



GET THINGS DONE THE SMART WAY

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TAKING ACTION

In this module you will learn a technique to help you end overwhelm by getting organized and sticking to your calendar.

There are thousands of systems out there designed to help you be more productive and get organized. The reason that most don't work in the long term is that they are often over complicated and NEVER address the thoughts that created the feeling of being overwhelmed in the first place.

The reason this simple technique is so powerful is because by now, you should be doing thought downloads and models on a daily basis.

You are exploring your current thinking (aka. the reason you feel and act the way you do) and you are also picking new thoughts to think with intention which create new patterns of feelings, actions and outcomes.

Most systems give you tips and tricks, but because they don't deal with the root cause of the issue, people continue to feel overwhelmed and decide it is the system that isn't working.


Although this system is simple, it is probably different from what you are already doing. Even if you are tempted to want to change things or omit steps because you feel like it takes too much time, my challenge for you is to try this exact method out for two weeks before changing a single thing.



YOUR CURRENT THINKING

**NAME ONE THING YOU CURRENTLY FEEL
OVERWHELMED ABOUT(A GOAL OR PROJECT)**

**DO A THOUGHT DOWNLOAD ABOUT THIS
PROJECT OR GOAL BELOW:**



**PICK ONE UNHELPFUL THOUGHT AND DO A
MODEL. WHAT IS YOUR BRAIN DOING AND
CREATING WITH THIS THOUGHT NOW:**

CIRCUMSTANCE:

THOUGHT:

FEELING:

ACTION:

RESULT:

**PICK A NEW THOUGHT YOU WANT TO THINK AND
CREATE YOUR INTENTIONAL MODEL:**

CIRCUMSTANCE:

THOUGHT:

FEELING:


ACTION:

RESULT:



GET ORGANIZED

**WRITE DOWN EVERY SINGLE TO-DO AND STEP
YOU NEED TO TAKE IN ORDER TO MEET YOUR
GOAL OR FINISH YOUR PROJECT**



OBSTACLES & STRATEGIES

**LIST ALL THE POTENTIAL OBSTACLES THAT
MIGHT COME UP ALONG THE WAY, THEN A
STRATEGY FOR HOW YOU WILL DEAL WITH EACH
ONE:**

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PLAN IT OUT

**REWRITE YOUR TO-DO LIST OF STEPS AND ALL
ACTIONABLE STRATEGIES IN THE ORDER YOU
WILL DO THEM. MAKE IT AS CLEAR:**

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MAKE IT HAPPEN

1. DETERMINE HOW MUCH TIME YOU WILL GIVE YOURSELF FOR EACH AND EVERY ITEM AND WRITE THE TIME BESIDE EACH ONE.

2. ADD EACH ITEM AND TIME BLOCK TO THE CALENDAR FOR EACH DAY.

3. FOLLOW THIS SYSTEM EXACTLY FOR AT LEAST TWO WEEKS. NOTICE HOW MUCH YOU GET DONE.

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A WORD ABOUT EMERGENCIES

With careful planning and regular attention to your thought downloads and models you will be able to get so much done and feel more freedom and less overwhelm.

However, sometimes things happen and your thoughts about them may derail your plans for the day. In these cases remember that most of the time you have a lot more choice than you think.

"My mom showed up and wanted to go out for dinner so I had to miss my appointment with myself and go with her",

is just a thought and not an emergency.

QUESTIONS TO ASK BEFORE YOU SKIP IT:

Rewiring yourself to stick to your plans and show up for your goals may take time and might be uncomfortable.

If you tend to put other people's desires for your energy above your own then you not only need to practice putting your priorities first but may need to retrain them on how to relate to you.

In the moments where you are feeling something or thinking something that is going to lead you to NOT keep an appointment with yourself, ask the following questions:

- Is missing this appointment worth the setback in progress?
- Am I willing to feel twice as much discomfort and overwhelm later as a consequence of missing this time?
- Am I saying "yes" to something else because I am uncomfortable saying "no"?
- Would I skip out on this time if it were going to be a meeting with someone I admire and respect?
- Am I skipping this appointment to avoid discomfort?
- Am I treating this like this is an emergency or obligation when it is really just a thought?

Taking a moment to ask yourself these questions is often all the space you need to reset and recommit to your time. Share your challenges with me in Slack over the next few weeks and I will coach you on them.