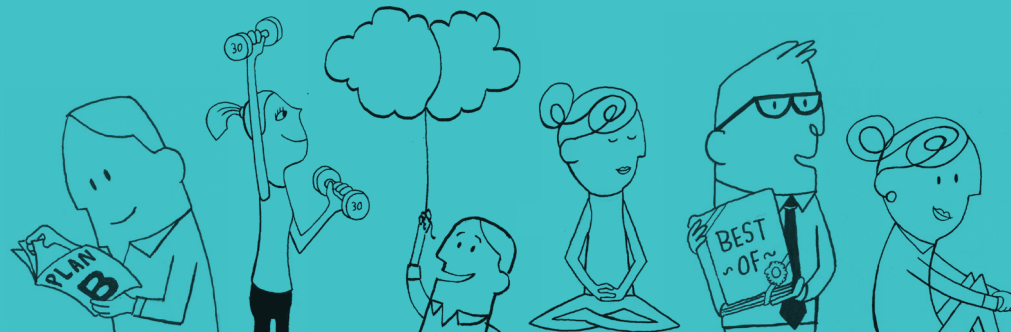


UNSTUCKADVICE

BEST OF 2013



REGAIN CONFIDENCE AFTER IT'S BEEN CRUSHED

DON'T TAKE CRITICISM AS A FINAL JUDGMENT

See it as a moment in time that will pass, rather than an Olympic score. And remember that it's not a judgment about your worth.

DON'T REVEL IN OTHERS' SHORTCOMINGS TO FEEL BETTER

Instead, ask yourself "What do I want to do next?" Perhaps discuss with a mentor or forward-thinking friend.



DON'T RELY JUST ON OTHERS TO BOOST YOU UP

Remind yourself of what has gone well, and find soothing/positive ways to occupy yourself when bad feelings are overpowering.

DON'T SEE THE SITUATION AS A CAN OR CAN'T

Keep your mind open to learning and changing to prove to yourself that you have what it takes. Success is earned, not granted.

HOW TO ASK WITH CONFIDENCE

1. QUESTION YOUR FEARS

To lessen fear about the other person's reaction

- +What's the worst that can happen if I ask?
- +What's the likelihood of that happening?
- +If the worst does result, how long will it take me to recover and come up with Plan B?

To lessen fear about yourself

- +What am I worried about doing or not doing when I ask?
- +How can I avoid that?

To build motivation

- +What will my regret be if I don't ask?
- +Do I want to live with that regret?

2. PAINT YOURSELF THE BEST PICTURE POSSIBLE

3. ONCE YOU'RE PSYCHED TO TAKE ACTION, SPEND TIME PREPARING

4. JUST BEFORE YOU MAKE YOUR REQUEST, DO SOMETHING TO CALM YOURSELF

WHAT KIND OF PROCRASTINATOR ARE YOU?

PINBALL:

You've got plenty of good ideas and lots to get done. If only you weren't feeling so overwhelmed by it all. You bounce from one pursuit to another, but somehow you don't end up doing what needs to get done now.

What's really stopping you:

Not knowing how to start or tackle the task.

PARALYZED:

You shy away from something you know will be hard. Or expect criticism and do-overs. Maybe you set the bar way too high. Any of these keep you waiting for the perfect moment to get it right — until you run out of time.

What's really stopping you:

Reluctance to be judged — by others, yourself, or both.

PUT-UPON:

You're one of the most productive people you know. But when you lift up your pile of accomplishments, you find a persistent list of not-so-interesting items that aren't getting done.

What's really stopping you:

Boredom, and a belief that it's not a good use of your time.

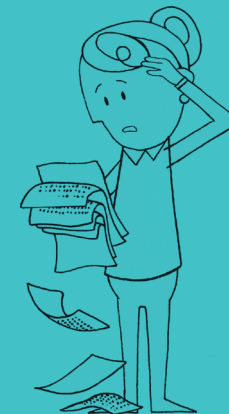
TIPS FOR PINBALL PROCRASTINATORS

ORGANIZE BY IMPORTANCE

Arrange all your tasks according to timeframe and urgency, such as High Alert!, Finish by Friday, Can Wait Till Tomorrow, When I Have Extra Time.

APPLY PRESSURE

Create real consequences for unfinished work.



MICROSIZE TASKS

Completing something is one of the best motivators to complete something else — so supercharge your motivation by breaking your tasks down into smaller, easier pieces.

PARK YOUR BRAINSTORMS

When inspiration strikes, record your thoughts in a place that's easy to return to — then get back to work. Later on, add your new ideas to your to-do list.

TIPS FOR PARALYZED PROCRASTINATORS

STOP THE PERFECTION

The most important thing to remember is that nothing gets done perfectly on the first try.

PENCIL IN FEEDBACK

Ask someone whose judgment you trust to check on your progress. This will push you to produce and make sure you're on the right track.

ADDRESS YOUR ANXIETY

For every "what if I do it wrong" thought, come up with a "what if I do it right" one.

FIND OUT WHY YOU'RE FROZEN

Ask a friend to probe you for the reason, listen to your answers, and play back to you what she hears.

CREATE TINY GOALS

Even the teeniest completion can help motivate.



TIPS FOR PUT-UPON PROCRASTINATORS

HIGHLIGHT THE BENEFITS

Draw a T-chart for the task you're putting off. Write the advantages of starting now on one side, the consequences of starting later on the other. Post it in a place you can't ignore.

TREAT YOURSELF — STRATEGICALLY

Don't allow yourself to do something you want to do until you've completed what you don't want to do.

ASK FOR HELP

Find someone who can get tasks done for you, or get you started. But don't make someone your personal calendar.

COMMIT. COMPLAIN. REFLECT

Complain all you want, as long as you're getting it done. With the task complete, compare how you feel now with how it felt before it was finished.



5 TRUTHS ABOUT CHANGE

IT COMES FROM ASPIRATION.

"Change is hope for a better planet."

— Jim Fruchterman
Founder and CEO of Benetech

SMALLER IS BETTER, AT FIRST.

"Often times, people feel like they need to make big, drastic changes to make an impact. But bigger change gets done from a snowballing of smaller, progressive changes."

— Andre Ferrieira
Founder and CEO of VuAir

THERE IS NO PERFECT TIME.

"Changemakers don't...wait for all the resources or the stars to be aligned. They get started and are willing to improve along the way."

— Dave Faulkner
Director of Education Changemakers

DISCOURAGEMENT IS ENCOURAGEMENT.

"For any change that is worthwhile, there will always be resistance."

— Dave Faulkner

COLLABORATION RULES.

"Change is rarely brought about by a single person thinking about it in a room. Get together with a group of people and ask 'What if?' "

— Dennis Whittle, Founder of Global Giving and Leadership Group Member of Ashoka Changemakers

4 SYSTEMS AND 10 TOOLS TO CHANGE A HABIT

THE STRING ON THE FINGER METHOD CREATES CUES TO REMIND YOU.

Try these apps: Due (iOS), Checkmark (iOS), Walgreens (iOS and Android)

THE BUDDY SYSTEM PROVIDES US WITH SUPPORT AND ACCOUNTABILITY FROM OTHER PEOPLE.

Try this app: Lift (iOS and web). **Try this site:** Sparkpeople.com

THE GOLD STAR APPROACH REWARDS OR PUNISHES BASED ON PERFORMANCE.

Try this app: Gympact (iOS and Android). **Try this site:** Stickk.com

EYE OPENERS ARE BIG AND LITTLE REVELATIONS THAT MOTIVATE YOU TO CHANGE.

Try this site: Tinyhabits.com. **Try this book:** *The Power of Habit*.
Try this device: Jawbone Up band.

HOW TO STOP COMPARING YOURSELF TO OTHERS

IS IT IMPORTANT TO ME?

The next time you're longing for an extravagance, ask: Why do I want it? Am I seeking status or approval? Does it match who I am as a person?

WHERE DO I WANT TO GO?

As hard as it may be to see a friend's Tweets about all the new restaurants she's going to, remind yourself that if you spent your free time hobnobbing with her, you wouldn't have time to work on the new store you plan to open next summer.

HOW FAR HAVE I COME?

This is a great question because it gives us perspective on how much we've achieved (or not). Any resulting emotions are completely valid because they relate to ourselves. Your friend who made her first million at age 30 — wish her well, and stop worrying about it.

HOW TO MAKE THE WORKPLACE A BETTER PLACE TO BE

AVOID GOSSIP. PRACTICE EMPATHY FOR OTHERS.

Imagine how the person under discussion would feel if she knew. That makes it difficult to pass along the information. If gossip lands in your lap, let it sit there.

GIVE YOURSELF CREDIT. PRACTICE EMPATHY FOR YOURSELF.

Every day, focus on your successes rather than your failures. It will help fend off cruel and thoughtless comments from others.

INSIST ON ACCOUNTABILITY, ESPECIALLY FROM YOURSELF. PRACTICE EMPATHY FOR EVERYONE INVOLVED.

Own up and move forward. Your example will show others how to focus on next steps rather than harping on past failings.



6 WAYS TO RELOCATE YOUR CREATIVE MUSCLES

1. LOOK FOR SOMETHING TO SOLVE.

It energizes and gives our brains permission to explore options and angles.

2. TAKE VISUAL NOTES.

Jot down words and phrases all over the page, then go back and connect them with circles and lines. Patterns will emerge.

3. COLLECT IDEAS THAT FASCINATE YOU.

This will stimulate your creative muscles and save you time, because you'll always have a file of inspiration on hand.

4. RESEARCH RANDOMLY.

Go to nonobvious places for inspiration. Zoos, galleries, bike rides, bookstores, parks, ball games, movies, swimming, cloud gazing.

5. GIVE YOURSELF TIME.

Allot at least 90 minutes to toy with an idea. Even better, find a co-collaborator to play it out with you.

6. TRY IT, TRY IT, TRY IT.

It can be nerve-racking if your idea doesn't work, but by knowing what went wrong, you can go back and fix it.

HOW TO KEEP AN OPEN MIND SO YOU CAN FIND INSPIRATION

DON'T BE AN EXPERT

Let yourself be vulnerable enough to know you could learn something new. This makes you a willing participant to different ideas.

LISTEN MORE THAN YOU TALK

You can't take in new information if you are the dominant voice in a conversation — with others or in your head.

ASK "WHAT IF..."

Grab a new idea and run with it. You'll find that your straight line of belief has tentacles of possibilities that you can chase.



IS FEAR GETTING IN YOUR WAY?

With your stuck moment in mind, check yourself against these five signs that fear may be holding you back:

DO YOU HAVE AN ALL-OR-NOTHING ATTITUDE?

If you can't make it perfect, do you justify not trying at all?

DO YOU PSYCH YOURSELF OUT by imagining all the stuff that could go wrong, ignoring the possibilities of what might go right?

DO YOU RESIST WHAT'S NEW? What is your gut reaction to changing a habit or routine?

DO YOU BUSY YOURSELF WITH SMALL STUFF as a way to keep other, perhaps more valuable or important, tasks at the bottom of your to-do list?

DO YOU LET NEGATIVE EMOTION SHUT YOU DOWN? Do you allow residual guilt or shame from past "failures" do the decision-making for you?

To get to the root, ask yourself why you're not doing something. Then ask, why is that? Ask and answer "why is that?" three more times. Your last answer should be revealing.

PREPARE FOR PLAN B

WHY YOU NEED A PLAN B

- + Few things in life are forever. Work on your Plan B before Plan A becomes intolerable.
- + If you're coasting through life, devise a Plan B that excites and challenges you.

ASK YOURSELF

- + How am I getting in my own way of setting up a Plan B?
- + Who can help me see my situation more clearly?
- + How can I break down my plan into do-able chunks so I don't get overwhelmed?

REMIND YOURSELF

- + The only direction is forward, and every inch is progress.
- + Don't worry about perfection; focus on progress.
- + Make sure you take a rest now and then.



UNSTUCK TIP CARD #15

MORGAN CALLAN ROGERS ON FINDING PURPOSE LATER IN LIFE

LOOKING AT YOUR LIFE SO FAR

"Don't ever discount anything you do; the journey is imperative."

RECOGNIZING YOUR PURPOSE

"Listen to that inner voice, no matter how ridiculous, impractical, or out-of-reach your heart's desire seems to be."

GOING FOR IT

"If you're reading this and you're thinking you have to go it alone, don't. ... Please chew up your shyness and spit it out. You'll be glad you did."

KEEPING IT REAL

"Paying bills and health insurance are both good things."

www.unstuck.com /tip-cards/purpose_quotes

UNSTUCK TIP CARD #16

4 PRINCIPLES ON PRODUCTIVITY

WILLPOWER IS FINITE.

"We have a limited bucket of resources for activities like decision making and impulse control, and when we use these up, we don't have as much for the next activity."

—Dr. Roy Baumeister from *Your Brain at Work*

CREATE ROUTINES TO FREE UP BRAIN POWER FOR CRITICAL THINKING.

"I don't want to make decisions about what I'm eating or wearing. You need to routinize yourself. You can't be going through the day distracted by trivia."

—Barack Obama

ANYTHING WORTH DOING IS WORTH SINGLE-TASKING.

"When people do two cognitive tasks at once, their cognitive capacity can drop from that of a Harvard MBA to that of an eight-year-old. It's a phenomenon called dual-task interference... If accuracy is important, don't divide your attention."

—David Rock from *Your Brain at Work*

THE PRODUCTIVITY SWEET SPOT IS BETWEEN STRESS AND RELAXATION.

"A little of the mental and physical arousal caused by stress can energize and motivate. But when stress spirals out of control, it starts to hurt your performance."

—The Yerkes-Dodson Law of Psychology

www.unstuck.com /tip-cards/productivity