

# The ONE Thing Summary

#	Concept	Key Points
1	<b>THE ONE THING</b>	Do fewer things
2	<b>THE DOMINO EFFECT</b>	Create a domino effect
3	<b>SUCCESS LEAVES CLUES</b>	Spend disproportionate time on the ONE thing
4	<b>EVERYTHING MATTERS EQUALLY</b>	<ul style="list-style-type: none"> <li>- Success List – make a "should do" list as big as you can - Apply the 80/20 principle to it</li> <li>- Whittle down to the essential few and then the ONE thing</li> <li>- GO small – this will drive your day's direction</li> <li>- GO extreme – this core activity will go on top of your list</li> </ul>
5	<b>MULTITASKING</b>	Figure out what matters most and give it your undivided attention
6	<b>A DISCIPLINED LIFE</b>	Channel all of your energy into one discipline that develops into one habit
7	<b>WILLPOWER IS ALWAYS ON WILL-CALL</b>	<ul style="list-style-type: none"> <li>- Willpower is like a battery and a fast twitch muscle</li> <li>- Limited but renewable</li> <li>- Use it wisely</li> </ul>
8	<b>A BALANCED LIFE</b>	<ul style="list-style-type: none"> <li>- Counterbalance</li> <li>- Personal vs Professional</li> <li>- Go short vs Go long (magic happens at the extremes)</li> </ul>
9	<b>BIG IS BAD</b>	Think as BIG as you can, then base what you do, how you do it, and who you do it with on that BIG level
10	<b>THE FOCUSING QUESTION</b>	<ul style="list-style-type: none"> <li>- What's the ONE thing I can do such that by doing it everything else is easier or unnecessary?</li> <li>- BIG picture: What's the ONE thing?</li> <li>- SMALL focus: What's the ONE thing right now?</li> </ul>
11	<b>THE SUCCESS HABIT</b>	<ul style="list-style-type: none"> <li>- Ask the Question a lot, make it a habit</li> <li>- "Until my ONE thing is done, everything else is a distraction"</li> </ul>
12	<b>THE PATH TO GREAT ANSWERS</b>	<ul style="list-style-type: none"> <li>- Question: BIG and SPECIFIC</li> <li>- What's the ONE thing I can do to achieve (big results) in (specific amount of time) such that by doing it everything else is easier or unnecessary?</li> <li>- Answer: RESEARCH and ROLE MODEL</li> </ul>
13	<b>LIVE WITH PURPOSE</b>	<ul style="list-style-type: none"> <li>- What's my BIG why?</li> <li>- What's the ONE thing I can do in my life that would mean the most to me and affect the world, such that by doing it everything else is easier or unnecessary?</li> </ul>
14	<b>LIVE BY PRIORITY</b>	<ul style="list-style-type: none"> <li>- GOAL setting to the now!</li> <li>- Someday goal depends on 5-year goal depends on 1-year goal depends on 6-month goal and so on till right-now goal! - Connect your today to tomorrow and so on till someday!</li> </ul>
15	<b>LIVE FOR PRODUCTIVITY</b>	<ul style="list-style-type: none"> <li>- Time block your: time off, the ONE thing, and PLANNING time</li> <li>- 4 hours a day minimum</li> <li>- ONE thing vs EVERYTHING else (success list vs survival list)</li> <li>- Create a chain, do not break it (falling dominos)</li> <li>- Apply the question to protect your time blocks</li> </ul>
16	<b>THE THREE COMMITMENTS</b>	<ul style="list-style-type: none"> <li>- Mastery – it's a journey not a destination</li> <li>- E to P – how to do something the best way possible?</li> <li>- Accountability – track progress and create progress reports</li> </ul>
17	<b>THE FOUR THIEVES</b>	<ul style="list-style-type: none"> <li>- Learn to say no</li> <li>- Accept Chaos</li> <li>- Protect your health and energy</li> <li>- Take ownership of your environment – people and place</li> </ul>