* ***Extraordinary results are directly determined by how narrow you can make your focus.***
* ***There can only be one most important thing. Many things may be important but only one thing can be the most important.***
* ***The key is over time. Success is built sequentially. It’s one thing at a time.***
* ***One Passion, One Skill***
* ***You must be single-minded. Drive for the one thing on which you have decided.***
* ***Success demands singleness of purpose.***
* ***The six lies between you and success: 1- Everything Matters Equally 2- Multitasking 3- A Disciplined Life 4- Willpower Is Always On Will Call 5- A Balanced Life 6- Big Is Bad***
* ***Everything Matters Equally: Things which matters the most must never be at the mercy of things which matter least. “It’s not enough to be busy, so are the ants. The question is, what are we busy about?” Knocking out a hundred tasks for whatever the reason is a poor substitute for doing even one task that’s meaningful. Not everything matters equally, and success isn’t a game won by whoever does the most. Yet that is exactly how most play it on a daily basis.***

***Achievers always work from a clear sense of priority. The 80/20 principle asserts that a minority of causes, inputs, or effort usually lead to majority of the results, outputs or rewards. The majority of what you want will come from the minority of what you do. Doing the most important thing is always the most important thing.***

* ***MULTITASKING: “To do two things at once is to do neither.”***

***It’s not that we have too little time to do all the things we need to do, it’s that we feel the need to do too many things in the time we have. Switching to task consume time and it always takes some time to start a new task and restart the one you quit, and there’s no guarantee that you’ll ever pick up exactly where you left. The cost in terms of extra time from having to task switch depends on how complex or simple tasks are. Task switching exacts a cost few realize they’re even paying. You can do two things at once but you can’t focus effectively on two things at once. Though multitasking is possible but it’s never possible to do it effectively.***

* ***A DISCIPLINES LIFE: Success is actually a short race- a sprint fueled by discipline just long enough for habit to kick in and take over. When you discipline yourself, you’re essentially training yourself to act in a specific way. Stay with it long enough and it becomes a routine- in other words, a habit. You can become successful with less discipline than you think, for one simple reason: success is about doing the right thing, not about doing everything right. Habits require much less energy and effort to maintain than to begin. The results suggest that it takes an average of 66 days to acquire a new habit. The full range was 18 to 254 days, but the 66 days represented a sweet spot. Easy behavior takes fewer days and tough one takes a bit longer. Don’t be a disciplined person, be a person with powerful habits and use selected discipline to develop them. Build one habit at a time, one at a time. Over time. Give each habit enough time. Harness the power of selected discipline to build the right habit, and extraordinary results will find you.***
* ***WILL POWER IS ALWAYS ON WILL-CALL: Will power is a timing issue. When you have your will, you get your way. Think of will as the power bar of you cell phone. Every morning you start out with a full charge. As the day goes on, every time you draw on it you’re using it up. Willpower has a limited battery life. It’s limited but a renewable resource. Limited resource must be managed and willpower is one of them. The more we use our mind the less minding power we have. Food for thought. To replenish your will power fuel your brain with healthy diet. You must do what matters most a priority when your willpower is its highest. Full strength will power requires a full tank. Never let what matters most be compromised simply because your brain was under-fueled. Eat right and regularly. Do what matters most first each day when your willpower is strongest. Maximum strength willpower means maximum success.***
* ***A BALANCE LIFE: A balance life is a lie. Extraordinary results require focused attention and time. Time on one thing means time away from another. This makes balance impossible. Time waits for no one. Push something to an extreme and postponement can become permanent. When you gamble with your time, you may be placing a bet you can’t cover. The problem is that when you focus on what is important, something will always be undeserved. Leaving some things undone is a necessary compromise for extraordinary results. But you can’t leave everything undone, sometime you need to counterbalance. The idea of counterbalance is that you never go so far that you can’t find your way back or stay so long that there is nothing waiting for you when you return. To achieve an extraordinary result you must choose what matters most and give it all the time it demands. This requires getting extremely out of balance in relation to all other work issues, with only infrequent counterbalancing to address them. In personal life, go short and avoid long periods where you’re out of balance. In professional life, go long and make peace with the idea that the pursuit of extraordinary results may require you to be out of balance for long periods. Extraordinary results demand that you set a priority and act on it. When you act on your priority, you’ll automatically go out of balance, giving more time to one thing over another. Be clear about your most important work priority so you can get it done. Then go home and be clear about your priorities there so you can get back to work. When you are supposed to be working, work, and when you are supposed to be playing, play.***
* ***BIG IS BAD: Mention big with achievement and their first thoughts are hard, complicated, and time-consuming. Difficult to get there and complex and intimidating is what they feel. How many ships didn’t sail because of the belief that the earth was flat? How much progress was impeded because man wasn’t supposed to breathe underwater, fly through the air, or venture into outer space? No one knows there ultimate ceiling for achievement. When you allow yourself to accept that big is about who you can become, you look at it differently. It’s about bold ideas that might threaten your comfort zones but simultaneously reflect your greatest opportunities. Thinking big is always essential to extraordinary result. Success requires action and action require thought. But the only actions that become springboards to succeeding big are those informed by big thinking to begin with. Everyone has the same amount of time, and hard work is simply hard work. As a result, what you do in the time you work determined what you achieve. And since what you do is determined by what you think, how big you think becomes the launching pad for how high you achieve. What you build today either empowers or restricts you tomorrow. On the journey to achieving big, you get bigger. Big stands for greatness- extraordinary results. Doing the right things with no limits attached. Don’t fear big. Fear mediocrity. Fear waste. Fear the lack of living your life to the fullest. If courage isn’t the absence of fear, but moving past it, then thinking big isn’t the absence of doubts, but moving past them. “People who are crazy enough to think they can change the world are the one who do.” –Apple Don’t fear failure. It would be accurate to say that we fail our way to success. Don’t let small thinking cut your life down to size. Think big, aim high, act bold. Big thoughts go nowhere without bold action.***

***The Simple Path To Productivity***

**The fact is we overthink, overplan, and overanalyze our careers, our businesses, and our lives; that long hours are neither virtuous nor health.**

**Actually success comes down to this: being appropriate in the moments of your life.**

**THE FOCUSING QUESTION**

**Mark Twain: The secret of getting ahead is getting started. The secret to getting started is breaking your complex overwhelming tasks into small manageable tasks and then starting on the first one. The quality of the answer is directly determined by the quality of the question. Anyone who dreams of an uncommon life eventually discovers there is no choice but to seek an uncommon approach to living it. What’s the ONE THING I can do such that by doing it everything else will be easier or unnecessary?**

**Extraordinary results happen by the choices we make and the actions we take.**

**THE SUCCESS HABIT:**

**Success is simple. Do What’s right, the right way, at the right time. – Arnold H. Glassow you know about habits. They can be hard to break—and hard to create. When we start and continue a way of thinking or a way of acting over a long enough periods, we’ve created a new habit. Make a habit of asking the focusing question.**

**“People do not decide their futures, they decide their habits and their habits decides their futures.” – F. M. Alexander**

**The path to great answers: Ask Big & Specific questions, for example: “What can I do to double sales in six months?” Now you have all the elements of a Great Question. It’s a big goal and it’s specific. You’re doubling sales, and that’s not easy. You also have a time frame of six months, which will be a challenge. You’ll need a big answer, outside the standard toolbox of solutions. Now to make it more powerful convert it into focusing question: “What’s the one thing I can do to double the sales in six months such that by doing it everything will become easier or unnecessary?”**

**Answer come in three categories: doable, Stretch, and possibility. The easiest answer you can seek is the one’s that’s already within reach of your knowledge, skills, and experience. With this type of solution you probably already know how to do it and won’t have to change much to get it. Think of it as “doable” and the most likely to be achieved. The next level up is a “stretch” answer. While this is still within your reach, it can be at the farthest end of your range. You’ll most likely have to do some research and study what others have done to come up with this answer. Doing it can be iffy since you might have to extend yourself to the very limits of your current abilities. Think of this as potentially achievable and probable, depending on your effort. If you want the most from your answer, you must realize that it lives outside your comfort zone. This is rare air. A possibility answer exists beyond what is already known and being done. The research of others and experience of others is the best place to start when looking for your answer. Armed with this knowledge, you can establish a benchmark, the current high-water mark for all that is known and being done. With a stretch approach this was your maximum, but now it is your minimum. It’s not all you’ll do, but it becomes the hilltop where you’ll stand to see if you can spot what might come next. This is called trending, and it’s the second step. You are looking for the next thing or if necessary, in an entire new direction. A new Answer requires a new behavior. The possibilities are unlimited.**

**Extraordinary Results: “Even if you are on the right track, you’ll get run over if you just sit there.” Purpose, priority, and productivity. Your big ONE thing is your purpose and your small ONE thing is the priority you take action on to achieve it. The most productive people start with purpose and use it like a compass. Productivity is driven by purpose and priority.**

**Live With Purpose: “Life isn’t about finding yourself. Life is about creating yourself.” Our purpose sets out our priority and our priority determines the productivity our actions produce. Who we are and where we want to go determine what we do and what we accomplish. There are five factors that contribute to our happiness: positive emotion and pleasure, achievement, relationships, engagement, and meaning. Of these engagement and meaning are the most important. Becoming more engaged in what we do by finding ways to make our life more meaningful is the surest way to finding lasting happiness. When our daily actions fulfill a bigger purpose, the most powerful and enduring happiness can happen. Happiness happens on the way to fulfillment. When you have a definite purpose for your life, clarity comes faster, which leads to more conviction in your direction, which usually leads to faster decisions. When you make faster decisions, you’ll often be the one who makes the first decision and winds up with the best choices. And when you have the best choices, you have the opportunity for the best experiences. Purpose also helps you when things don’t go your way. Life gets tough at times and there’s no way around that. Aim high enough, live long enough, and you’ll encounter your share of tough times. That’s okay. We all experience this. Knowing why you’re doing something provides the inspiration and motivation to give the extra perspiration needed to persevere when things go south.**

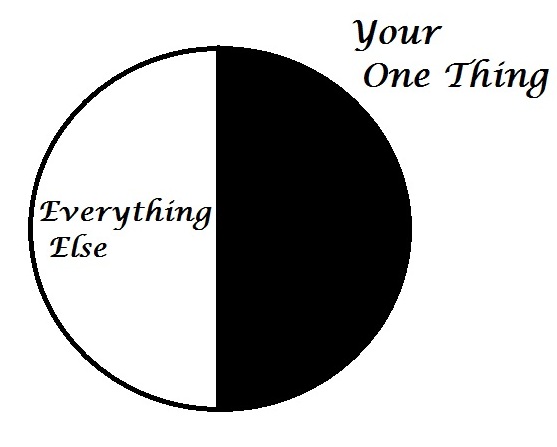
**LIVE BY PRIORITY: “Planning is bringing the future into the present so that you can do something about it now” – Alan Lakein**

**Live with purpose and you will know where you want to go. Live by priority and you’ll know what to do to get there. When each day begins, we each have a choice. We can ask, “What shall I do?” or “What should I do?” Without direction, without purpose, whatever you “shall do” will always get you somewhere. But when you’re going somewhere on purpose, there will always be something you “should do” that will get where you *must go*. When your life is on purpose, living by priority takes precedence. Priority is originated in the 14th** century from the Latin Prior, meaning “first”. If something *mattered the most* it was a “priority.” While we may pull up from the past or forecast the future, our only reality is the present moment. Right NOW is all we have to work with. Our past is but former now, our future a potential one. What you do in any given moment determines what you experience in the next. The problem is “ The farther away a reward is in future, the smaller the immediate motivation to achieve it. We need simple way of thinking to save us from ourselves, set the right priority, and move closer toward accomplishing our purpose. People tend to be overly optimistic about what they can accomplish, and therefore most don’t think things all the way through. Researchers call this the “Planning fallacy.”

Visualizing the process— breaking the big goal down into the steps needed to achieve it—helps engage the strategic thinking you need to plan for and achieve extraordinary results.

**Live For Productivity: “productivity isn’t about being a workhorse, keeping busy or burning the midnight oil…it’s more about priorities, planning, and fiercely protecting your time.” We are always doing something – working, playing, eating, sleeping, standing, sitting, and breathing. The question is never will we be doing something, but rather what that something is we’ll be doing. What we do define our lives more than anything else. In the end, putting together a life of extraordinary results simply comes down to getting the most out of what you do, when what you do matters. The most successful people are the most productive people. Productive people get more done, achieve better results, and earn far more in their hours than the rest. They do so because they devote maximum time to being productive on their top priority, their ONE thing.**

**Time Blocking: It is a way of making sure that what has to be done gets done. “Concentrate all your thought upon the work at hand. The sun’s rays do not burn until brought to focus.” If disproportionate results come from one activity, then you must give that one activity disproportionate time.**



**Everyday great salespeople generate leads, great programmers program, and great artist paint. Great success shows up when time is devoted every day to becoming great. Most people work on “clock” time – “It’s ten o’clock, I’ve to go to bed.” while others work on “event” time – “My work is done when it’s done.” The most productive people work on event time. They don’t quit until there ONE thing is done. The key to making this work is to block time as early in your day as you possibly can. Give yourself 30 minutes to an hour to take care of morning priorities, then move to you ONE Thing. Recommendation is to block four hours a day. Honestly it is the minimum. If you can do more, then do it.**

**“Efficiency is doing things right. Effectiveness is doing the right thing.” – Peter Drucker”**

**To experience extraordinary results, be a maker in the morning and a manager in the afternoon. Maker time require large blocks of the clock to write code, develop ideas, etc. The last priority you time block is planning time. This is when you reflect on where you are and where you want to go. Do your ONE Thing every day. Don’t break the chain. “Perseverance is not a long race; it is many short races one after another.”**

**Protect your Time: The world doesn’t know your purpose or priorities and isn’t responsible for them – you are. So it’s your job to protect your time blocks from all those who don’t know what matters most to you, and from yourself when you forget. The best way to protect your time blocks is to adopt the mindset that they can’t be moved. So, when someone tries to double-book you, just say, “I’m sorry, I already have an appointment at that time,” and offers other options. If the other person is disappointed then you are sympathetic but unmoved. The toughest part is navigating a high-level request. How do you say no to anyone important? One way is to say yes and then ask, “If I have that done by [a specific time in the future], would that work?” Most often, these requests are more about an immediate need to hand a task off than about a need for it to be done immediately, so the requester usually just wants to know it will get done, Sometimes the request is real, needs to be done now, and you must drop what you’re doing and do it. In this situation, follow the rule “If you erase, You must replace” and immediately reschedule your time block.**

**The last thing that can knock you off your time block is when you can’t free your mind. Life doesn’t simplify itself the moment you simplify your focus; there’s always other stuff screaming to be done. Always. So when stuff pops into your head, just write it down on a task list and get back to what you’re supposed to be doing. In other words, do a brain dump. Then put it out of sight and out of mind until its time comes.**

**Four proven ways to battle distraction:**

**1- Build a Bunker: Find somewhere to work that takes you out of the path of disruption and interruption. If you have an office, get a “Do not disturb” sign. If it has glass walls, install shaded, if you work in a cubicle, get permission to put up a folding screen. If necessary, go elsewhere.**

**2- Store provisions: Have any supplies, materials, snacks, or beverages you need on hand and, other than for a bathroom break, avoid leaving your bunker. A simple trip to the coffee machine can derail your day should you encounter someone seeking to make you a part of theirs.**

**3- Sweep for mines: Turn off your phone, shut down your e-mail, and exit your internet browser. Your most important work deserves 100 percent of your attention.**

**4- Enlist support: Tell those most likely to seek you out what you’re doing and when you’ll be available.**

**The people who achieve extraordinary results don’t achieve them by working more hours. They achieve them by getting more done in the hours they work.**

**THE THREE COMMITMENTS:**

**First, FOLLOW THE PATH OF MASTERY In one study, elite violinists had separated themselves from all others by each accumulating more than 10,000 hours of practice by age 20. Thus the 10,000 hour rule. Many elite performers complete their journey in about ten years, which, if you do the math, is an average of about three hours of deliberate practice a day, every day, 365 days a year. Now, if your ONE Thing related to work and you put in 250 workdays a tear (five days a week for 50 weeks), to keep pace on your mastery journey you’ll need to average four hours a day. Sounds familiar? You must adopt the mindset of someone seeking mastery. For extraordinary results, extraordinary effort is required. That’s the amount of time you need to block everyday for your ONE Thing. More than anything else, expertise tracks with hours invested. Time on a task, over time, eventually beats talent every time. The pursuit of mastery bears gifts.**

**Second, MOVE FROM “E” TO “P” you must continually seek the very best ways of doing things. “Are you doing this to simply do the best you can do, or are you doing this to do it the best it can be done?.” Many realize that although they are giving their best effort, they aren’t doing the best that could be done, because they aren’t willing to change what they are doing. The path of mastering something is the combination of not only doing the best *you* can do at it, but also doing it the best *it* can be done. When we roll out of bed in the morning and start tackling the day, we do so in one of two easy: Entrepreneurial (“E”) or Purposeful (“P”). Entrepreneurial is our natural approach. It’s seeing something we want to do or that needs to be done and racing off to do it with enthusiasm, energy, and our natural abilities. No matter the task, all the natural abilities has a ceiling of achievement, a level of productivity and success that eventually tops out. Highly productive people don’t accept the limitation of their natural approach as the final word on their success. When they hit a ceiling of achievement, they look for new models and systems, better ways to do things to push them through. They pause long enough to examine their options, they pick the best one, and then they’re right back at it. With a “P” mindset, you can achieve breakthrough and accomplish things far beyond your natural abilities. You must simply be willing to do whatever it takes. You can’t put limits on what you’ll do. You have to open to new ideas and new ways of doing things if you want breakthroughs in your life. A different result require doing something different. The purposeful approach says, “I’m still committed to growing, so what are my options?” You then use the focusing question to narrow those choices down to the next thing you should do. It could be to follow a new model, get a new system, or both. But be prepared. Implementing these may require new thinking, new skills, and even new relationships. Being purposeful is often about doing what comes “unnaturally,” but when you’re committed to achieving extraordinary results, you simply do whatever it takes anyway.**

**And last, LIVE THE ACCOUNTABILITY CYCLE you must be willing to be held accountable to doing everything you can to achieve you ONE Thing. There is an undeniable connection between what you do and what you get. Actions determine outcomes, and outcomes inform actions. Taking complete ownership of your outcomes by holding no one but yourself responsible for them is the most powerful thing you can do to drive your success. Accountable people achieve result others only dream of. When life happen, you can be either the author of your life or the victim of it. Highly successful people are clear about their role in the events of their life. Be open to new thinking, new skills, and new relationships. If the path to mastery is a commitment to be your best, being purposeful is a commitment to adopt the best possible approach.**

**THE FOUR THIEVES: Focus is a matter of deciding what things you’re not going to do.” – John Carmack**

**The four thieves are:**

**1- Inability to say “No”: The way to protect what you’ve said yes to and stay productive is to say no to anyone or anything that could derail you. The best way to succeed big is to go small. And when you go small, you say no—a lot. A lot more than you might have ever considered before. Remember, saying yes to your ONE Thing is your top priority. As long as you can keep this in perspective, saying no to anything that keeps you from keeping your time block should become something you can accept. You can say no with respect, you can say no promptly, and you can say no with a lead to someone who might say yes. But just saying yes because you can’t bear the short-term pain of saying no is not going to help you do the work. Your talent and abilities are limited resources. Your time is finite. If you don’t make your life about what you say yes to, then it will almost certainly become what you intended to say no to. “I don’t know the key to success, but the key to failure is trying to please everybody.”**

**2- Fear of Chaos: Messes are inevitable when you focus on just one thing. Focusing on one thing ONE Thing has a guaranteed consequence: other things don’t get done. Although that’s exactly the point, it doesn’t automatically make us feel any better about it. There will always be people and projects that simply aren’t a part of your biggest single priority but still matter. There will always be unfinished work and loose ends lying around to snare your focus. What so ever. It’s a thief to productivity. When you strive for greatness, chaos is guaranteed to show up. In fact, other areas of your life may experience chaos in direct proportion to the time you put in on your ONE Thing. It’s important for you to accept this instead of fighting it. “Anything you build on a large scale or with intense passion invites chaos.” In other words, get used to it and get over it.**

**3- Poor Health Habits: If you don’t take care of your body, where will you live? Personal energy mismanagement is a silent thief of productivity. People go for success by sacrificing their health. They stay up late, miss meals or eat poorly, and completely ignore exercise. Driven to hit goals, they think of cheating themselves is a good bet, but this gamble can’t pay off. It’s will make you less productive. It’s dangerous to assume that health and hearth will be just waiting for you to come back and enjoy anytime in the future. High achievement and extraordinary results require big energy. The trick is learning how to get it and keep it. When you get to work, go to work on your ONE Thing. If you’re like a person and have some morning priorities you must get done first, then give yourself an hour at most to do them. Don’t loiter and don’t slow down. Clear the decks and then get down to the business of doing what matters most. Around noon, take a break, have lunch, and turn your attention to everything else you can do before you head out for the day. Last in the evening when its time for bed, get eight hours of sleep. Highly Productive People Daily Plans: 1- Meditate 2- Eat right, exercise, and sleep sufficiently for physical energy. 3- Spend some time with the loved once for emotional energy 4- Set goal, plan, and calendar for mental energy. 5- Time block you ONE Thing for business energy. When you spend the early hours energizing yourself, you get pulled through the rest of the day with little additional effort.**

**4- Environment Doesn’t Support Your Goals: Your environment must support your goals. Anyone and anything at any given time can become a thief, diverting your attention away from your most important work and stealing your productivity right from under your nose. For you to achieve extraordinary results, the people surrounding you and your physical surroundings must support your goals. Every day, throughout your day, you come in contact with others and are influenced by them. Unquestionably, these individuals impact your attitude, your health – and ultimately, your performance. It’s a fact that you’re likely to pick up some of the attitudes of others by working with them, socializing with them, or simply being around them. If they’re generally not positive of fulfilled on the job or away from it, they’ll probably pass on some of their negativity. Attitude is contagious; it spreads easily. As strong as you think you are, no one is strong enough to avoid the influence of negativity forever. So, surrounding yourself with the right people is the right thing to do. No one succeeds alone and no one fails alone. Pay attention to the people around you. If your environment is full of distractions and diversions that before you can help yourself you’ve gotten caught doing something you shouldn’t you won’t get where you need to go. When you clear the path to success – that’s when you consistently get there. “I cannot believe that purpose of life is to be happy. I think the purpose of life is to be useful, to be responsible, to be compassionate. It is above all, to matter, to count, to stand for something, to have made some difference that you lived at all” – Leo Rosten**

**The Journey**

**“To get through the hardest journey we need take only one step at a time, but we must keep on stepping.” – Chinese Proverb When you lift the limit of your thinking, you expand the limits of your life. On your way to living a life worth living, doing your best to succeed at what matters most to you not only rewards you with success and happiness but with something even more precious. NO REGRETS. “Twenty years from now you will be more disappointed by the things that you didn’t do than by the ones you did do. So throw off the bowlines. Sail away from safe harbor. Catch the trade winds in your sails. Explore Dream. Discover.” – Mark Twain Go live your life. Live it fully, without fear. Live with purpose, give it your all, and never give up. Success is an inside job.**