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This session is all about focusing to achieve success. So no tech allowed.

Putting pen to paper is better for learning. It causes more parts of your brain to be active, it keeps you from being distracted (which makes you more productive) and it keeps your brain sharp as you get older. It also makes you a better writer. And better writing = better communication. People who write by hand write more, write faster, and write in more complete sentences than their keyboarding counterparts. If you want to communicate, practice writing by hand.

“Even the most fluid, thoughtful electronics introduce too much friction into the process of thinking, writing down, then thinking further out.”

“We're more likely to find an electronic device, open our favorite word processor, and fiddle with a margin and font size before committing a single word to the page.”

“Automatic spellcheck and word correction can slow the process further and cause you to lose your train of thought.”

Let's go to work.

# EMBRACE YOUR INNER BADASS

Every Life Coach Ever

Most people go through life acting on situations based on how others perceive them. We have our parents to thank for that. And our children will have us to thank for that too. The shaping our folks did with us became our subconscious. We are driven by our subconscious minds. It is when our subconscious mind is in conflict with our conscious mind that we get stuck. What do I mean by that? For example:

Conscious mind says: I want to travel cuz it's fun.

Subconscious mind says: Fun equals irresponsible. Because subconscious typically rules, when you add those together, you end up doing nothing.

Messed up, right? We are going to try to go badass on the subconscious.

As an exercise in how the subconscious effects us...on a new sheet of paper, write down the things that come to mind when you think of 1) money and 2) success. Be honest with yourself. These are private things and I won't ask you to share. It could be things like "I'll have to learn more if I want to make money" or "if I'm successful, I'll scare off all the datable guys/girls" or whatever. Write down 5 thoughts on each of these.

Rerun this exercise after you've been working on your goals for a month or two.



We're here in this session because we're not reaching the goals we want to reach in the way we want to reach them. Maybe we're stymied by distraction (who isn't) or maybe we just don't know how to start. These are our stumbling blocks. This exercise is designed to get you to look deeper into why you do things. To learn how to see when your own personal stumbling blocks are getting in your way.

We want to get out of the habit of doing what others (or our old selves) want or expect us to do. We want to be living a life at work and at home that is on purpose, like a boss., rather than living life accidentally. We want to act using our conscious mind - our badass mind, rather than our subconscious mind. Reaching our goals constructively is how we're going to go badass on those things that are keeping us stuck.

Before you can set your goals, you have to know where you're starting from. Where are you now? What's going well and what needs fixing. You want clarity. So, this exercise is about satisfaction. On the left side of your paper, you're going to make a list of different areas of your life (I'll give you the starting list). Leave some space after each item so that you have room to write about them. There are many areas we can list here - and I encourage you to grow this list as you see fit when you get home. This is just to get you started.

WHERE ARE YOU

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## SATISFACTION EXERCISE

- ▶ Family and Friends
- ▶ Fun and Recreation
- ▶ Health
- ▶ Money
- ▶ Personal and Spiritual Development
- ▶ Career

On a scale of 1-10, rate your current level of satisfaction with 1 being the lowest and 10 the highest.

This exercise has set the baseline for our next exercise.



This next exercise requires you to do two things:

1) look at the greatness you can be or have, and 2) using what you know about the subconscious, look at what's stopping you. Before you do the writing part, however, take some time - about 10 minutes - to clear your head and get honest with yourself. If you haven't shut off your phone or put it into DND, now would be the time to do it. For the next 15 minutes or so, you want no interruptions.

Get as comfy as you can while still sitting upright. You might rest your hands in your lap or on the table, whatever you like. If you're more comfortable, you can sit on the floor. This is not time for sleep (I don't want anyone drooling or falling off their chair), it is time for quieting the endless chatter inside our heads.

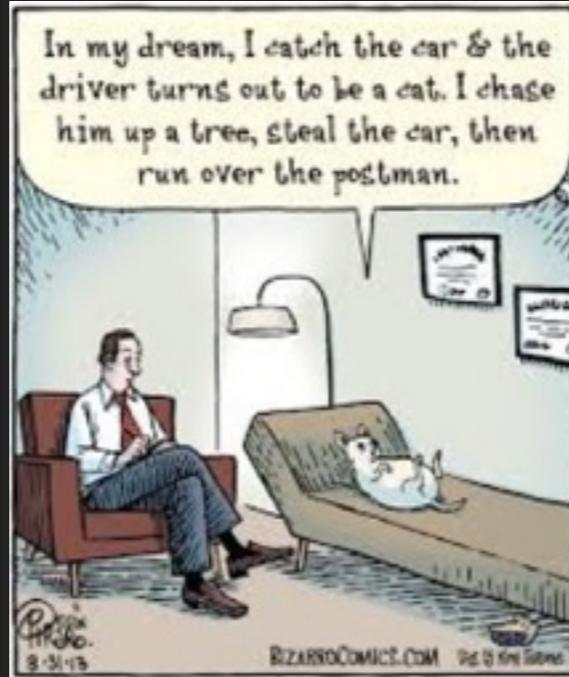
**<we did a guided meditation here — you can find some in the iTunes store or meditate on your own without guidance>**

Take stock of how you're feeling now.

Now that we have clear heads we're going to start dreaming. In those areas of life we evaluated earlier, I'd like you to briefly write down what a 10 would look like in each area and, what might be keeping you from that 10. Dream big. I mean really big. Nobody's going to see this except you. This is not your plan, this is your dream.

Take stock of how you're feeling. I may be good, it may be not so great, it may be hopeful.

This is where the act of physically putting pen to paper starts to make sense. The ink feels very..... permanent, doesn't it? This exercise is about you envisioning yourself being successful. Interesting things happen when you commit to being successful.



DREAM BIG

# THE HIT LIST

In this exercise you're going to start on a new sheet of paper. In this exercise, I want you to create your desires list. The goal would be 20-30. You probably won't get it done in one sitting so I encourage you to continue with this list another day...but don't forget about it. This list doesn't have to be only work related. It can be things like "buy a house" or "become a foster parent" or "learn all about DNS" or "go on a date"...doesn't matter. It's your list. My list took a long time complete, by the way.

## WHAT SUCCESSFUL PEOPLE DO DIFFERENTLY

- ▶ Schedule By The Minute
- ▶ Focus on MIT
- ▶ Dump the To-Do List
- ▶ Personal Time
- ▶ Deny Self-Sabotage
- ▶ Get an iPad Pro and an Apple Pencil

- 1) 1440 minutes in the day  
480 of those should be sleeping, 60-90 should be exercise, 120 getting up/getting ready for bed. That leaves you 750-780 for work, eating, family time, commuting, relaxation. You get to decide how to use them and use them well.
- 2) MIT = most important thing - focus on this every morning. Schedule in 1-2 uninterrupted hours for this task. Put the phone in DND and don't open mail/web.
- 3) Yes, I said it. Dump the to-do list. To-do lists are ineffective. How do you feel when you see a list of 20 or so items sitting there. Just sitting there. Staring you in the face. No way to prioritize them. No clue how long each will or should take. And when you don't get the list clean how do you feel? It's too easy to say, "bah, I'll just do it tomorrow" when it's on an uncommitted list. Use your calendar. For everything.
- 4) There is always one more task to get done, right? Successful people know that personal time is important too. How does personal time look? Could be working at the local food depository, exercise, family game night, bar time, and always dinner with the family. Put these non-work events on the calendar too.
- 5) Personal time always seems to be the thing that suffers, right? So figure out how you self-sabotage and then figure out a way to get past it. Maybe you need to have someone with whom you have an accountability agreement (in the common vernacular - a bet).
- 6) I'm not kidding. This thing is amazing. Note taking by hand is the surest way to remember things and to spark creativity. Or, you can analog this and carry pen and paper.

## WHAT SUCCESSFUL PEOPLE DO DIFFERENTLY

- ▶ Slack
- ▶ Just Say No
- ▶ Pareto Principle
- ▶ Delegation
- ▶ Get Regular
- ▶ Touch Once
- ▶ Energize

- 1) When I worked on this preso, I had to have the web open. Usually I keep about 30 tabs open - I have a window for business-related tabs (Zendesk, Google Drive, QBO, HEAT, Chase) and I have a window of tabs for personal tabs (FB, Ravelry, Etsy, Instagram, friends' sites) and then another for O365-business items (that alone takes 3-4 tabs - crazy). I have to minimize everything except the business or I get distracted. I also turn off notifications for FB and Twitter so I won't be tempted to click on them. The original article that I used for this section talks about doing email only 2-3 times a day for a limited amount of time, but our jobs often tend to revolve around email. So I've substituted Slack. Without meaning to offend anyone who uses it (and I'm very grateful to all who do), it amazes me that some folks are on there **all the time**. They instantly have some giphy or URL handy within milliseconds. It's like they don't have to work. For me, Slack can be a time-suck (as are Facebook and Ravelry) so I have to keep it closed unless I have a spot of time that is unoccupied by another event on my calendar. So, yes, you can tell when I'm not busy because I'll be chatting it up in a channel. Now you know my dark secret.
- 2) Successful people say no to nearly everything. They say yes only when it's something that gets them seriously excited. You can't necessarily do this to your boss (be that your work boss or your home boss), but you can say no in other ways. Delegation is the key to your being able to do the things you need to do to be successful. Remember, you only have 1440 minutes to work with today.
- 3) This is the 80/20 rule - 80% of your outcomes comes from 20% of your activities (80% business comes from 20% of your customers). Focus on the activities that get you the best results.
- 4) No, we are not talking about Outlook delegation here. Although, we kind of are! You want to delegate as much as possible to others. I understand that this works if you're not the one at the bottom, but it works for everyone in their outside work life. Even delegating outside work can help you destress enough to be more productive at work.
- 5) Do certain things on certain days. Tom Limoncelli in his "Time Management for Sys Admins" writes that he always puts gas in his car on Sunday - whether it's empty or not. Why? Because habits like this make it possible for you to not worry about it later in the week when you're running late and you're stuck on the highway in nasty traffic and know you're going to run dry before you get to the off ramp. Take this idea of regular behavior and expand on it - make yourself a consistent morning routine. Mine is (modified when traveling): wake up, brush teeth, have a cup of warm lemon water (perfect for breaking your nighttime fast gently) while sitting quietly

**A YEAR FROM NOW YOU MAY  
WISH YOU HAD STARTED  
TODAY**

**Karen Lamb**

I love this quote.

Let's look back at our Hit List. We know where we are right now. We know what our dreams are. We know what we want to accomplish. So let's get down to making dreams happen.

Using your Hit List and your Areas of Life worksheet, make a list of your top 10 goals for the year.

Now, circle 3 of them that you want to start working on this week/next week because "A Year from now you may wish you had started today".

REACHING YOUR GOALS

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**TIME TO WORK**

## ACCOUNTABILITY

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- ▶ Choose someone to hold you accountable (or make a bet)
- ▶ Tell people what you're doing
- ▶ [www.habitforge.com](http://www.habitforge.com)
- ▶ [www.integritybuddies.com](http://www.integritybuddies.com)
- ▶ Keep your goal planning sheets publicly visible
- ▶ Hire a coach

Being successful doesn't mean going it alone. We all need support systems. The best way to make sure you're always on track is to be held accountable for the work. So each next step should have a completion date with it and you should find a method (maybe one of these) that will make you commit yourself to success.

## RESOURCES

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- ▶ <http://tinyurl.com/jrkzgeh> (Forbes: 15 Surprising Things Productive People Do Differently)
- ▶ <http://tinyurl.com/gmvvg69> (Forbes: Jack Dorsey Productivity Secret)
- ▶ Scharf-Hunt, Diana, and Pam Hart. The Tao of Time. New York: Simon & Schuster, 1990.
- ▶ Limoncelli, Thomas A. Time Management for System Administrators. O'Reilly Media, 2005.
- ▶ Ruiz, Don Miguel. The Four Agreements. Amer-Allen Publishing, 1997.
- ▶ <http://tinyurl.com/za8vj58> (FastCompany: The Pen is Mightier Than the Phone)
- ▶ Bullet Journal - <http://bulletjournal.com/the-index/>

FEEDBACK: [HTTPS://BIT.LY/PSUMAC-44](https://bit.ly/psumac-44)

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