What My Note Taking Nerd Learned From Anthony Robbins “Time of Your Life”
**Time of Your Life**

**DAY 1: The POWER OF FOCUS**

In today’s complex world, we play multiple roles and we want to excel at everything. We believe that “there is never enough time”, but remember this: **time is nothing but an emotion, a feeling.** How long something lasts is based on how we feel, and our feelings change by a change in perspective.

**Focus in the ultimate power** that can change the way we think, the way we feel, and what we do in any moment. When we change our focus, we change our lives. What we focus on determines the direction we will go.

**Real happiness comes from controlling your focus** Those who fail to focus their time (their emotion) on the areas that really matter live in reaction to three things:

1) Anything that leads to pain.
2) Anything that leads to immediate pleasure.
3) Other people's demands

**If you want to change your life, ask better questions**. RPM is a process of thinking that provides more choices, leads to a sense of balance, and moves us toward what we really want - the things that are most important.

**RPM Life Management System proves flexibility and freedom**. Have you ever checked off everything on your to-do list but still felt like you haven't really accomplished anything? With the RPM system, **20% of your actions will give your 80% of the results**

RPM is:
1) What is my **RESULT? WHAT** do I really want?
2) What is my **PURPOSE? WHY** do I really want it?
3) What is my **MASSIVE ACTION PLAN?** What specific actions must I take to make this happen?

The way to get more time is to get rid of the unnecessary things that “steal” your time. What activities do I do on a regular basis that I really don't have to or that someone else could easily do for me. What are two things that I don't have a sense of real purpose for, that doesn't give me the real "juice", or relate to an outcome or result I want, and yet I find myself doing.

The first secret to creating a change is awareness, so let's find out what you're currently focusing on: What are some areas I focus on in life that don't really serve you? Are there some things I fear or don't want to experience but often find myself thinking about anyway?
DAY 2: TIME TARGETS

If I had more time, what would I do with it?

I would exercise more; spend more time with Dave; read more; create beautiful counted-cross stitch items; create my business; redecorate my home; clean my home; take my cocker spaniels for a walk; get out of the house to do more with friends; Tae Kwan Do; learn fly fishing; connect with family and friends more

Time for a reality check: Where do I spend my time. TR provides a great metaphor for the time targets. Think of a dartboard. There are four dimensions of time:

1) The Dimension of Distraction: Not Important and Not Urgent (Outer Ring): This is where we go when we're stressed and want to do something that requires no thinking. Examples: eating when you're not hungry, watching TV. If you spend most of your time here, you are in what TR calls "No-Man's Land" - you're really not happy, but you're not unhappy enough to do anything about it

2) The Dimension of Delusion: Urgent But Not Important (The Second Ring): You are constantly making "to-do" lists. You spend all of your time having a plan created, but you get interrupted by urgent demands of others around you and you get caught up in doing those items. In other words, you delude yourself into believing that you have to do all of these crazy "to-do" lists that keep you from doing the actions that will bring fulfillment.

3) The Dimension of Demand: Urgent and Important (The third ring): There are always certain things that cannot be planned for (i.e., injuries, death of a loved one, co-worker out sick) These items are urgent and need to be dealt with. You want to become PROACTIVE in anticipating these demands.

4) The ZONE: Very Important, But Not Urgent (The Bull's Eye): The dimension where your primary focus is on doing the things that are VERY IMPORTANT BUT NOT URGENT The "Zone" contains all those actions you all know to be so important, but you never get to because you "have no time". TR says that activity without a true purpose is the drain to a life of fulfillment. This is the DIMENSION OF FULFILLMENT!!!!!!

People who experience lives of total fulfillment spend 40-70% of their time in THE ZONE.

TR asks us to look at another Dartboard Target. This time, it has three rings:

The outer ring are things you can't control or influence. In this ring we have to make the decision to find an empowering meaning when events happen out of our control.

The inner ring are things you cannot control, but you can influence. You can influence opinions, but you cannot control how other people react and their opinions no matter how hard you try. You also cannot control the past - you can't change it, why would you spend time on what you can't control?

The bulls eye is what you can control - your emotional state

By controlling our focus, developing awareness, and eliminating the belief that stress is a natural part of life, we can reduce the amount of time we spend in the Dimensions of Distraction, Delusion, and Demand. In order to do this, we must change our beliefs on what "urgency" is - URGENT DOES NOT MEAN IMPORTANT!!! We have to stop living in reaction to outside demands.

TR says that more time comes not from changing your schedule, but by CHANGING YOUR LEVEL OF FULFILLMENT. When you are engaged in an activity that you love, time disappears. Make sure you spend your time, emotion, and focus on what you CAN control: your state of mind and what things mean. (This is where Days 5, 9 and 10 of PPII are important)
DAY 2 DAILY ASSIGNMENT:

1) **Look at the Outer Ring of the Control Model. Make a list of things I can't control or influence but continue to waste time on anyway.**

I dwell on how my family treats me and how I can change their behaviors, realizing that I cannot. I dwell on bad things that have happened to me in the past. I remember every grudge someone had against me and every slight that they had intentionally or unintentionally did to me.

2) **Write down all the reasons why I know it is silly, ridiculous, stupid, and insane to spend time on the things I listed in #1.**

The past is dead. The past does not equal the future. Those individuals may have had a bad day - that is why they treated me harshly. People always do the best they can with the resources they have. Why worry about what other people think of me? I must focus on the people who truly love me and those I truly love.

3) **Develop a new belief. Write a simple phrase that I'm going to start using as an "incantation". For example: "This is a waste of my time, I'm not going to do it anymore".**

Fear means that you have the faith that something bad will happen. I choose to believe that all things happen for good. I command my subconscious mind to focus on controlling my emotions and my beliefs that will create absolute joy and fulfillment. I will use the events of the past as the springboard to achieve fulfillment. People always do the best they can with the resources they have.

4) **To create more time NOW, do the following:**

**A. Identify activities that are not really important, but because of the sense of urgency I place on them, I spend time doing them. Or things that are not urgent OR important, and yet they waste my time.**

I constantly check my Email to make sure that there are no crises. I do my paperwork on my own. I spend a lot of time typing up my Doctoral Notes. I keep piling things up on desks at home and not keep everything in order. Having to hunt down my patients to bring them to the therapy room.

**B) Estimate how much time I spend each day or week on these items that don’t really matter, or when items that you could leverage to someone else.**

Checking Email from home - 2 hours/night  
Writing up paperwork- 3-6 hours/week  
Typing up Doctoral Notes - 3 hours/night  
Bringing my patients down to the therapy room - 2 hours/day.

I have a rehab aide do my filing and bring down patients for me so I can complete my paperwork in a timely manner. I can purchase "ViaVoice" and dictate my notes to my computer.

**C) Having found more time for my life by eliminating the activities listed in STEP A, make a list of areas that I want to spend time on that would give me more fulfillment. Make the decision RIGHT NOW to spend a specific number of hours each week on those things that matter most to me. I DO HAVE THE TIME!!!!**

I want to increase my energy and fitness levels - 1 hour a day exercising, 1 hour a day preparing meals

I want to create my business with Dave - spend 1 hour a day with Dave creating a strategic plan

I want to make my home a castle by redecoration my home- spend one day during the weekend doing home improvements.
5) *Don't leave the site of setting a goal without taking the first step toward its attainment!!!!* Do something to make sure one of those items on your list actually happens.

I will continue using my RPM Planning to make sure I'm doing the items that matter most!

**DAY 3: THE WHEEL OF LIFE**

In this session, TR helps you identify what are the most important areas in your life that you are going to continually focus on, measure, and improve in both your personal and professional life.

How can you plan your day if you don't have a plan for your life?

**For 95% of the population, there are two Areas of Management: Personal and Professional**

Within each of these, there are areas on which you must consistently focus and commit to constantly improve.

To determine the areas that you are going to improve, you need to assess where you are right now. TR talks about the "Wheel of Life". Think of your life as if it had six areas that you have decided on that are critically important to constantly improve.

Think of them like spokes in a wheel. If the center of the circle represents 0%, and the outside of the circle represents 100% of where you want to be in this area of your life, where are you currently in each area? Draw a line in each section of the circle that gest represents your current status.

When you are done drawing your lines in your Circle of Life, shade in each section to get a feel for the true shape of this item.

Now, look at your items. If this were a tire on your car called life, how would the car run? What if you were going 20 mph? What if you were an achiever going 100 mph? You need to find a way to round off your "wheel" and create balance in your life so you are putting your time, energy, and focus into all the areas that matter most to you...and so you can truly work at the highest level.

I did the Wheel of Life for both my Personal and Professional Categories:

**PERSONAL:** This is a real eye-opener of an exercise. I highly encourage that you do this:

- Physical: 30%
- Emotional: 40%
- Financial: 25%
- Family: 30%
- Spiritual: 40%
- Career: 50%

**PROFESSIONAL:** I am a special education teacher at Chaska High School. My special education specialty is speech-language pathology. This is a good time for me to do the Wheel of Life for my professional area because it is summer vacation and will help me prepare for the upcoming 2002-2003 school year. Here is my Professional Wheel of Life:

- Group Classes: 70%
- Individual Classes: 40%
- Consultation: 40%
- Assessment: 30%
- Professional Associations: 50%
- Professional Development: 50%

Within each of our Areas of Management, we need to find categories that we need to continually focus on and improve -

**Categories of Improvement** Within each Category of Improvement, we need to identify the results -
the specific outcomes we really want.

**Ongoing inspiration comes from a vision** that inspires, excites, and drives us. Categories are the targets but roles provide the juice. You need to change the language of how you describe your roles - just by using different vocabulary words can immediately transform how you feel about them. For example, instead of being a Stockbroker, you could be a "Treasure Hunter".

** ASSIGNMENT:** Come up with Categories of Improvement for your Personal and Professional Areas. For each of the Categories you list, come up with some roles you play as they relate to each category? Think of it this way - as this person, who are you? Make your roles playful, fun, and juice so you can't wait to spend your time here!

**PERSONAL CATEGORIES OF IMPROVEMENT**

**Pure Energy**
"Ripped" Body, Supple Grace, Eye Candy, Vibrant Health

**Emotional Balance**
Master of Mirth, Rock of Gilbraltar, Grace Under Pressure, Voice of Reason, Fundamentals Expert on "The Strangest Secret"

**Absolute Abundance**
Billionaire in the Making, Protector of the Family Assets, Strategic Investor, Treasure Hunter, Generous Provider, Master of Trends

**Focus on the Family**
Dave's Best Friend and Lover, Loving Daughter and Granddaughter, Favorite Sister, Nurturer

**Force for God**
Joy/Praise, Boldness, Humility, Focus on the Word, Hour of Power

**Professional Calling**
#1 Best-Selling Author, Lead Leaders, #1 Professional Speaker, #1 Best-Selling International Educational Website

**PROFESSIONAL CATEGORIES OF IMPROVEMENT**

**Developer of the Human Spirit**
Time of Their Life, Creator of Rapport, Building Communities, Coach

"**Be There**"
Coach, Nurturer, Listener, Cheerleader, Dreamweaver

**Success Planner**
The "Voice"/Advocate for My Students, Preparation "G" - Genius, Networker Extraordinaire, Creating Raving Fan Parents, Peak Efficiency Expert

**Information Seeker**
Inquisitive, "Third Eye", Read Between the Lines

**Professional Associations**
Raving Fan of Chaska High School, Voice of Reason, Team Player, Caring Bond with Parents

**CANII**
Speech-Language Clinician, Visionary, Doctorate in Education, Teacher Called on by Teachers
TOYL Day 4 Reflections

Greetings LIFERS!!!!

This session is the most intense and time-consuming of all sessions, yet it is the most rewarding. Most people (myself included) find that this day is the stumbling block in completing the program.

Please take the time really play full-out when doing this session. This is where the rubber meets the road. Over the course of the next 10 days we are going to be focusing exclusively on writing our Magnificent 7's for each of our categories/roles. For the first 6 days we will focus on the Personal COI's. I will post a thread entitled Physical COI's. If people wish to post their Magnificent 7's they can choose to do so. If not, this will be the place where people can ask questions or share some roles, what works for them, etc. The next day would focus on Emotions, etc. I think you get the picture.

I am reminded of the verse from Proverbs

Quote:

Proverbs 29:18
Where there is no vision, the people perish.....

We all need a vision for our lives - it is what gives us passion and the drive to move forward.

The most successful people all share one thing in common - they have a vision that is so compelling and it creates such passion and enthusiasm that they will do what the rest of us just merely "talk" about.

This is the day where you must start walking your talk. Having a strong vision will help you through the inevitable obstacles, and detours that come our way to attaining our goal.

TR says everyone has a vision - the only question is whether or not it is a vision that is designed consciously and that is taking you where you want to go.

Keep these points in mind:

1) Small visions have no power to move men's blood: Have you noticed that people will often work harder to make $100,00 than they will to make $50,000. Has that happened to you?

2) REASONS come first, ANSWERS come second. Put it another way, if you don't have a big enough "WHY", it doesn't matter "HOW". Again, we must review Day 11 of PPII - The Power of WHY. You must create massive leverage on yourself - the pain of not attaining the result and the pleasure you will get when you do attain it!

Real success is the ongoing process of going beyond being a human being - you are a "HUMAN DOING" you are continually aspiring to CANI! principles. If you don't have a plan for your life, then someone will create a plan for you and that is not living.

By being LIFERS, you are LEADERS. LEADERS MUST CREATE THEIR OWN VISION. Leaders also raise their standards from excellent to OUTSTANDING.
Think back to the 2002 Olympics in Salt Lake. Do you remember the bronze and silver medalists? No. Do you remember the gold medalists? Of course. Think of this:

If you do a **poor** job, you get no rewards
If you do a **good** job, you get poor rewards
If you do an **excellent** job, you get good rewards
If you do an **outstanding** job, you get **ALL** the rewards.

In order to be outstanding, it takes skill and **heart**.

Think about this: TR had this in the TOYL manual - if 99.9% is good enough, then.....

2 million documents will be lost by the IRS this year.
22,000 checks will be deducted from the wrong bank accounts in the next 60 seconds
12 babies will be given to the wrong parents each day
2,488,200 books will be shipped in the next 12 months with the wrong cover
Two plane landings daily at O'Hare International Airport in Chicago will be unsafe
5,515,200 cases of soft drinks produced in the next 12 months will be flatter than a bad tire
107 incorrect medical procedures will be performed by the end of the day today.

Now, here is the best way to maximize doing your Magnificent 7:

1) Gather your favorite music - music that will put you in an empowered, productive, resourceful state.

2) Get lots of paper and pencil. Or, if you cannot write, take out a tape recorder. Bobby Castle, one of the members of this forum, came up with this technique, so people commuting to work could work on creating their Magnificent 7. If you tape record, then you will need to eventually make the time to write it down.

3) Pick one category to work on - then envision yourself having attained this result. How do you look? How do you feel? How do you act? How do people respond to you? What are your values/beliefs? Make it so real in your mind's eye - make the colors brighter, the sounds, crystal clear.

4) Then start writing out this vision in stunning detail, or start the tape recorder and start talking. Spill your guts out. Remember, you are taking those daydreams - for some of us, daydreaming put us too much in the Zone of Distraction - now let's take that daydreaming and put it in the Zone of Fulfillment!

5) Then write out or tape record your purpose - and work your way down.

6) TR recommends this technique: After you create a compelling vision for your life, you want to make sure that it is continually in front of you, to remind you and keep you inspired. If you have a planner, create a section for your personal and professional categories. If you have the RPM Planner/Software, there are tabbed sections ready for you.

7) Remember, this is an opportunity for you to really tap into your creativity! Find pictures of the items you want and place them where you can see them. A picture is worth 1000 words! For example, if you were to lose weight, then find pictures of people who have the body shape you want and cut them out! If you are looking to be debt free, have someone take a picture of you pretending to burn your bills in a fireplace! If you are desiring a specific car or home, take a picture of you standing next to that car. It is so much better and effective if you are in the picture. You are making this so real that it your subconscious cannot tell if it is real or not, thereby creating opportunities for you to realize your vision!

Remember what Earl Nightingale said in the Strangest Secret - **You become what you think about**. If you are reading this vision on a consistent basis, you are thinking about it and you have a plan for its attainment, it will happen!
Have fun guys! Keep up with the fantastic work - you are all doing so fantastic - it is such a privilege to be working with people so dedicated to CANI!!!!!

**CATEGORY: PURE ENERGY**

**Ultimate Vision:** I weigh 140 pounds and have measurements of 38-26-36. Health and fitness are my lifestyle. I have extraordinary muscular strength, endurance, flexibility, and balance. My body is a gift from God and is my temple. My body reflects the person I am. I am a unique sexual human being. My body is the first thing I take care of during the day. I am able to provide a healthy sexual lifestyle with my husband David. I have extraordinary energy and stamina to lead a lifestyle of total passion and fulfillment. I am a source of inspiration for people to show what passion, energy, and juice of life is available with consistent focus.

**Ultimate Purpose:** To give me the energy to burn fat I need and deserve in order to deliver on my life's mission. I need maximum energy and stamina to complete my Doctorate in Education by May 2005. To be a leader, I must raise my standards and look, feel, and act the part of a leader. To make my husband feel incredibly sexy and alive. To have other men view me as "eye candy" and look at my husband with envious eyes when I am escorted by him in public. In order to conceive a child, I must have the optimum strength, flexibility, and vitality to carry my child to full term. To experience ultimate pride in that I can accomplish anything I put my mind to. To become a role model for my family and students. The more love I give myself the happier I will make my family and those who I love.

**Roles:**
"Ripped" Body
Supple Grace
Eye Candy
Vibrant Health

**3 to Thrive:**
Structural Strength
Diet
Exercise

**Resources:**
Almighty God
David
Tony Horton
Gene & Joyce Daoust
My Physician
Pete Egoscue
My determination
My discipline
Encouragement from friends and family
Tony Robbins
TR Community

**1-Year RESULTS:**
1. 140 pounds and size 10 jeans
2. Master 30-minute yoga routine
3. To wear a bikini

**6-MONTH RESULTS:**
1. Wear size 12 pants
2. Readjust exercise to tone and shape
3. Re-evaluate meal plan and redesign if needed
4. Start Yoga Routine
90-DAY RESULTS:
1. Wear Size 14 pants
2. Stretch 15-minutes
3. Start Exercise Routine Program
4. Add exercise by Pete Egoscue

30-DAY RESULTS:
1. Develop an exercise fitness plan
2. Read book "The Formula" by Gene and Joyce Daoust
3. Go on 21-Day Fat Flush
4. Create a meal plan that works and is easy

DAY 4: THE POWER OF VISION

This is one of the most important sessions of the whole program. This session lays the foundation for the whole RPM scheduling process.

Successful people do things that the failures don't

Black Belt did an excellent job describing the creation of your vision. Visit www.4tonyrobbins.com and click on Extras. You will find his notes on this subject. It is better than I could ever describe here.

You are focusing on the Magnificent 7. There are 7 steps to creating your vision. TR gives the metaphor of a pyramid.

1. Ultimate Vision: What's your ultimate outcome?
2. Ultimate Purpose: Why do you want to feel, look, and move this way? Why do you WANT it?
3. Roles: Who will you be as this person? What fun words describe who you are as this person? Look back at the roles you created on Day 3.
4. Resources: What resources are available to help you realize your vision? Who can coach or mentor you? What books, tapes, or financial resources are available to help you?
5. Three to Thrive: Choose three areas within this category that you probably need to focus on most often to realize your vision.
6. One-Year and 90-Day Goals: Think of your one-year and 90-day goals for this category, making them very specific and measurable.

Here is an example from my professional category:

CATEGORY: DR. THOMPSON

Ultimate Vision:
To be a world-renowned teacher, researcher, and scholar. I am on the cutting edge of education, finding unique and simple ways for teachers to become "developers of the human spirit". To teach and train outrageously empowered students who are passionately committed to education. To create teachers who understand that our children are our greatest resource. To create a magical environment that transforms the lives of teachers, parents, students, and the community. This environment creates the drive in teachers to excel in all that they do. To create educational leaders that will create supportive, empowering, and nurturing schools and students.

Ultimate Purpose:
Children are our future. To create an everlasting force for good. To create compelling futures for
teachers, students, and the community. To create teachers so dedicated, committed, and skilled that they can turn their dreams into reality. To create a reputation of being "the best of the best" and "teacher called on by teachers". To promote teaching, education, and learning as fun and play. To make a difference and build a legacy that lives beyond myself in the lives of everyone I have the privilege to touch.

**Roles:**
Magna Cum Laude
University Professor
Master Storyteller
Dreamweaver
Developer of the Human Spirit
Deconstructing Constructivist
Teacher
Researcher
Scholar

**3 to Thrive:**
Core Courses
Electives
Dissertation

**Resources:**
 Almighty God
David
My strength and discipline
My passion for learning
Hamline EdD Faculty
EdD Learning Community #2
Tony Robbins
My Family
TR Community

**1-Year RESULTS:**
1. To pass all core classes with an "A" average.
2. To come up with preliminary data for dissertation
3. To pass Synthesis Presentation in June of 2003
4. To complete Doctoral Portfolio

**6-MONTH RESULTS:**
1. To pass Synthesis Presentation in June 2003
2. To have 75% of Doctoral Portfolio completed
3. To receive "Advanced Certificate in Literacy"
4. Purchase "End Note" Software

**90-DAY RESULTS:**
1. To have 25% of Doctoral Portfolio completed
2. To have idea for Synthesis Presentation
3. To set a timeline for MOS Certification Completion

**30-DAY RESULTS:**
1. To set up Doctoral Portfolio Binder
2. To complete "Teaching Writing" Course with an "A" Average
3. To complete "Leadership" Course with an "A" Average
4. Set up advising session with Walter

**DAY 5: THE POWER OF A CLEAR OUTCOME AND PURPOSE**

TR says *"In order to turn your dreams into reality, you have to have a structure - a system to make it happen."*

Understand the difference between a goal and outcome

A **GOAL** is an idea with a deadline. An **OUTCOME** is a strategy for how you are going to achieve it!

Remember, OPA stands for:

- **Outcome** - What do you want?
- **Purpose** - Why do you want it?
- **Action** - What specific actions do I need to take to achieve this outcome?

When you know your outcome, you never lose sight of your real target. If you know your purpose, you have the power and passion to find your way to it. When you have a flexible action plan, you have unlimited choices on how to make it happen.

**CLARITY IS POWER!!!!!!**

**THE POWER OF CHUNKING**

Chunking, defined in the dictionary is *"grouping together information into ideally-sized pieces that can be used effectively to produce the results you want."*

In order to succeed at anything and not be stressed, you have to be able to take a whole variety of action items (to-do's) and group them together so that they help you accomplish a common outcome.

Most people are only able to focus on a limited number of things at a time. We tend to remember things that are grouped into threes.

Chunking is a skill. One of my biggest weaknesses is that I am so detailed - I need to write down every single detail whenever I engage in something - those details become a million pieces of information - I wind up getting overwhelmed and not taking any action whatsoever.

OPA is a visual "Chunking" System. It allows us to know specifically where to put information so we'll remember it. For example, look at the 12 items on a standard "To-Do" List. No one can remember all of those items even if you wrote them down!
Go running
Board meeting
Update CEO
Call wife
Call daughter
Meet with marketing director
Prepare for stockholders meeting
Pick up dry cleaning
Take dog to vet
Buy running shoes
Life weights
Schedule massage

Look to see if there are any actions that have a similar outcome in the "To-Do" list above.

Now, using Chunking, you can create an OPA Block

OUTCOME: Make major progress on my physical body
PURPOSE: To renew the energy within me. To develop a sense of inner strength like never before. To have fun!
ACTION:
Go running
Buy running shoes
Lift weights
Schedule Massage

To create an OPA Block

1. Decide which things relate to each other. Group them under a single outcome
2. Create an exciting purpose
3. Enhance your action list by asking, "What else could I do to make major progress on this outcome"?
Remember, OPA is about creating more options.

ASSIGNMENT

1. **Jot down an event in your life where you had a clear outcome and purpose.** Choose a time when you came up with a plan and even though the plan didn't work, you still got the outcome or the result you were after anyway because you were so clear about what you really wanted.

Back on February 5, 2002, both my husband and I were in serious car accident. We had minor injuries, but our car was totalled. We then did research on the next car we wanted - that was our only car, so we found the car an Infiniti G20. Our outcome was to get a car payment in the $425/month range. As it turned out, the car payment was $448/month for the initial quote for a 3 year lease - we were not going to put anything down since we had to pay off the balance of what was left on our totalled vehicle. We were going to go with that deal, but before we signed the papers, I found out that one of my 401k's from my previous employer was being closed. That day, I got a check for $900 (after taxes) from my old 401K which we used as a down payment for our next vehicle - it then turned out what we extended our lease by one year and our payment was now $388.60

2. **Think about an event in your life where you had unclear outcomes and an unclear purpose.** Did you get frustrated and miss out on something in the end? Can you see the importance of having a clear outcome?

Losing weight. I would always say I am going to lose weight and would buy the next diet fad or
exercise program. I would read what I would have to do. I no clear purpose or the exact amount of weight I wanted to lose. As it turns out the program weren't bad, I didn't have a clear outcome or purpose - I would do the program for about 10 days and then stop when I got sick or something else came up.

3. Think of something you fail to do on a regular basis. Exercise every day. I have it broken down into so many pieces. I have to first get home at the right time, I have to get into my workout clothes, pop in the tape, do my warmups, stretching, then engage in the type of exercise, get frustrated because I can't do certain stretches and exercises, cool down, then take a shower. Too many pieces!!!!!!!! No wonder I make myself nuts and not achieving the outcome I want!

4. Is there something you find easy to do that other people find difficult? For instance, exercise or paperwork may come naturally to you. Think of something that seems to come easy to you because you think of it was only one or two steps.

One of the things I do really well is I love to study and write. When I write, I first make a list of sources that I will site from. Next, I brainstorm ideas using mind mapping. Finally, I write the paper.

**DAY 6: THE FIVE STEPS FOR CREATING A PLAN**

Hi LIFERS!

This is a great session. TR walks you through the RPM planning process. I would recommend that you listen to this tape over and over again to understand it.

Here is the synopsis - in a Reader's Digest Format. This is so much easier to understand if you have your RPM paper planner in front of you. If you don't have TOYL or the RPM Paper planner, send me a private message with your Email address, and I'll show you an example from one of my RPM paper planner pages.

1. **CAPTURE:** Write down everything that pop's into your head that you have to do today - ideas, projects, Emails, phone calls, etc.

2. **CREATE YOUR MASTER PLAN:** Start chunking down action items by looking for items that have a natural relationship - i.e. that are geared toward a common outcome. The chunking process starts by asking yourself three key questions:
   
   1) What's my Result?
   2) What's my Purpose?
   3) What is my Massive Action Plan that I must create in order to achieve my result?

   To maximize your RPM Blocks, do the following:

   1) Give each action item a priority by numbering it. ("1" being most important)
   
   2) Place an asterisk next to the action items that are the"MUST" items for you to accomplish that will create the most significant progress toward the completion of your outcome. Remember, **20% of your actions will give you 80% of your results.**

   3) Establish the duration for each task.

   A) Estimate the amount of time to complete each action item
   
   B) Add up the total time it will take to complete the Block
   
   C) Add up the total time it will take to complete "MUST" items. Though you may plan a lot of time (i.e.,
9 hours) to one RPM Block, it is possible that only a fraction of that time (i.e., 2 hours) could be spent on your "MUST" items (i.e., the 20% that makes 80% of the difference). This chunking device will allow you to focus on the most important actions needed to achieve your result in the shortest period of time.

4) Ask yourself "What other resources do I have available (i.e., assistant, outsourcing, trading)?" Some of your actions can be accomplished without the use of time and brainpower. For example, when I have major reading assignments in my doctoral studies, my study group gets together and we divide the reading assignments. We take notes on the readings we each selected to do and distribute those notes. Think of this as a divide and conquer.

5) Draw a box around your RPM Block and circle the RESULT to give you a visual chunk. This short cut provides focus and empowers you to take the most effective action. When you draw the block, leave 2-5 lines blank so you have more room to add more actions if you think of them later.

3. COMMIT YOUR TIME, RESOURCES, AND RESPONSIBILITIES. Number your outcomes based on the priority in which you want to do them.

4. SCHEDULE those items which have a specific time and can't be moved, and schedule blocks of time to work on other outcomes.

When planning your day, you have to schedule items that must take place at a specific time first (i.e., Dr. Appointment, school, meetings, etc.) These are times that cannot be changed. Then you will allot an amount of time to devote to each RPM Block. You schedule the time on your RPM Block devoted to your MUST time only. When you look at each RPM Block and you've calculated your "MUST TIME", you will look at time column to block off.

When you schedule, remember this - no plan will be worthwhile unless you provide the purpose to make it happen - COMMITMENT! Remember, 80% of the battle in achieving a result is finding the emotional drive to follow through. It is imperative that you must train yourself to make it a MUST to do whatever it takes to achieve your result. The remaining 20% of the battle in achieving the result is the mechanics - the "HOW", strategy, timing, etc. You must set aside specific blocks of time to work on specific results. That is why it is so important for you to add up the TOTAL time and MUST time. Once you know the amounts of time you need to accomplish your results, you can match those amount blocks to specific times in your schedule.

5. MEASURE, MANAGE, MASTER, CELEBRATE!!!! Go through your OPA blocks and check off items that you have completed, not completed, not necessary to your outcome. Then, go to your journal section and CELEBRATE! Write down the following:

1) Capture your achievements (i.e., did you achieve a specific result today - worked out, got this assignment done, etc.)
2) Capture your magic moments (i.e., laughing with friends, hugging someone you love, watching a sunset)
3) Create a list of rewards

Any thought, feeling, emotion, or behavior that is consistently reinforced over a 21 day period will become a habit.

Keep score of your wins. Remember, you can be winning when you think you're losing if you don't keep score.

Your assignment for today is to plan a day using the 5 Master Steps! It is very difficult for me to show an RPM Block on this forum.

Tomorrow we look at designing projects!
TOYL Day 7: The Power of Projects

Whether you manage a home, corporation, or your own business, you must learn to master projects. Sometimes achieving an outcome is not as simple as one single RPM block. Rather, it requires that you complete a project - an ultimate outcome that requires many other outcomes to be achieved.

In managing projects, we use the Five Master Steps, with a slight difference in the first two steps: rather than capturing our to-do's and creating a simple plan, we're going to first discover our ultimate outcome and the ultimate purpose of why we are going to make it happen. Once we know the big picture result we're after, then we begin to ask ourselves what major results, or "MUST" outcomes are necessary to complete in order to achieve the ultimate purpose of the project. Next we'll create a plan for each one of these must outcomes - and guarantee the success of the project as a whole.

**STEP 1: Ultimate Outcome, Ultimate Purpose:** Write down your ultimate outcome and ultimate purpose, then start capturing your must outcomes. Be specific and remember that reasons come first, answers come second. This is the place where you look at your "Magnificent 7's" you created on Day 4 to help you get started.

**STEP 2: CREATE YOUR RPM PLAN:** Use the Five Master Steps of Planning to Create RPM Blocks for each outcome

1. Capture
2. Create Your RPM Plan
3. Commit
4. Schedule
5. Measure, Master, Manage, and Celebrate!

The Goal of TOYL is to constantly simplify. The RPM system of thinking organizes even the most complex life or business into manageable chunks rather than a million "To-Do's"

There are Five Levels of Managing Your Life

**Level 1: Action Items:** An action item is one simple, specific, measurable action that you can take today.
Level 2: RPM Blocks: RPM blocks requires more than one action item to accomplish. Each RPM block has an outcome, a purpose, and an action plan. A RPM block might take a day, an hour, or a week to complete.

Level 3: Projects: Projects take more than a week or sometimes even months to accomplish and require more than one RPM Block to achieve the result you're after

Mega Projects is a project that has so many outcomes that it feels overwhelming. When it gets that big, create a table of contents for your must outcomes. Combine outcomes that are related to each other into "key result areas" - when you give it a title, that grouping becomes easier to manage. Refer to pages 133-134 of your TOYL study guide to see TR’s example.

Level 4: Categories of Improvement: Categories are the central components in making it easier to manage your life. They allow you to approach both challenges and opportunities at one time. Categories don't go away; they're ongoing areas of either your personal or professional life that require consistent focus and improvement - CANI! Each category has a vision and a goal; the goals become either projects or OPA blocks.

If a category contains so many projects that it feels overwhelming, you might need to create "Key Result Areas" or chapter titles to help you manage it.

Level 5: Areas of Management: In most cases, you'll have two areas of management - Personal and Professional. If you're responsible for managing a division, a team, or entire company, you might want a third area of management.

Although RPM takes a long time to master, once you get good at it - you will start noticing similar patterns. PATTERNS ARE POWER!!!!!

The magic of RPM is that you'll be able to use all or parts of the plans you create again and again. You can find someone who has also produced a result you want and use their RPM as a Pathway to Power for yourself.

ASSIGNMENT:

1. Start moving your RPM Planning into your Day Planner - whether it is an RPM Planner, Palm Pilot, Outlook, Franklin Covey, DayTimer, etc.

2. Start Planning a Project. Think of a project you really want to accomplish, maybe something important that you've been putting off because it seems too big. Examples are losing weight, starting a business, planning a wedding, etc.
MORE NERD REPORTS AND RESOURCES

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