1 - Pause - Hover above your world

* Slowing the spin - Reducing your forward momentum is the first step to freeing yourself from the beliefs, habits, feelings, and busyness that may be limiting you.
* The incredible power of brief pause - A brief pause will help you make a smarter next move.
* Stopping in order to speed up - Regular rest stops are useful interruptions. They will refuel your body and mind, naturally reorient your life towards what’s important to you and create the time and space to aim your efforts more accurately.
* Seeing the world as it is, not as you expect it to be. Confirmation bias – We look for data, behaviours and evidence that show us that things are the way we believe they should be – We look to confirm we are right. The world changes, we change – faster than we tend to notice. To maximize your potential, you need to peer through the expectations that limit you and your choices. You need to see the world as it is – and yourself as you are.
* Expanding your view of yourself. Life isn’t about some of you; it’s about all of you. Don’t negate, integrate.
* Susan Boyle – Recognizing your own potential. Don’t settle for being less than you are. It won’t serve other and it won’t serve you.
* Where do you want to land? Event -> reaction -> Outcome. Change to Event -> Outcome -> Reaction. Knowing what outcome you want will enable you to focus on what matters and escape the whirlwind of activity that too often leads nowhere fast.

2 - What is this year about? - Find your focus

* Choosing your next move at the intersection of the four elements.

1. Leverage your strengths
2. Embrace your weaknesses
3. Assert your differences
4. Pursue your passions.

Start experimenting from who you are and choose your next move – your focus for the year – at the intersection of 4 elements. That’s where your power lies.

* Leverage your strengths – Over the coming year play the game that is perfectly suited to your strengths.
* Embrace your weaknesses – Rather than avoid them, embrace your weaknesses and spend your time this year where they’re an asset instead of a liability.
* Assert your differences – Don’t waste your year and your competitive advantage trying to blend in.
* Pursue your passion (Desire) – One way to recover your passion is to pursue your desire. As you choose your focus for the year, pay less attention to “shoulds” and more attention to “wants”
* Pursue your passion (Persistence) Anyone can do anything as long as three condition exist –
  1. You want to achieve it
  2. You believe you can achieve it
  3. You enjoy trying to achieve it.

According to Gladwell ten thousand hours is the magic number to become the best at anything.

To hone in on your passion, think about what you love doing - whats important enough to you that you’re willing to persist over the year, even when it feels like you’re not succeeding at it.

* Pursue your passion (Ease) – Your year will be best spent doing work that you enjoy so much, it feels effortless. You’ll always work tirelessly at your passions – hard work will feel easier.
* Pursue your passion (Meaning) – Focus your year on the things that matter to you. On things that have specific meaning to you.
* Avoiding tunnel vision- Staying connected to your guideposts will help you avoid tunnel vision and keep you moving in the right direction.
* Avoiding surrender after failure – Failure is inevitable, useful and educational. Just don’t give up – stay focussed over the year and it will pay off.
* Avoiding paralysis – Everyone is driven by 3 things:
  1. Achievement (the desire to compete against increasingly challenging goals.)
  2. Affiliation(the desire to be liked/loved)
  3. Influence/Power, expressed in one of the 2 ways
     + Personalized ( the desire for influence and respect for yourself)
     + Socialized (the desire to empower others; to offer them influence and respect)

Don’t be paralyzed by an uncertain future, just keep moving.

* Avoiding the rush to judgement – The time to judge your successes or failures is never.
* Creating your annual focus – Focus your year on the five areas that will make the most difference in your life.

3 - What is this day about? - Get the right things done.

* Plan your day ahead so you can fly through it, successfully manoeuvring and moving towards your intended destination.
* Reduce your overwhelm by putting your tasks in an organized list, focussed on what you want to achieve for the year.
* To get the right things done, choosing what to ignore is as important as choosing what to focus.
* Using your calendar – If you really want to get something done, decide when and where you are going to do it.
* Never leave things on your to-do list for more than 3 days. They’ll just get in the way of what you really need to get done.
* The right kind of interruption can help you master your time and yourself. Keep yourself focused and steady by interrupting yourself hourly.
* Evening minutes, Reviewing and Learning –

1. How did the day go? What successes did I experience? What challenges did I endure?
2. What did I learn today? About myself? About others? What do I plan to do – differently or the same tomorrow?
3. Whom did I interact with? Anyone I need to update? Thank? Ask a question of? Share feedback with?

Spend a few minutes at the end of the each day thinking about what you learned and with whom you should connect. These minutes are the key to making tomorrow even better than today.

* Creating a Daily ritual –
  1. 5 Minutes – Your morning minutes – Plan ahead
  2. 1 Minute every hour – Refocus
  3. 5 Minutes – Your evening minutes

Just 18 minutes a day can save you hours of inefficiency. The trick is to choose your focus deliberately and wisely, and then consistently remind yourself of that focus throughout the day.

4 - What is this moment about? - Mastering distraction.

* Create an environment that naturally compels you to do things you want to do.
* You need to be motivated for only a few seconds. Know where you’re vulnerable and you’ll know when you need to turn it on.
* Fun reduces our need to motivate ourselves because fun is motivating.
* Fear can be a useful catalyst to change – then pleasure sustains it. If you need help getting yourself going, don’t choose one or the other. Choose one before the other.
* A good story – one you feel deeply about and in which you see yourself – is tremendously motivating. Make sure the story you tell about yourself (sometime only to yourself) inspires you to move in the direction you want to move.
* Your mind can help you move forward or can get in the way. Choose the fantasy world that supports you.
* Saying Yes appropriately

1. Am I the right person?
2. Is this the right time?
3. Do I have enough information?

Resist the temptation to say yes too often.

* When you say no, mean it, and you won’t needlessly lose your time.
* Knowing when to say something – Don’t wait too long to bring something up. People can only respect boundaries they know are there. “I’ve noticed something 3 times and I want to discuss it with you”
* A few minutes of transition time can help make your next task shorter, faster and more productive for you and others.
* When you shorten transition time, you create a boundary that helps you and others adjust to a new reality.
* Distraction used intentionally can be an asset.
* We don’t actually multitask, we switch task. And its inefficient, unproductive and sometimes even dangerous. Resist the temptation.
* The world does not reward perfection. It rewards productivity.
* “Why won’t this work for you” – Imperfection.