaining a "total life" action reminder system, always accessible for review, trusting your intuition in moment-to-moment decision-making.
- Ensure the best intuitive choices by consistent regular focus on priorities. ("What is the value to me of doing X instead of doing Y?") Revisit and recalibrate your commitments at appropriate intervals for the various levels of life and work:
 - Runway - current actions (daily)
 - 10,000 ft. - current projects (weekly)
 - 20,000 ft. - current responsibilities (monthly)
 - 30,000 ft. - 1-2 year goals (quarterly)
 - 40,000 ft. - 3-5 year goals (annually)
 - 50,000+ ft. - career, purpose, lifestyle (annually+)






MY TIME PERFORMANCE SYSTEM

Endurance America "Advance Workflow"



PROCESS

in-to-empty early, quickly & regularly














300 – 400 times a day	:10 – :40 seconds each (GET FASTER)					
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What is it? Is it actionable?

<p style="font-size: 24px; font-weight: bold; text-align: center;">NO</p> <p style="font-size: 12px; font-weight: bold;">1 What is the successful Outcome? What will have happened when this can be checked off? Describe it in past tense. ♣ More than one step? It's a Project!</p> <p style="font-size: 12px; font-weight: bold;">Do Less-than two minute Next Action? Do it now!</p>	<p style="font-size: 24px; font-weight: bold; text-align: center;">YES</p> <p style="font-size: 12px; font-weight: bold;">2 What is the Next Action? If this was the <i>only</i> thing you had to get done, what is the very next physical thing you would have to do?</p> <p style="font-size: 12px; font-weight: bold;">Defer To be done on a specific day, or simply as soon as possible</p>
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







ORGANIZE

the results of your thinking

<p style="font-size: 10px; font-weight: bold;">NO action now</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> FILL DAILY</div> <div style="text-align: center;"> REFERENCE <small>OUT OF SIGHT</small></div> <div style="text-align: center;"> SOMEDAY MAYBE</div> </div>	<p style="font-size: 10px; font-weight: bold;">YES actionable, but deferred</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> TICKLE <small>MAIL TO SELF</small></div> <div style="text-align: center;"> PROJECTS</div> <div style="text-align: center;"> WAITING FOR</div> <div style="text-align: center;"> JANUARY</div> <div style="text-align: center;"> CALENDAR</div> </div>	<p style="font-size: 10px; font-weight: bold;">Support materials</p> <div style="display: flex; justify-content: space-around; font-size: 8px;"> <div> computer hard drive</div> <div> () indicates location</div> </div> <div style="display: flex; justify-content: space-around; font-size: 8px; margin-top: 5px;"> <div> plans</div> <div> MIND MAP</div> <div> 5 travel folders</div> </div>
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REVIEW

as often as needed to keep your head empty

<p style="font-size: 10px; font-weight: bold;">Daily</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> TICKLE</div> <div style="text-align: center;"> JANUARY</div> <div style="text-align: center;"> CALENDAR</div> <div style="text-align: center;"> WAITING FOR</div> </div>	<p style="font-size: 10px; font-weight: bold;">Weekly</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> LOOSE "STUFF" & MEETING NOTES</div> <div style="text-align: center;"> PROJECTS</div> <div style="text-align: center;"> SUPPORT</div> <div style="text-align: center;"> SOMEDAY MAYBE</div> <div style="text-align: center;"> MIND SWEEP</div> </div>	<p style="font-size: 10px; font-weight: bold;">Occasionally</p> <div style="text-align: center;"> HIGHER ALTITUDES</div>
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DO

in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

<p>First, by CONTEXT Then, by TIME AVAILABLE Then, by ENERGY AVAILABLE Finally, by PRIORITY</p>	<p>three options at any moment</p> <p>OR PREDEFINED WORK (takes discipline)</p> <p>DEFINING (know ALL your work)</p> <p>OR AS IT SHOWS UP (can lead to the urgent trap)</p>	<p>50,000+ feet (life) 40,000 feet (3-5 year visions) 30,000 feet (1-2 year goals) 20,000 feet (areas of responsibility) 10,000 feet (current projects) RUNWAY (current actions)</p>
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FEELING TOO MUCH STRESS? Which one of these will help you get more clear and complete?

<p>Always have a collection tool close by</p>	<p>Only use your inboxes as your inboxes; don't use your entire office, house, briefcase or car</p>	<p>Decide Outcomes & Next Actions as soon as things show up</p>	<p>Do most 2 min. actions immediately if you plan to ever do them at all</p>	<p>End meetings by clarifying outcomes, deciding Next Actions, and who's responsible</p>	<p>Don't allow slips of paper & meeting notes to sit unprocessed</p>
<p>Use your calendar only for things that absolutely have to get done that day</p>	<p>List actual <i>Very Next</i> Actions, not vague, undoable "stuff" or Projects in disguise</p>	<p>Put ALL your multi-step open loops on your Projects list</p>	<p>Use and trust your lists to remind you, not your Project support materials</p>	<p>Do your weekly review ... weekly</p>	<p>Review your higher altitudes for Outcomes and Next Actions</p>