

THE **5 CHOICES**[®]
to extraordinary productivity

PARTICIPANT GUIDEBOOK



THE **5** CHOICES[®]

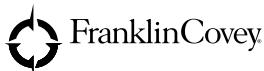
to extraordinary productivity

Name

Date

The crime which bankrupts men and nations is that of turning aside from one's main purpose to serve a job here and there.

—Ralph Waldo Emerson



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We help organizations achieve results that require a change in human behavior. Our expertise is in seven areas: Leadership, Execution, Productivity, Trust, Sales Performance, Customer Loyalty, and Education.

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0617S

30% Post-Consumer Fiber.

FOUNDATION

BECOME EXTRAORDINARY

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Today's Reality

THE PARADOX

In today's world, it's both easier and harder than ever to achieve extraordinary productivity.

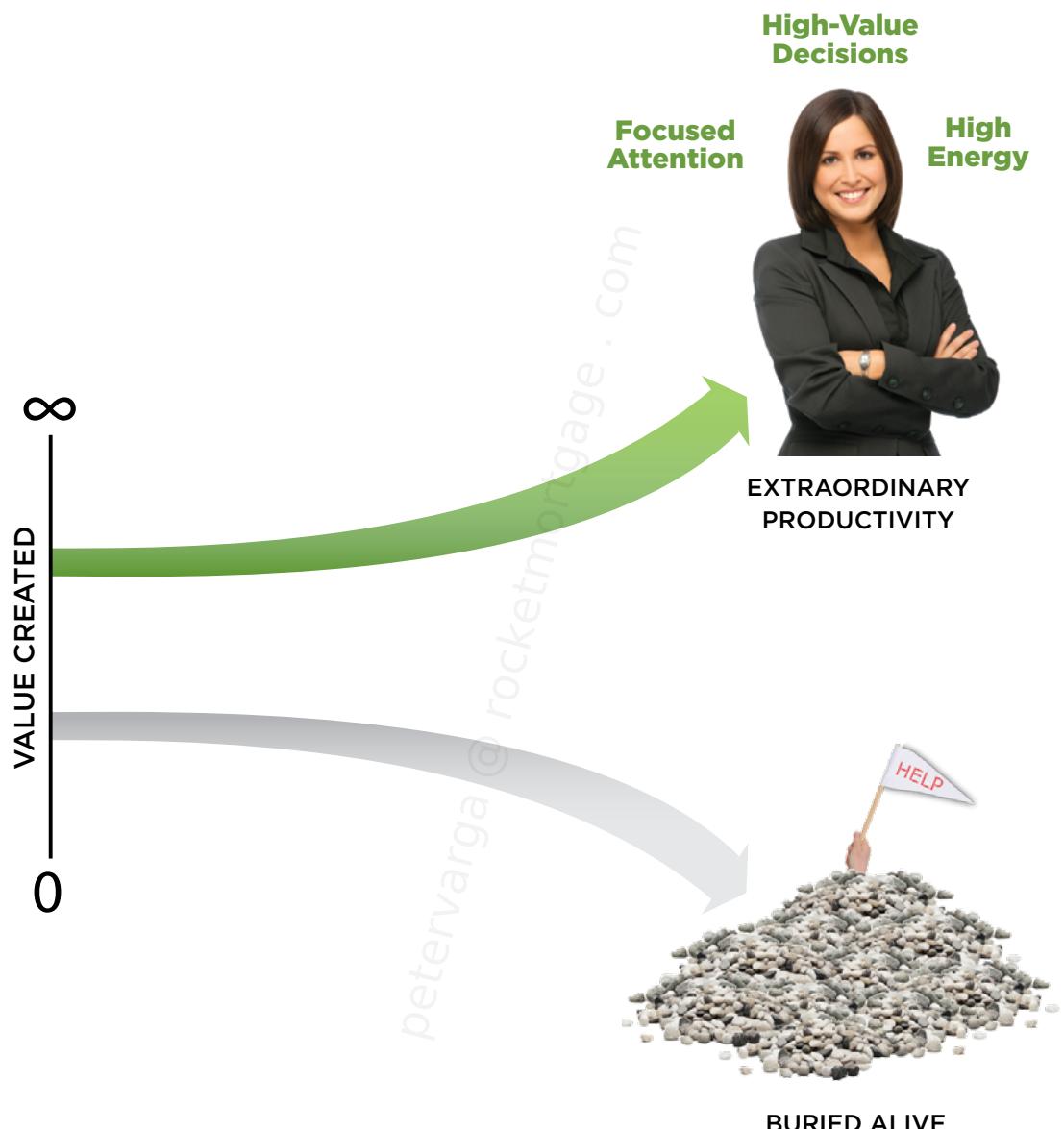
THE PREMISE

We all have the potential to do extraordinary things.

THE PROMISE

There are 5 Choices that, when consistently made, ensure you will achieve extraordinary productivity in your work and life.

Extraordinary Productivity



"Extraordinary productivity is not just about time management, it's about managing your decisions, attention, and energy."

—Leigh Stevens

What's at Stake?

- 1 What one thing could you do—that you're not doing now—that would make a huge difference in your professional life and personal life?

PROFESSIONAL

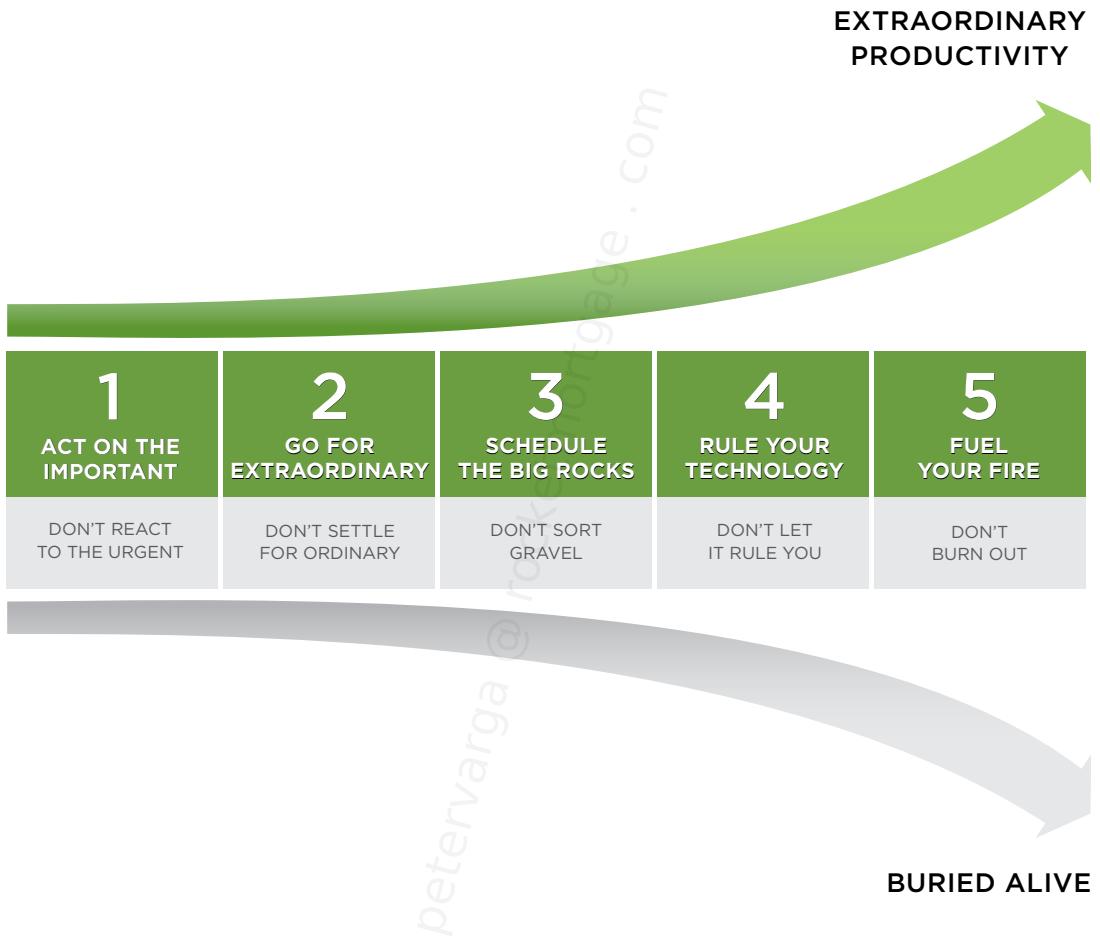
PERSONAL

- 2 What would be the value of accomplishing those things?

PROFESSIONAL

PERSONAL

The 5 Choices to Extraordinary Productivity



“The extraordinary is not the birthright of a chosen and privileged few, but of all people.”

—Paulo Coelho

The 5-Week Quickstart



CHOICE 1

ACT ON THE IMPORTANT

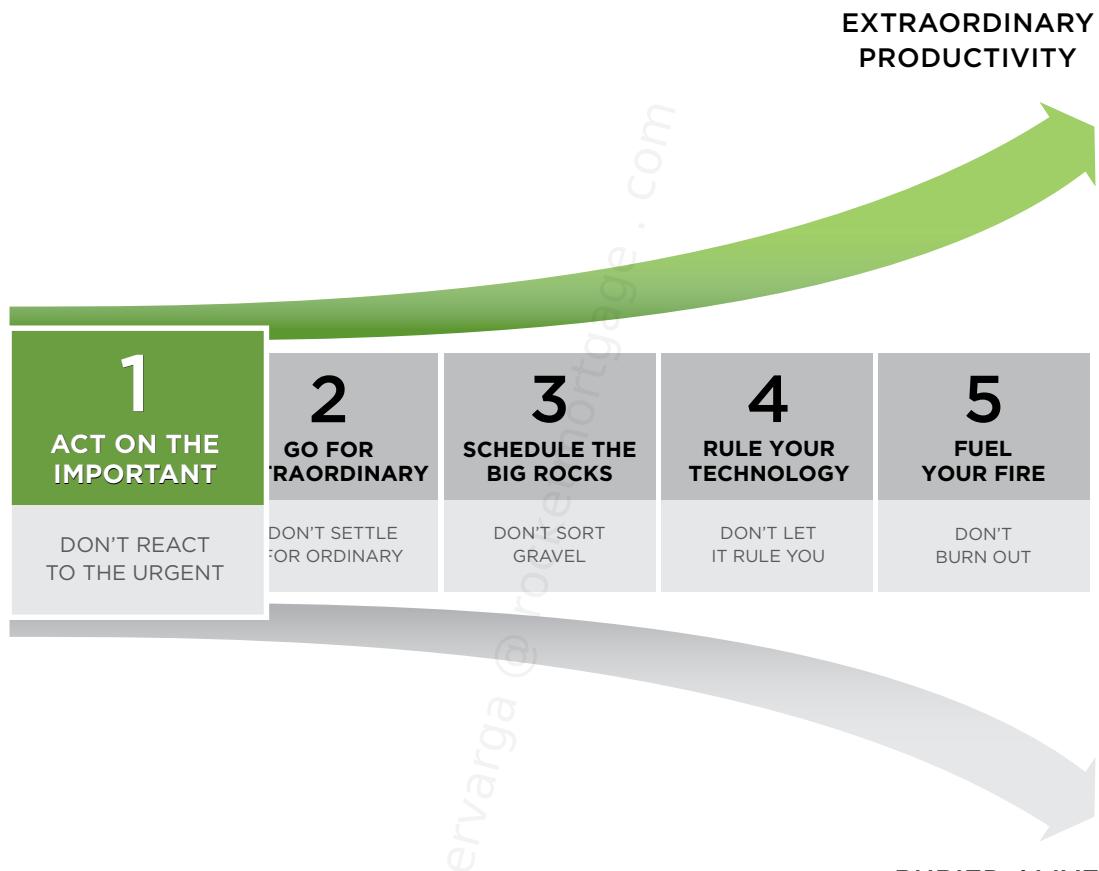


don't react to the urgent

CHOICE 1

Choice 1: Act on the Important, Don't React to the Urgent

CHOICE 1



TIMELESS...

"All that glitters is not gold."

—William Shakespeare

TIMELY...

"So many of us spend our waking hours getting things done without ever stopping to ask, 'Are these the right things to be doing?'"

—Dr. Kathleen Nadeau

Choice 1: Overview

PARADIGM

Act on the Important



PRINCIPLE

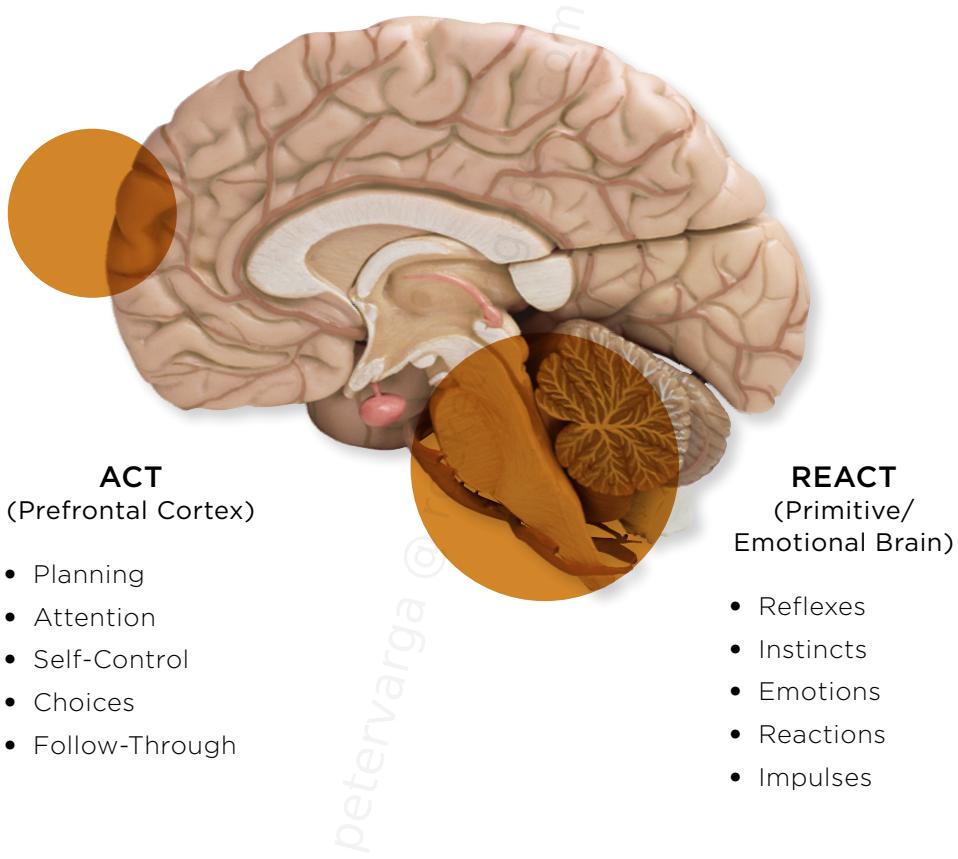
Discernment: The use of insight and understanding in making a choice.

BEHAVIORS

- Discern the important from the less important.
- Create a Q2 culture.
 - Build a common language.
 - Say no to the less important.

Brain Attack!

UNDER ATTACK!



"The brain does certain things automatically, but there's also an executive control system. In our culture, we can be on automatic pilot, reacting to the world around us without giving it much thought. If we don't keep the executive brain engaged, we could be doing the wrong things."

—Dr. Walter Schneider

Discern the Important From the Less Important

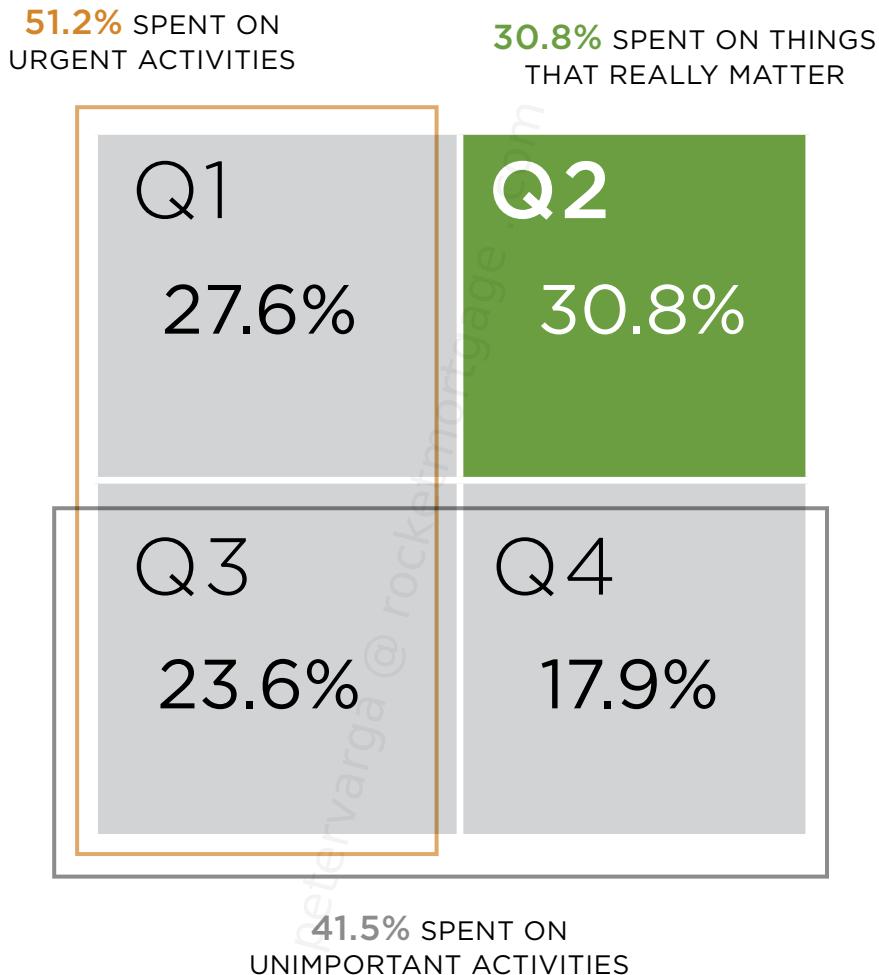
THE TIME MATRIX®



The Return on Q2



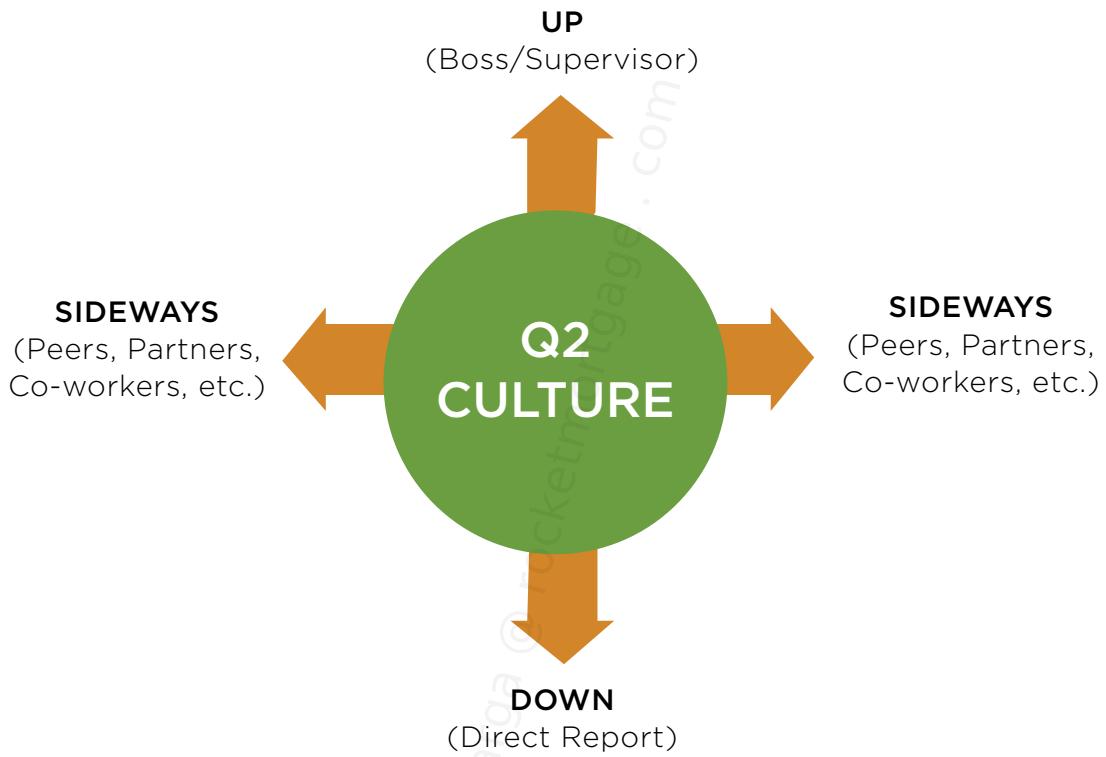
The Time Matrix® Global Average*



What would be the **value** of taking the time and energy you spend in the other quadrants and **putting it into Q2?**

*The Time Matrix® Survey: 351,607 respondents over six years.

Create a Q2 Culture



"A culture is how people communicate and work together over time, even if it's just you and one other person. This is something you can influence. The key is to establish a shared language of importance based on the Time Matrix®."

—Kory Kogon

Build a Common Language



Is this a Q2 activity?

What Q3 activities can we get rid of,
so we can spend more time in Q2?



This feels more like a Q3;
why is this a Q1?



What could we do in Q2 to avoid Q1s
like this in the future?



The Q2 Conversation

Q2 CONVERSATION STARTER

Instructions:

1. Review the Time Matrix® with your boss, co-workers, or team.
2. Assign current tasks, projects, and activities to their appropriate quadrants.
(Are they a Q1? Q2? Q3? Q4?)



1. Identify the top two to three Q2 activities that could make a significant impact on your team or organizational goals.

2. Determine the value of those Q2 activities (impact on the bottom line, customer loyalty, problem prevention, key relationships).

3. Identify two to three Q3 activities that hinder these Q2 activities and discuss how to eliminate them.

Say No to the Less Important



IS IT IMPORTANT?
(PAUSE, CLARIFY, DECIDE)

SAMPLE CLARIFYING QUESTIONS:

- “When does this activity really need to be done?”
- “Is there another resource or method to get this activity done?”
- “What is the potential impact of this activity on our most important goals?”
- “Which of all my priorities is most important to do now?”

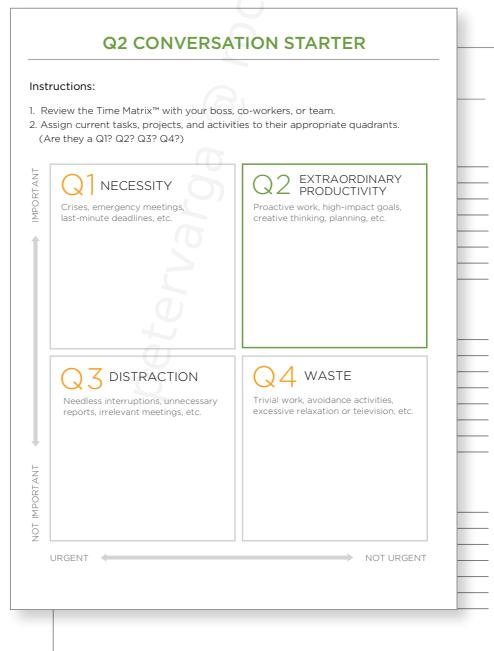
YOUR CLARIFYING QUESTIONS:

5-Week Quickstart Commitments

Schedule these commitments in your 5-Week Quickstart:

- 1 Have a Q2 Conversation with your boss.
- 2 Have a Q2 Conversation with your co-workers or team.

Use the Q2 Conversation Starter tool in the “Resources” section to keep those commitments.



NOTES

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CHOICE 2

GO FOR EXTRAORDINARY

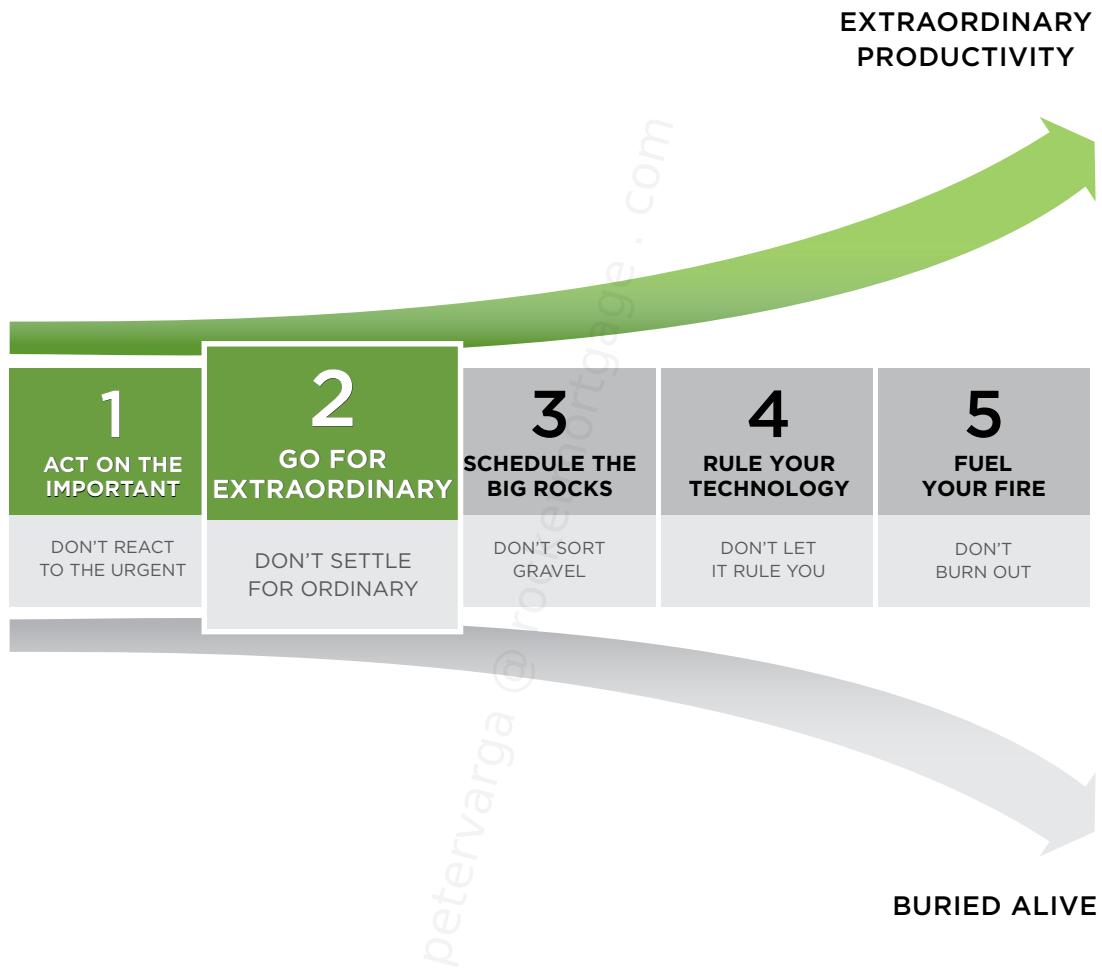


don't settle for ordinary

CHOICE 2

Choice 2: Go for Extraordinary, Don't Settle for Ordinary

CHOICE 2



TIMELESS...

"The unexamined life
is not worth living."

—Socrates

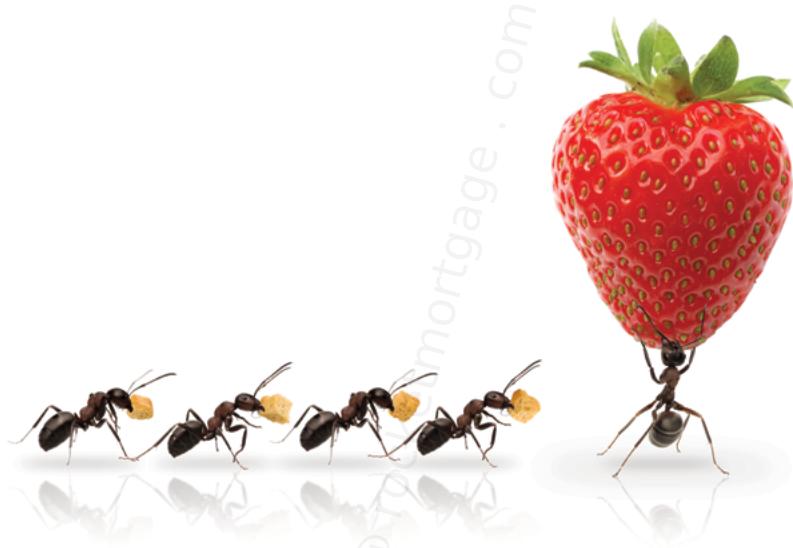
TIMELY...

"Any of the brain's 100 or so billion neurons can potentially communicate with any other...in an infinite number of associations. But if you can't focus, your brain remains stunted and incapable of achieving its true potential."

—Dr. Richard Restak

PARADIGM

Go for Extraordinary



PRINCIPLE

Potential: The latent capacity to do something great.

BEHAVIORS

- Identify your Q2 Roles.
- Craft Q2 Role Statements.
- Set Q2 Goals.

Identify Your Q2 Roles

YOUR Q2 ROLES...

- 1 Represent key responsibilities and relationships.
- 2 Should be limited to a few (five to seven).
- 3 Express your deepest values and highest aspirations.
- 4 Create a balanced perspective of your life.
- 5 Change over time.



"Succeeding in something hard is more pleasurable,
gives greater satisfaction and happiness,
and increases your overall sense of well-being."

—Dr. Heidi Grant Halverson

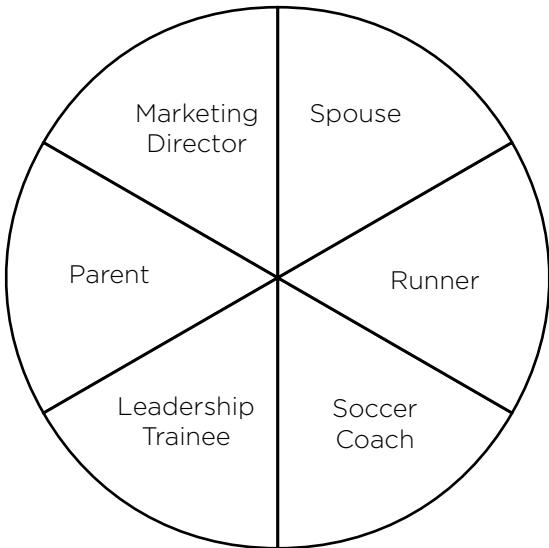
Sample Roles

Administrator
Architect
Artist
Assistant
Athlete
Brother
Caregiver
CFO
Challenger
Chairperson
Chef
Citizen
Client
Coach
Colleague
Companion
Consultant
Consumer
Contractor
Cook

Counselor
Daughter
Designer
Editor
Energizer
Executive
Explorer
Friend
Gardener
Grandparent
Influencer
Inventor
Investor
Leader
Manager
Mentor
Musician
Neighbor
Nurse
Owner

Parent
Partner
Patron
Peacemaker
Programmer
Reporter
Salesperson
Sister
Son
Spouse
Supervisor
Supporter
Teacher
Teammate
Technician
Trainer
Traveler
Vice-president
Volunteer
Writer

Sample Roles



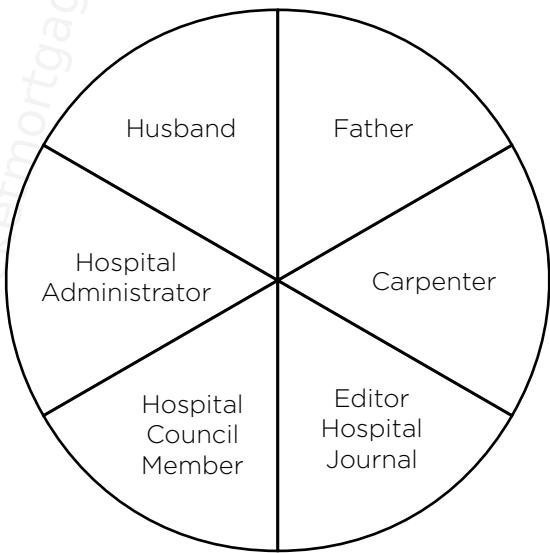
JENNIFER



betevarga @ flickr.com

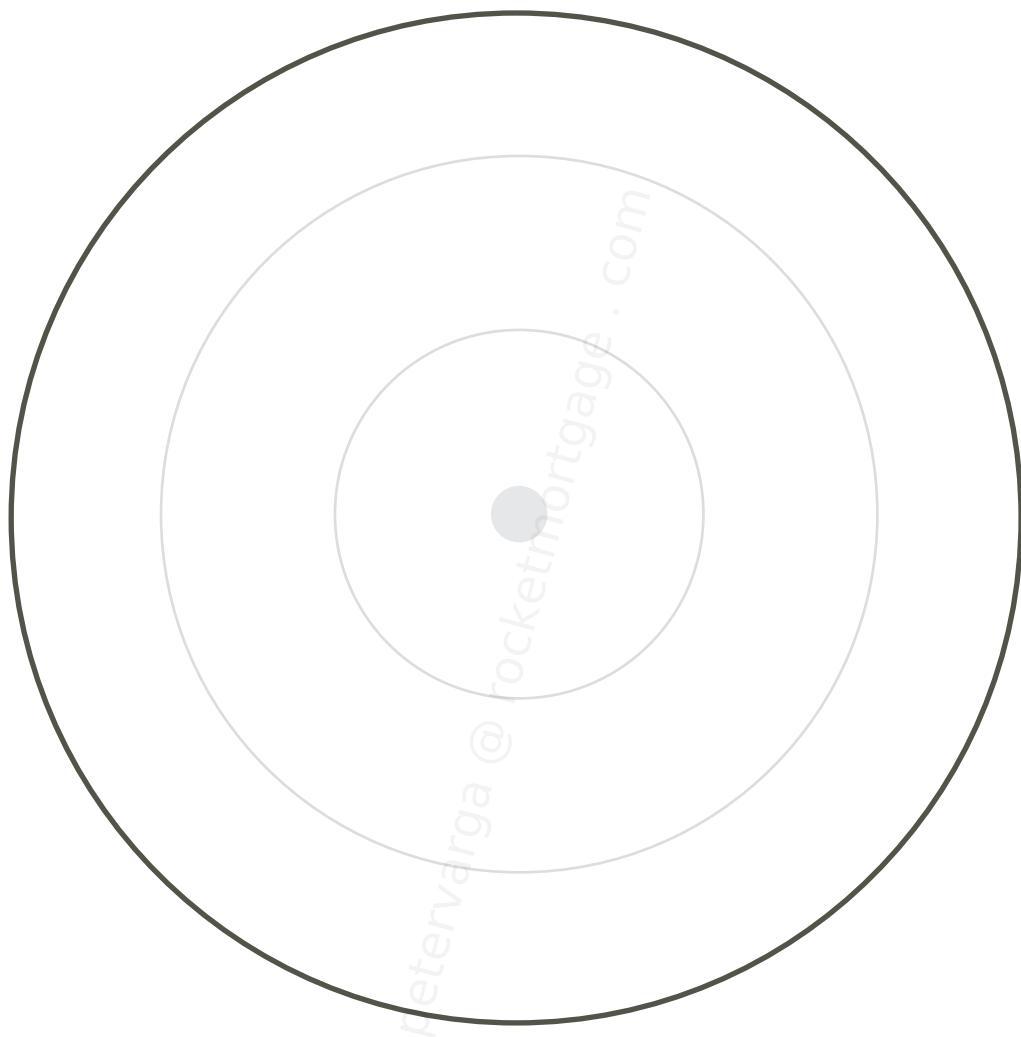


ANTHONY



AKI

Evaluating Your Roles



UNDERPERFORMING

I'm not doing what I should in this role and haven't spent much time or energy on it.

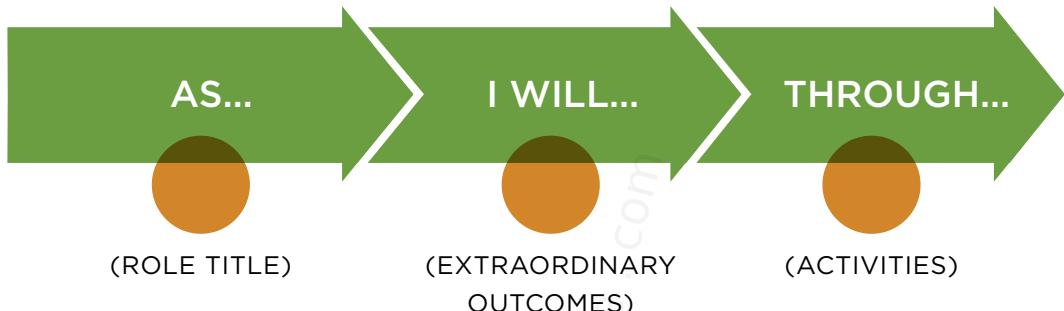
ORDINARY

I do what is expected in this role.

EXTRAORDINARY

I'm excited about the valuable contribution I am making in this role.

Craft Q2 Role Statements



ORDINARY



JENNIFER

Marketing
Director
(Work)

EXTRAORDINARY

BUSINESS CATALYST

As a business catalyst, **I will** build a trusted, reputable brand that attracts a new, younger market **through** innovative products distributed powerfully via social media as well as traditional channels.

Spouse
(Personal)

STEVE'S BEST FRIEND

As Steve's best friend, **I will** show my unconditional love and support **through** regularly communicating my feelings for him and helping him achieve his life goals.

Sample Q2 Role Statements

ORDINARY

EXTRAORDINARY



ANTHONY

Hospital
Administrator
(Work)

No Role!
(Personal)



AKI

Retail Store
Manager
(Work)

Volunteer
(Personal)

PATIENT/STAFF ADVOCATE

As a Patient/Staff Advocate, **I will** inspire our medical team to do their best for patients **through** continuous, measurable improvement of every key process from admission to post-discharge care.

HEALTHY EATER

As a healthy eater, **I will** stay consistently energized all day **through** eating two to three servings of fruits/vegetables, drinking at least six glasses of water, and avoiding foods with saturated fats and simple carbs.

SENIOR FASHION CONSULTANT

As a Senior Fashion Consultant, **I will** build a unique, creative, award-winning store **through** constant attention to the needs and desires of my customers and staying current on the latest trends and merchandising strategies.

FUNDRAISER FOR LEUKEMIA

As a fundraiser for leukemia, **I will** make a significant contribution to conquering this disease **through** serving as the annual walkathon organizer.

Your Q2 Role Statement: Work

ROLE:

What do I see myself doing and achieving in this role?

Who are the people I most influence when I'm in this role?

What would I want those people to say about me (my actions, performance, results, achievements)?

Q2 Role and Goals: Work

Q2 ROLE AND GOALS WORKSHEET

1. Q2 ROLE STATEMENT



AS... (Role Title)

I WILL... (Extraordinary Outcomes)

THROUGH... (Activities)

2. Q2 GOALS

FROM X TO Y BY WHEN

Your Q2 Role Statement: Personal

ROLE:

What do I see myself doing and achieving in this role?

Who are the people I most influence when I'm in this role?

What would I want those people to say about me (my actions, performance, results, achievements)?

Q2 Role and Goals: Personal

Q2 ROLE AND GOALS WORKSHEET

1. Q2 ROLE STATEMENT



AS... (Role Title)

I WILL... (Extraordinary Outcomes)

THROUGH... (Activities)

2. Q2 GOALS

FROM X TO Y BY WHEN

Jennifer's Extraordinary Q2 Roles



ORDINARY

EXTRAORDINARY

Marketing
Director

BUSINESS CATALYST

As a business catalyst, **I will** build a trusted, reputable brand that attracts a new, younger market **through** innovative products distributed powerfully via social media as well as traditional channels.

Spouse

STEVE'S BEST FRIEND

As Steve's best friend, **I will** show my unconditional love and support **through** regularly communicating my feelings for him and helping him achieve his life goals.

Leadership
Trainee

INSPIRING MENTOR

As an inspiring mentor, **I will** learn how to lead others **through** unleashing their natural talents and potential.

Parent

MOM TO OLIVIA AND ETHAN

As mom to Olivia and Ethan, my heart is open to each one. **I will** nurture their character and abilities to the fullest **by** giving them dedicated one-on-one time.

Soccer Coach

TEAM'S BIGGEST FAN

As my team's biggest fan, **I will** boost the confidence of each young player **through** discovering, cultivating, and recognizing their individual strengths.

Runner

HUMAN BULLET

As a human bullet, **I will** build my strength and endurance for the future **by** running competitively in every race I enter—not just to finish, but to win if I can.

Set Q2 Goals

FROM X TO Y BY WHEN



JENNIFER

Q2 ROLE STATEMENT

As a Business Catalyst, I will build a trusted, reputable brand that attracts a new, younger market through innovative products distributed powerfully via social media as well as traditional channels.

Q2 GOALS

- Launch a social-media campaign to generate \$1.3 million by December 31.
- Increase our customer-loyalty score from 45 to 65 by December 31.

Q2 ROLE STATEMENT

As Steve's best friend, I will show my unconditional love and support through regularly communicating my feelings for him and helping him achieve his life goals.

Q2 GOALS

- Go on 52 meaningful dates this year.

Set Q2 Goals (continued)

FROM X TO Y BY WHEN



ANTHONY

Q2 ROLE STATEMENT

As a healthy eater, I will stay consistently energized all day through eating two to three servings of fruits/vegetables, drinking at least six glasses of water, and avoiding foods with saturated fats and simple carbs.

Q2 GOALS

Reduce cholesterol from 220 to 180 by the start of summer.



AKI

Q2 ROLE STATEMENT

As a Senior Fashion Consultant, I will build a unique, creative, award-winning store through constant attention to the needs and desires of my customers and staying current on the latest trends and merchandising strategies.

Q2 GOALS

Win Creative Entrepreneur Award next year.

5-Week Quickstart Commitments

Schedule these commitments in your 5-Week Quickstart:

- 1 Complete your Q2 Roles Statements.
- 2 Complete your Q2 Goals.

Use the Q2 Role and Goals Worksheet included in the “Resources” section to keep these commitments.

Q2 ROLE AND GOALS WORKSHEET

1. Q2 ROLE STATEMENT AS... I WILL... THROUGH...

AS... (Role Title)

I WILL... (Extraordinary Outcomes)

THROUGH... (Activities)

2. Q2 GOALS FROM X TO Y BY WHEN

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CHOICE 3

SCHEDULE THE BIG ROCKS



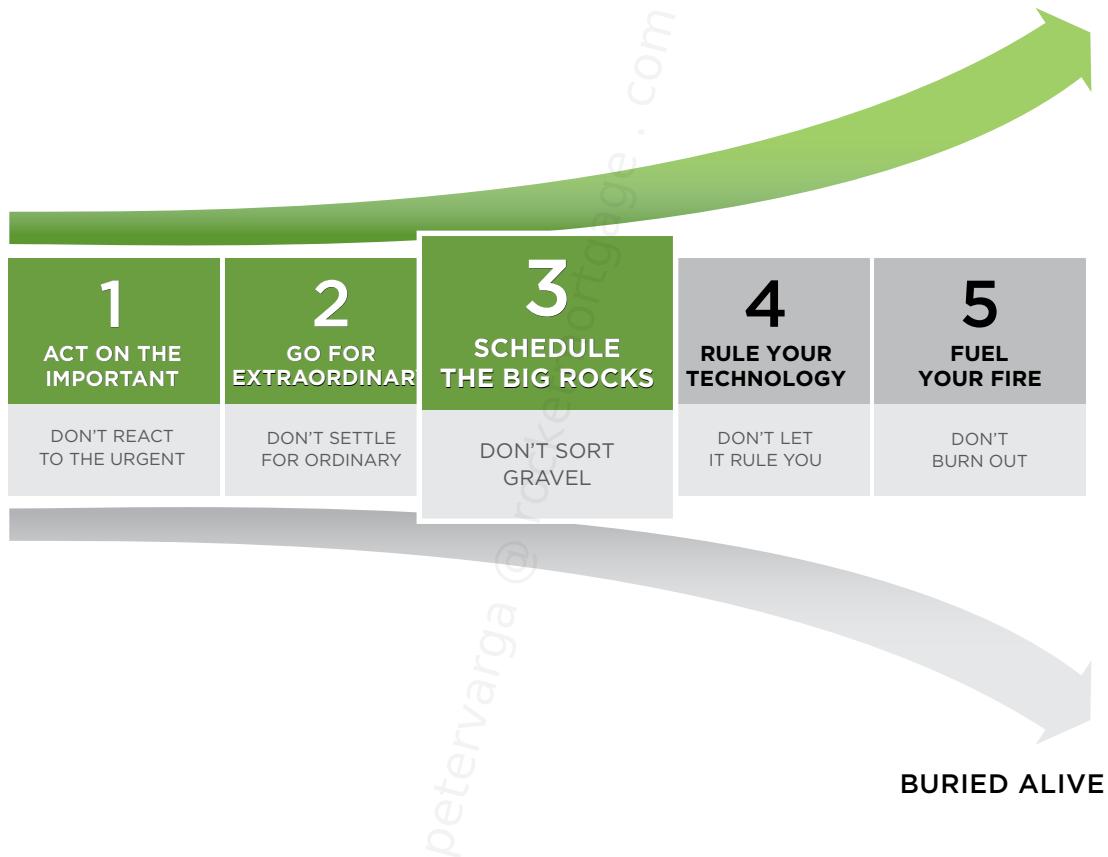
don't sort gravel

CHOICE 3

Choice 3: Schedule the Big Rocks, Don't Sort Gravel

EXTRAORDINARY
PRODUCTIVITY

CHOICE 3



TIMELESS...

"A man who does not plan will find trouble at his door."

—Confucius

TIMELY...

"When people engage in the right kind of planning, their success rates go up on average between 200 and 300 percent."

—Dr. Heidi Grant Halvorson

PARADIGM

Schedule the Big Rocks



PRINCIPLE

Priority: Higher in importance; worthy of specific attention.

BEHAVIORS

- Create a Master Task List.
- Do Weekly Q2 Planning.
- Do Daily Q2 Planning.

Create a Master Task List

Instructions:

1. Record here everything you need to do in the upcoming week—tasks, errands, appointments and calls you should make, messages you should send, etc.

The form consists of two columns of ten horizontal lines each, intended for writing tasks. A vertical line separates the two columns. A watermark with the text "bettervalga @ rocketmortgage.com" is printed diagonally across the page.

2. Put a check mark next to each task that relates clearly to your Q2 Roles and Q2 Goals.

Do Weekly Q2 Planning

TAKE AT LEAST **30** MINUTES TO...



The Big Rocks Question: “What are the one or two most important things I can do in this role this week?”

(Consider your Q2 Roles, Q2 Goals,
and Master Task List.)



Jennifer's Weekly Q2 Planning



Q2 ROLE AND GOALS WORKSHEET

1. Q2 ROLE STATEMENT AS... → I WILL... → THROUGH...

AS... (Role Title)
A Business Catalyst

I WILL... (Extraordinary Outcomes)
Build a trusted, reputable brand that attracts a new, younger market

THROUGH... (Activities)
Innovative products distributed powerfully via social media as well as traditional channels

2. Q2 GOALS FROM X TO Y BY WHEN

Launch a social-media campaign to generate \$13 million by Dec 31
Increase our customer-loyalty score from 45 to 65 by Dec 31



Ask the Big Rocks Question: "What are the one or two most important things I can do in this role this week?"

WORK ROLE:

Business Catalyst

THIS WEEK'S BIG ROCKS:

- 1 Attend an online class about marketing software through social media.
- 2 Prepare a proposal based on research findings.

PERSONAL ROLE:

Steve's Best Friend

THIS WEEK'S BIG ROCKS:

- 1 Order concert tickets for Saturday night.

3
ORGANIZE
the rest

MASTER TASK LIST

- Run
- Order tickets
- Call Sarah
- Get Eastern Region customer data
- Team meeting

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5 A.M.	Run		Run		Run	Run
6		India calls		India calls		
7						
8	Team meeting		Proposal	Finish client report	Review product launch-Liam and Ren	
9						Soccer practice
10						
11		Review graphics	Online class	Online class		
NOON						
TASKS	Order tickets	Write report Return recorder	Go to bank Follow up with Adam	Call Sarah		

Anthony's Big Rocks for the Week

WORK ROLE:

Patient/Staff Advocate

THIS WEEK'S BIG ROCKS:

- 1 Meet with staff about reducing hospital infection rate.
- 2 Plan a celebration for the lab for meeting the improvement goal.

PERSONAL ROLE:

Healthy Eater

THIS WEEK'S BIG ROCKS:

- 1 Clean out the candy drawer; replace it with fruits and nuts.
- 2 Hold a family meeting about a grocery shopping list.



Aki's Big Rocks for the Week

WORK ROLE:

Senior Fashion Consultant

THIS WEEK'S BIG ROCKS:

- 1 Plan a trip to the London fashion week.
- 2 Apply for the Creative Entrepreneur Award.

PERSONAL ROLE:

Fundraiser for Leukemia

THIS WEEK'S BIG ROCKS:

- 1 Distribute flyers to 10 local businesses.
- 2 Find five volunteers for the day of the walkathon.



Your Big Rocks for the Week



The Big Rocks Question: “What are the one or two most important things I can do in this role this week?”

Consider your Q2 Roles, Q2 Goals (pages 33 and 35), and Master Task List (page 44).

WORK ROLE:

THIS WEEK'S BIG ROCKS:

- 1
- 2
- 3

PERSONAL ROLE:

THIS WEEK'S BIG ROCKS:

- 1
- 2
- 3

Your Weekly Q2 Planning

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5 A.M.							
6							
7							
8							
9							
10							
11							
NOON							
1							
2							
3							
4							
5							
6							
7							
8							
9 P.M.							
TASKS							

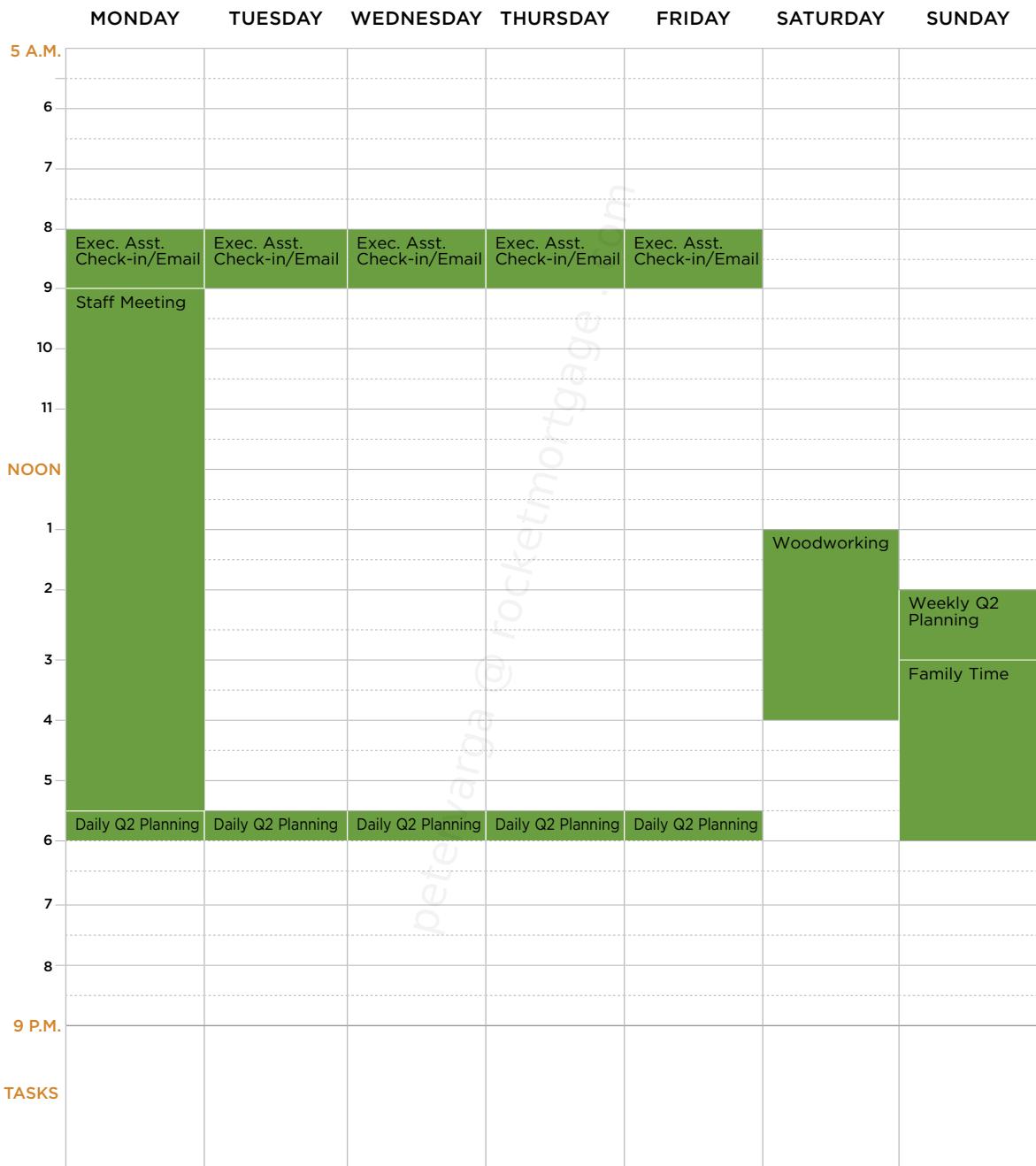
Your Q2 Time Zones

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5 A.M.							
6							
7							
8							
9							
10							
11							
NOON							
1							
2							
3							
4							
5							
6							
7							
8							
9 P.M.							
TASKS							

Jennifer's Q2 Time Zones



Anthony's Q2 Time Zones



Aki's Q2 Time Zones

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5 A.M.							
NOON					Inventory		
1 P.M.	Lunch Hour	Lunch Hour	Lunch Hour	Lunch Hour	Lunch Hour		
2 P.M.	Daily Q2 Planning	Daily Q2 Planning	Daily Q2 Planning	Daily Q2 Planning	Daily Q2 Planning		
3 P.M.							
4 P.M.							
5 P.M.							
6 P.M.					Weekly Q2 Planning		
7 P.M.							
8 P.M.	Merchandising Class		Merchandising Class				
9 P.M.							
TASKS							

5 A.M. tasks: Display Setup (Monday), Pilates Classes (Tuesday, Thursday). NOON tasks: Lunch Hour (Monday-Friday), Daily Q2 Planning (Monday-Friday). 1 P.M. tasks: Inventory (Friday). 2 P.M. tasks: Fundraiser Preparation (Saturday). 3 P.M. tasks: Weekly Q2 Planning (Wednesday). 8 P.M. tasks: Merchandising Class (Monday, Wednesday).

Do Daily Q2 Planning

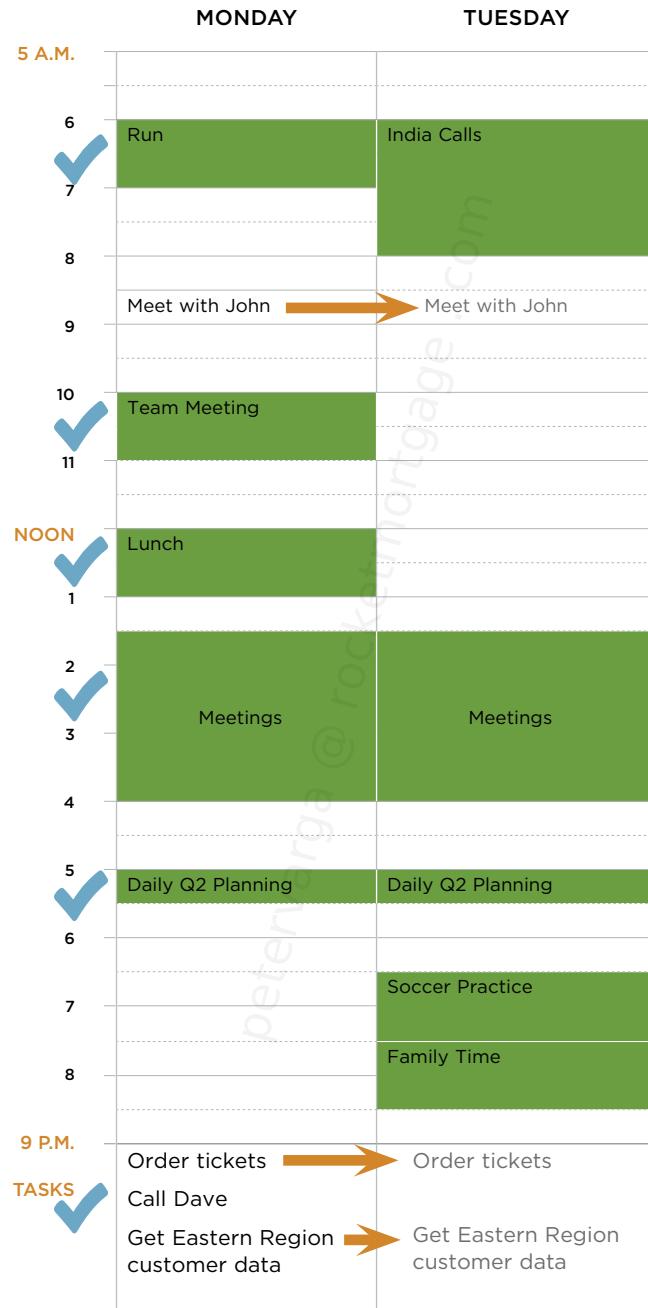
TAKE AT LEAST **10** MINUTES TO...



- Review tasks and appointments.
- Capture the gold.



Review Tasks and Appointments

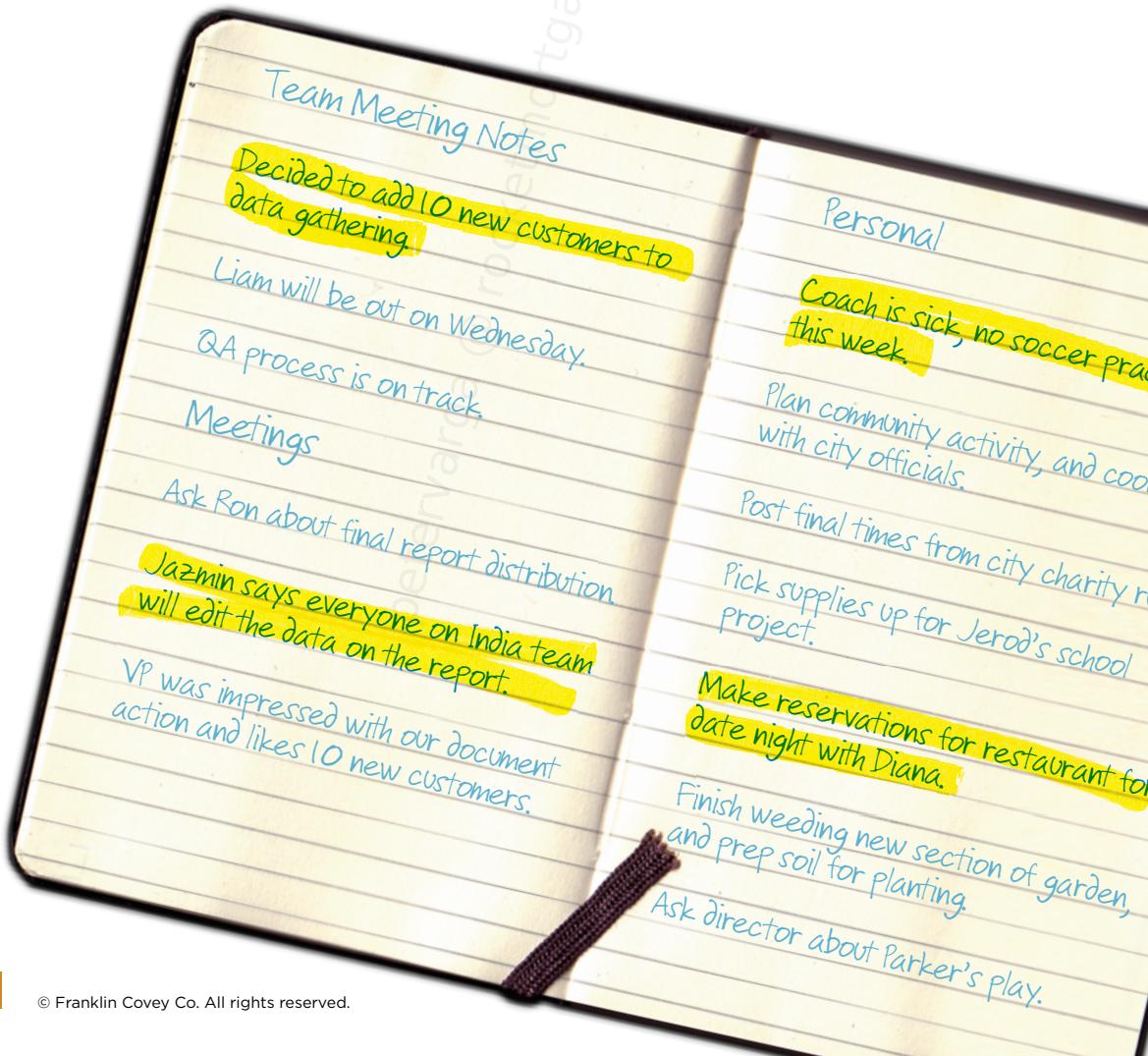


Capture the Gold

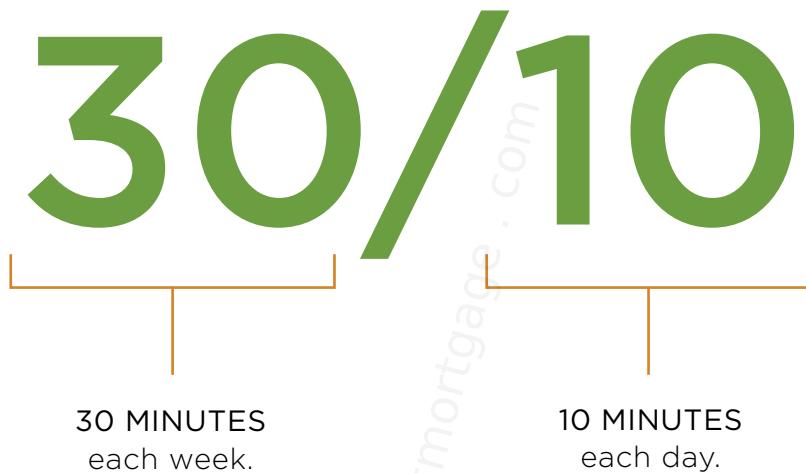
Review the day and ask...

- What did I learn today?
- What decisions were made?
- What key information did I receive?
- What key people did I interact with?
- What actions need to be taken?

Highlight these things in your notes or record them for later use.



The 30/10 Promise



The time you spend in Q2 Planning **transforms** the time you spend **everywhere else**.



5-Week Quickstart Commitments

Schedule these commitments in your 5-Week Quickstart:

- 1 Do 30 minutes of Weekly Q2 Planning each week.
- 2 Do 10 minutes of Daily Q2 Planning each day.

Use the following processes to keep these commitments:

WEEKLY Q2 PLANNING

TAKE AT LEAST **30** MINUTES TO...



DAILY Q2 PLANNING

TAKE AT LEAST **10** MINUTES TO...



CHOICE 4

RULE YOUR TECHNOLOGY

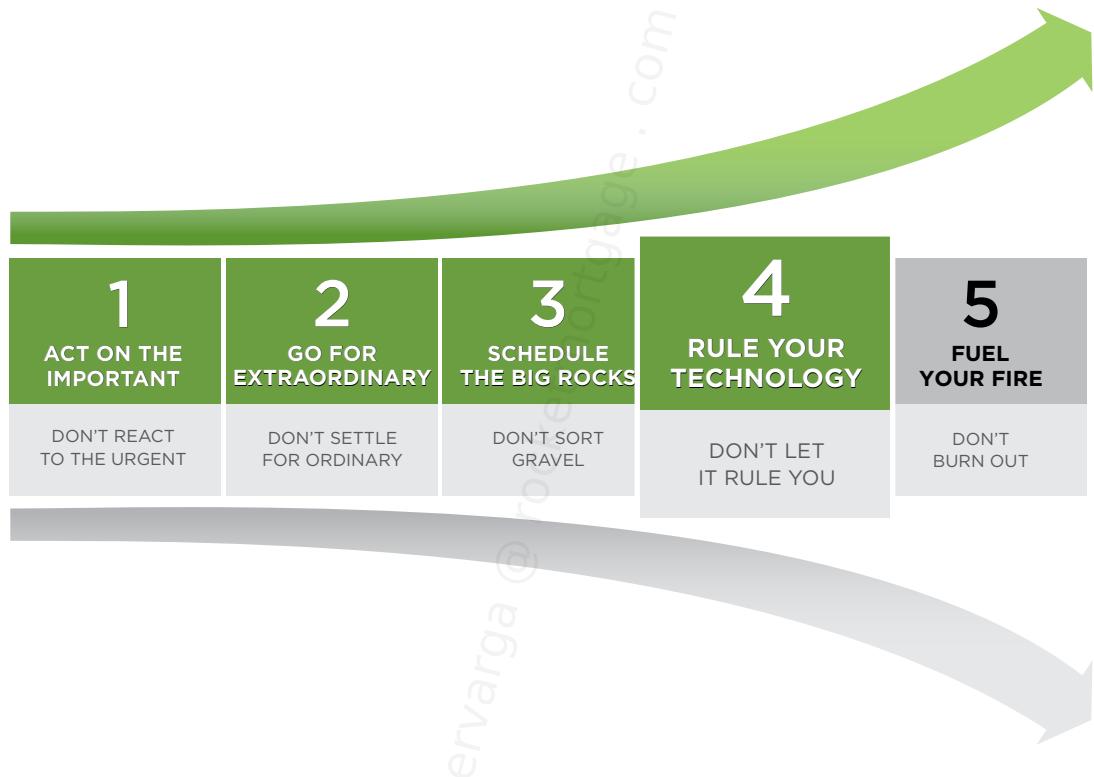


don't let it rule you

CHOICE 4

Choice 4: Rule Your Technology, Don't Let It Rule You

EXTRAORDINARY
PRODUCTIVITY



TIMELESS...

“One machine can do the work of fifty ordinary men. No machine can do the work of one extraordinary man.”

—Elbert Hubbard

TIMELY...

“Know what matters most and then create a set of boundaries so that every day, you will do what matters most to you. If you do, you will not only achieve your goals, you'll feel fulfilled, you will feel inspired, and you'll inspire those around you.”

—Dr. Edward Hallowell

PARADIGM

Rule Your Technology



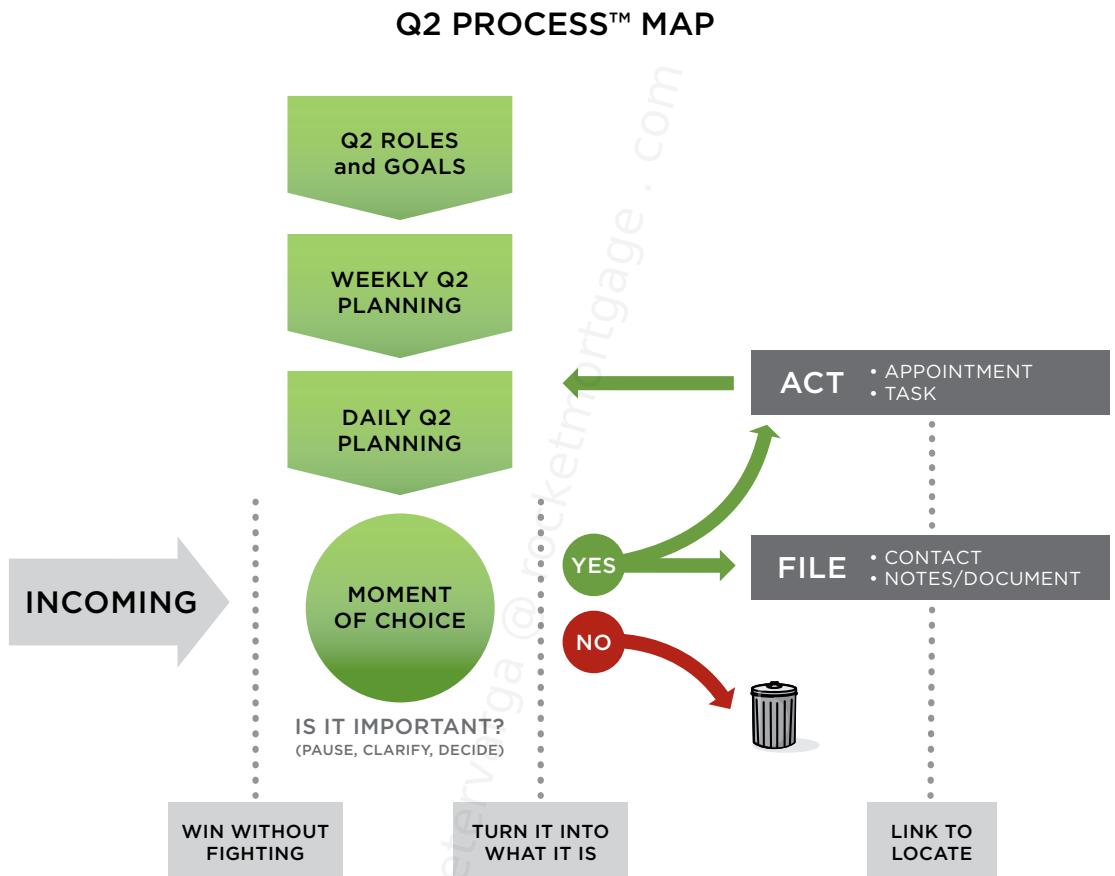
PRINCIPLE

Alignment: To bring into proper relation; to support or harmonize.

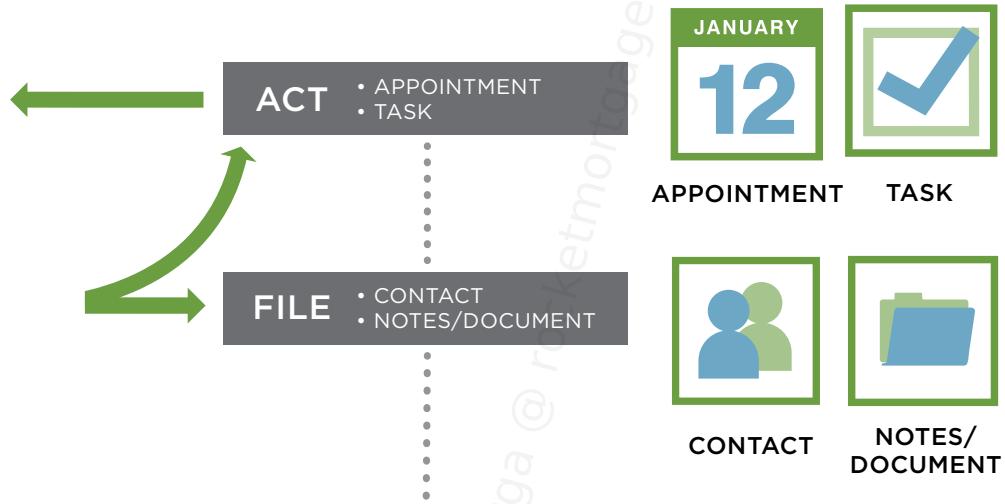
BEHAVIORS

- Design a system to manage the Core 4.
- Make the 3 Master Moves.
- Use productivity accelerators.

Managing Your Workflow



Design a System to Manage the Core 4



“Simplicity is the ultimate sophistication.”

—Leonardo da Vinci

Two Organization Principles

FOR PAPER

"EVERYTHING IN ONE PLACE."



FOR DIGITAL

"EVERYTHING IN EVERY PLACE."



Your System

PAPER	DIGITAL		
	MOBILE PHONE	TABLET	LAPTOP/ DESKTOP
Appts.			
Tasks			
Contacts			
Notes/ Documents			
NOTES			

Make the 3 Master Moves



WIN
WITHOUT
FIGHTING



1 Defend yourself effortlessly against “email overwhelm” by using rules and filters.



TURN IT
INTO WHAT
IT IS



2 Turn emails into the Core 4: appointments, tasks, contacts, and notes you can use.



LINK TO
LOCATE



3 Insert emails and attachments into related files so you can easily find them later.

“When you turn important action items from an email into a specific task or appointment, your odds for accomplishing those things go up dramatically.”

—Dave Green, FranklinCovey Senior Consultant

Use Productivity Accelerators

WHAT IS THE ACCELERATOR?	WHICH Q2 PRIORITIES DOES IT HELP?

EXAMPLES:

- Blogs
- Social Media
- Apps
- Devices
- Etc.

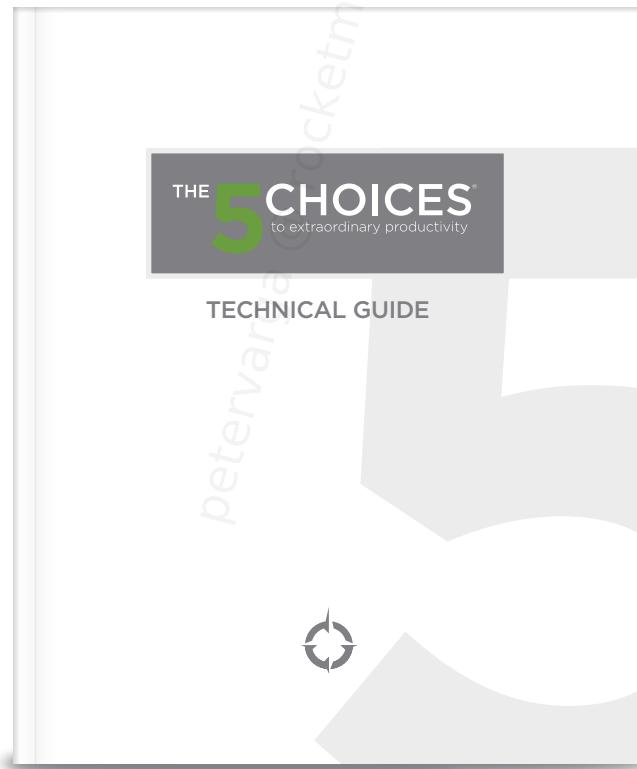


5-Week Quickstart Commitments

Schedule these commitments in your 5-Week Quickstart:

- 1 Design a system to manage the Core 4.
- 2 Set up at least three rules for your inbox.

Use the 5 Choices Technical Guide to keep these commitments.



CHOICE 5

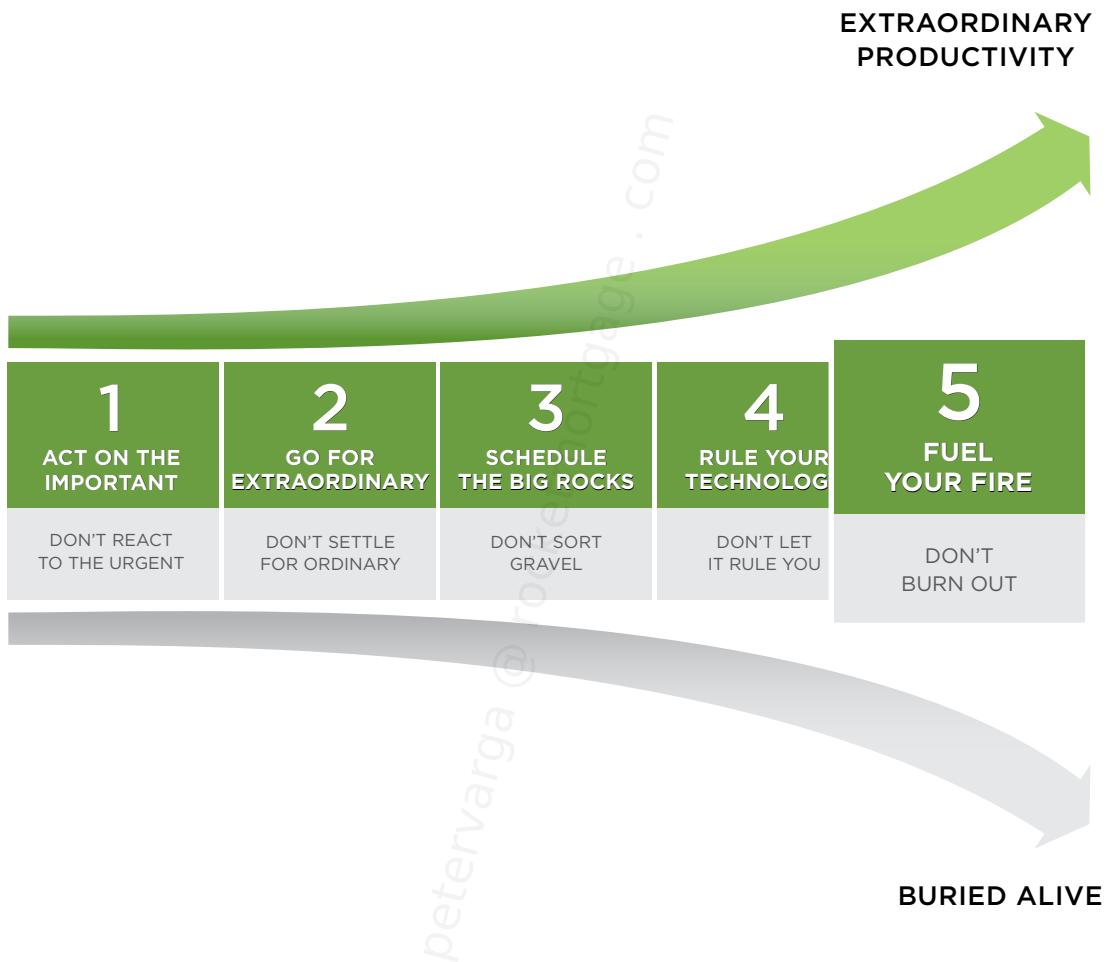
FUEL YOUR FIRE



don't burn out

Choice 5: Fuel Your Fire, Don't Burn Out

CHOICE 5



TIMELESS...

"The energy of the mind
is the essence of life."

—Aristotle

TIMELY...

"You have to remember that the brain is part
of the body. What's good for the body
is good for the brain."

—Dr. Richard Restak

PARADIGM

Fuel Your Fire



PRINCIPLE

Renewal: To restore or replenish.

BEHAVIORS

- Create patterns of consistent renewal:
 - Move
 - Eat
 - Sleep
 - Relax
 - Connect

Energy Quick Check

OVER THE PAST MONTH

BELOW

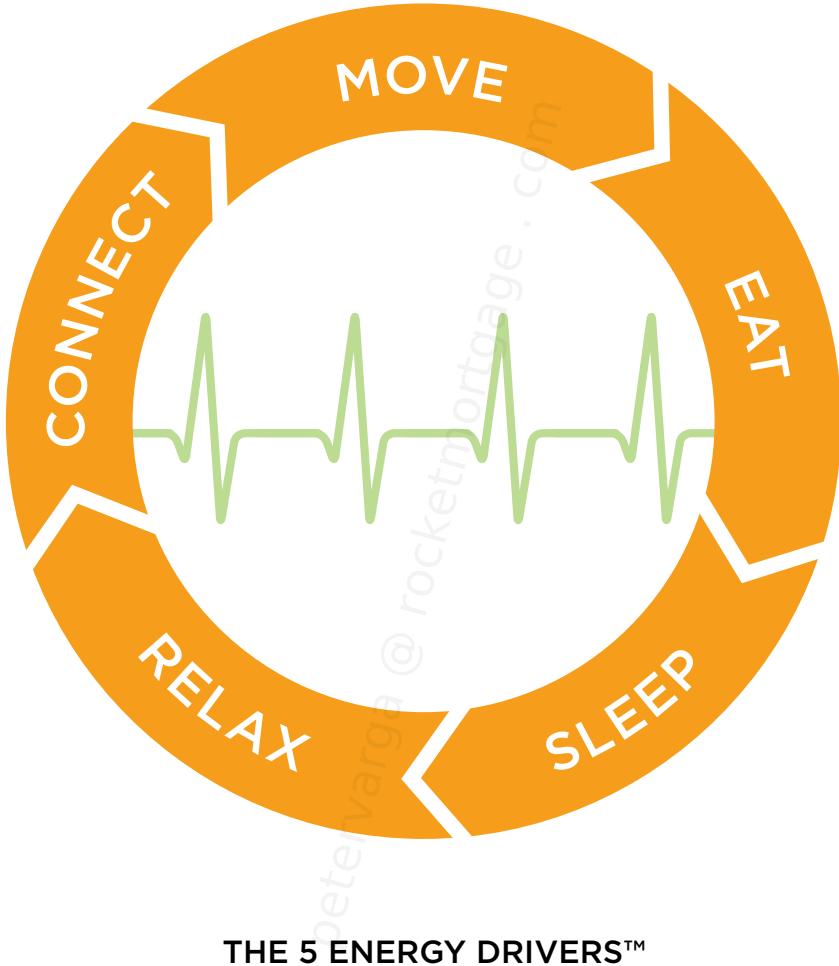
AVERAGE

EXTRAORDINARY

- | | | |
|--|--|--|
| | | |
|--|--|--|
- Barely get through the day.
 - Tired most of the time.
 - Work is depressing.
 - Have peaks and valleys of energy throughout the day.
 - Tired sometimes.
 - Work is usually enjoyable.
 - Have a high level of energy throughout the day.
 - Feel well-rested.
 - Rarely tired.
 - Highly inspired by work.



Establish Patterns of Consistent Renewal



We can't live on last month's meal, just like we can't draw strength from last year's purpose.

Constant energy comes from a pattern of constant renewal.

—Leigh Stevens

The 5 Energy Drivers

“FUEL YOUR FIRE” PLAN

MOVE

Things to try:

- 1 I get up and move regularly throughout the work day.



- 2 I have a consistent exercise program that boosts my energy.

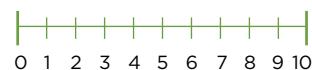


YOUR SCORE

EAT

Things to try:

- 3 I eat in a way that provides sustained energy throughout the day.



- 4 I have a pattern of eating nutritious food at every meal.



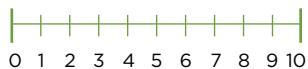
YOUR SCORE

“FUEL YOUR FIRE” PLAN

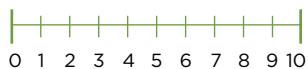
SLEEP

Things to try:

- 5 I get at least seven hours of sleep each night.



- 6 I am satisfied with the quality of sleep I get each night.

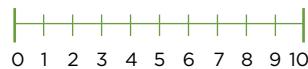


YOUR SCORE

RELAX

Things to try:

- 7 I have an effective coping strategy to deal with stress.



- 8 My lifestyle supports my ability to manage stress.



YOUR SCORE

The 5 Energy Drivers

“FUEL YOUR FIRE” PLAN

CONNECT

Things to try:

- 9 I take time to connect regularly with the important people in my life.



- 10 I regularly connect with the purposes and values that make my life meaningful.



YOUR SCORE

Score: 0-6 Problem Area 7-15 Average 16-20 Doing Great

Which driver will you work on?

What specific actions will you take?

5-Week Quickstart Commitments

Schedule this commitment in your 5-Week Quickstart.

- 1 Carry out one activity from your “Fuel Your Fire” Plan.

Use the Fuel Your Fire tool in the “Resources” section to keep these commitments.

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“FUEL YOUR FIRE” PLAN

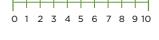
MOVE
Things to try:

1 I get up and move regularly throughout the work day.

2 I have a consistent exercise program that boosts my energy.


YOUR SCORE

EAT
Things to try:

3 I eat in a way that provides sustained energy throughout the day.

4 I have a pattern of eating nutritious food at every meal.


YOUR SCORE

Capture the Gold

What were the most valuable insights for you from *The 5 Choices to Extraordinary Productivity* Work Session?

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THE 5-WEEK

QUICKSTART



QUICKSTART

petervarga@rocketmortgage.com

The 5-Week Quickstart

INTRODUCTION:

The 5-Week Quickstart is your plan to immediately apply the 5 Choices and begin creating extraordinary productivity in your work and life. With practice, these choices will become habits. You can rewire your thinking and re-pattern your behavior to become more productive.

In the next five weeks, you should complete the steps below:

1. Write down the five-week **Start Date**, your **Report Session Date**, and your **Accountability Partner** information in the spaces below.
2. Schedule the actions on this Quickstart into your planning system.
3. Mark them complete on this Quickstart when they are accomplished.
4. Retake the 5 Choices Benchmark at the end of five weeks.
5. Bring this Quickstart sheet and your new Benchmark scores to your Report Session.

Start Date _____

Report Session Date _____

Accountability Partner(s)

Name: _____ Contact: _____

Name: _____ Contact: _____

CHOICE 1: Act on the Important, Don't React to the Urgent

Have a Q2 Conversation with your boss and with your key co-worker(s) or team. Use the Q2 Conversation Starter tool to identify the Q2 activities that will make the most difference in your work. Look for ways to increase the time and energy you spend on those things by eliminating things that are less important. Check off these conversations when complete.

I have had a Q2 Conversation with my boss.

Date to Complete: _____

I have had a Q2 Conversation with my co-worker(s) or team.

Date to Complete: _____

CHOICE 2: Go for Extraordinary, Don't Settle for Ordinary

Craft a clear and compelling Q2 Role Statement for each of the roles in your life and then identify Q2 Goals that will help you fulfill your key roles. Use the Q2 Roles and Goals Worksheet to do this. Check off when complete.

I have completed my Q2 Role Statements.

Date to Complete: _____

I have completed my Q2 Goals.

Date to Complete: _____

CHOICE 3: Schedule the Big Rocks, Don't Sort Gravel

Invest at least 30 minutes a week and 10 minutes a day in thoughtful Q2 Planning. Check the box below each week you complete your Weekly Q2 Planning and each day you complete your Daily Q2 Planning.

Week	Weekly Q2 Planning	Daily Q2 Planning					
		M	T	W	Th	F	Su
1	<input type="checkbox"/>						
2	<input type="checkbox"/>						
3	<input type="checkbox"/>						
4	<input type="checkbox"/>						
5	<input type="checkbox"/>						

What time will you do your Weekly Q2 Planning? _____

What time will you do your Daily Q2 Planning? _____

CHOICE 4: Rule Your Technology, Don't Let It Rule You

Design or improve your system to manage the Core 4. Write below where you are managing each of the Core 4 and whether that system is digital or paper. If digital, make sure you pick a system that syncs and allows you consistent access through all your devices. Also, mark when you have set up at least three rules to keep your inbox focused on your Q2 priorities.

	Digital	Paper
Appointments:	Where _____ <input type="checkbox"/>	Where _____ <input type="checkbox"/>
Tasks:	Where _____ <input type="checkbox"/>	Where _____ <input type="checkbox"/>
Contacts:	Where _____ <input type="checkbox"/>	Where _____ <input type="checkbox"/>
Notes:	Where _____ <input type="checkbox"/>	Where _____ <input type="checkbox"/>

I have set up at least three rules for my inbox.

Date to Complete: _____

CHOICE 5: Fuel Your Fire, Don't Burn Out

Consistently carry out one activity from your "Fuel Your Fire" Plan that will increase your physical and mental energy. Write down your activity and make it a part of your Weekly and Daily Q2 Planning. Place a check mark by each week you successfully carried out your activity.

My Activity: _____

Week 1 2 3 4 5

5 CHOICES BENCHMARK SCORES

Use this space to record your pre-Work Session Benchmark scores and your scores after the 5-Week Quickstart. If you are disciplined in carrying out your 5-Week Quickstart, you will see a significant improvement in your scores.

Date to Complete your "After" Benchmark: _____

	Q2 Score	Productivity Behaviors Score	TOTAL
Before	<input type="checkbox"/>	<input type="checkbox"/>	= <input type="checkbox"/>
After	<input type="checkbox"/>	<input type="checkbox"/>	= <input type="checkbox"/>

THE 5 CHOICES

to extraordinary productivity

EXTRAORDINARY
PRODUCTIVITY

1 ACT ON THE IMPORTANT	2 GO FOR EXTRAORDINARY	3 SCHEDULE THE BIG ROCKS	4 RULE YOUR TECHNOLOGY	5 FUEL YOUR FIRE
DON'T REACT TO THE URGENT	DON'T SETTLE FOR ORDINARY	DON'T SORT GRAVEL	DON'T LET IT RULE YOU	DON'T BURN OUT

BURIED ALIVE

WEEKLY Q2 PLANNING

TAKE AT LEAST **30** MINUTES TO...



Ask the Big Rocks Question:

"What are the one or two most important things I can do in this role this week?"

(Consider your Q2 Roles, Q2 Goals, and Master Task List.)

DAILY Q2 PLANNING

TAKE AT LEAST **10** MINUTES TO...

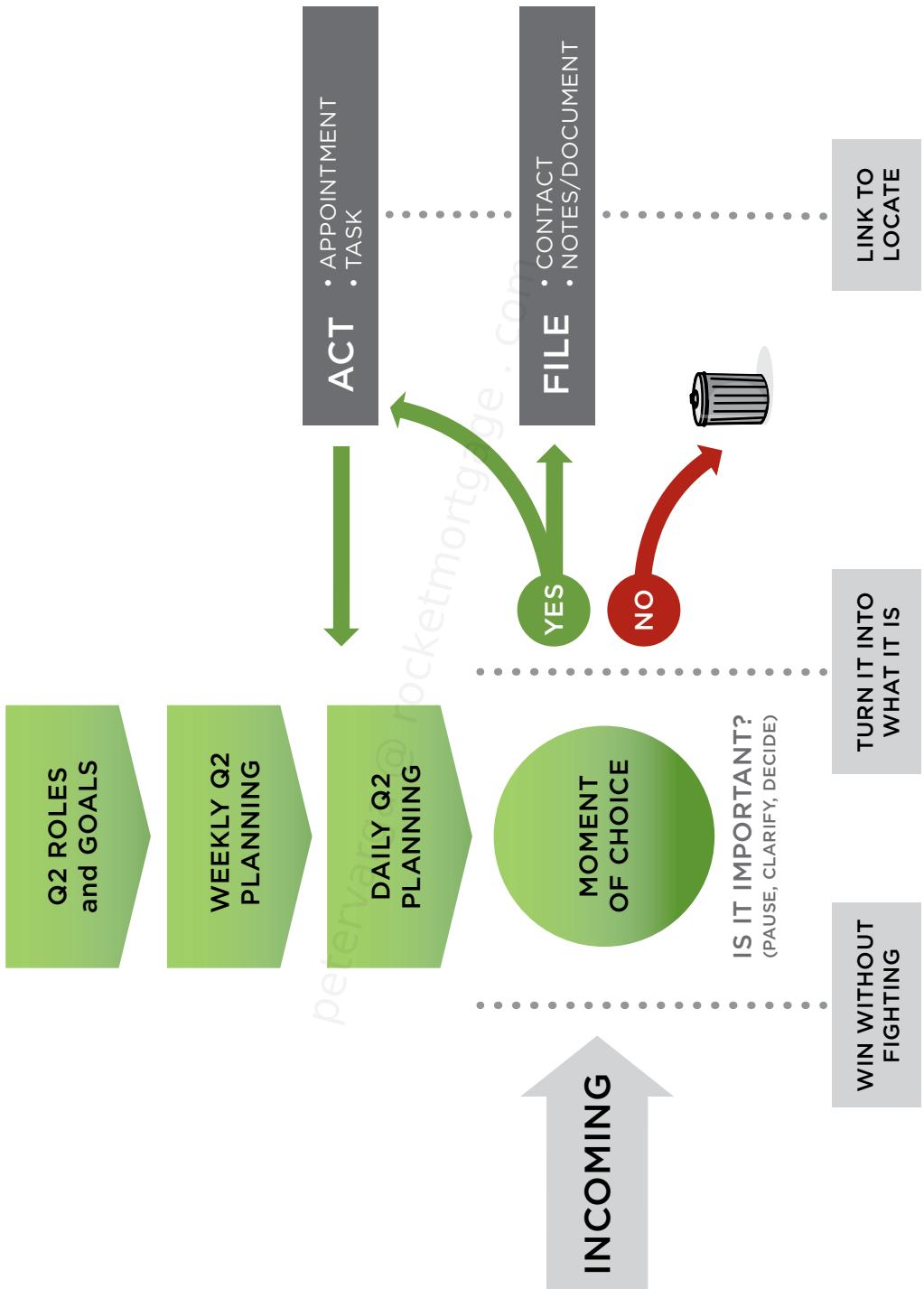


- Review tasks and appointments.
- Capture the gold.

THE **5 CHOICES**[®]

to extraordinary productivity

petervarga@realtormortgage.com



THE 5 CHOICES[®]

to extraordinary productivity

Report Session

REPORT SESSION

- 1 Describe how your Q2 Conversations went and how they have impacted your productivity.
- 2 How have your Q2 Role Statements affected the choices you make in your daily work? What progress have you made on your Q2 Goals?
- 3 How did Weekly and Daily Q2 Planning affect how you spent your time over the last five weeks?
- 4 Describe your system to manage the Core 4. How is it working for you?
- 5 Describe your energy plan and the impact it has had over the last five weeks.
- 6 Additional items:

NOTES

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RESOURCES



Detraining
com

Recommended Reading

INTRODUCTION

The Shallows, Nicholas Carr

The Paradox of Choice, Barry Schwartz

The Art of Choosing, Sheena Iyengar

The Overflowing Brain: Information Overload and the Limits of Working Memory, Torkel Klingberg

CHOICE 1

Rapt, Winifred Gallagher

Distracted, Maggie Jackson

CHOICES 2-3

Succeed, Dr. Heidi Grant Halvorson

Mindset: The New Psychology of Success, Carol Dweck

CHOICE 4

Crazy Busy, Dr. Edward M. Hallowell, M.D.

Your Brain at Work, David Rock

Brain Rules, John Medina

Getting Organized in the Google Era, Douglas Merrill

ADD-Friendly Ways to Organize Your Life, Judith Kolberg, Kathleen Nadeau

CHOICE 5

Change Your Brain, Change Your Life, Dr. Daniel Amen

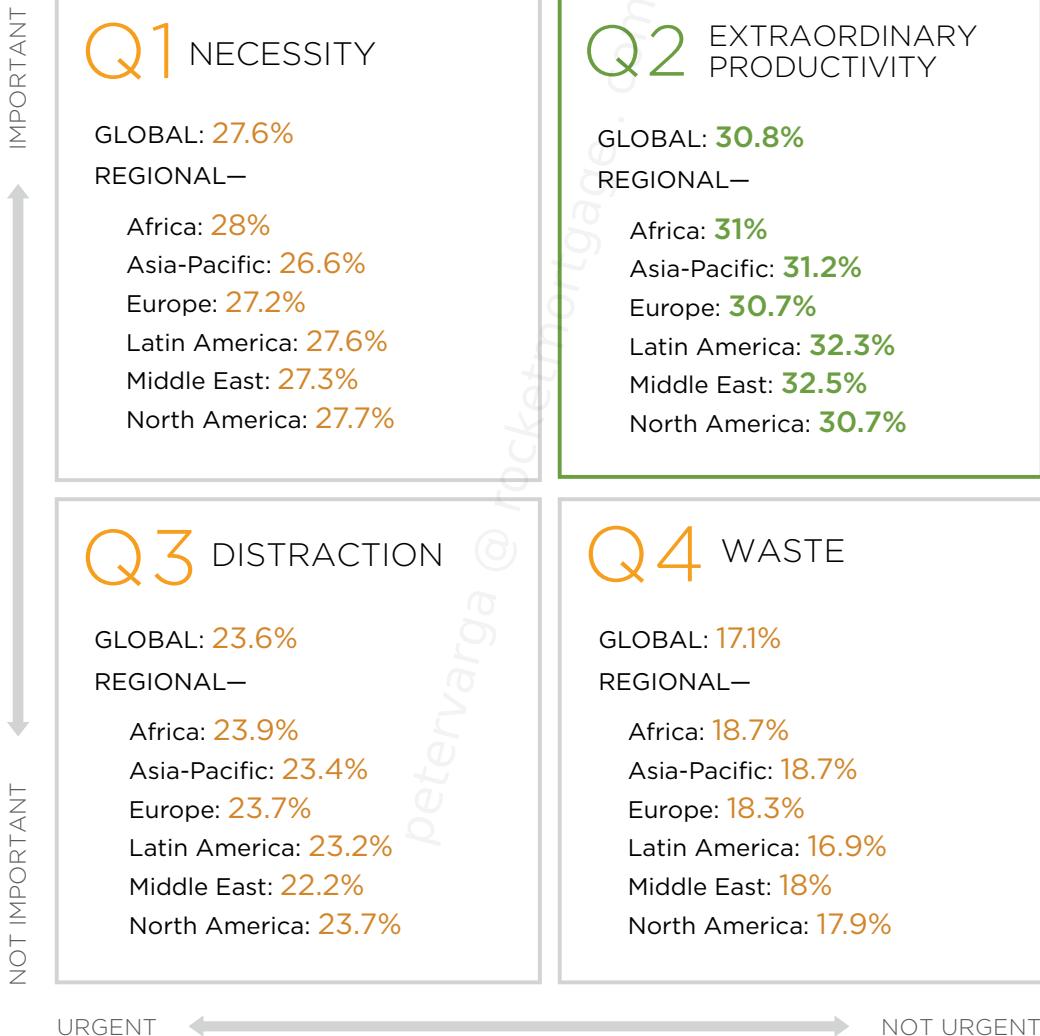
Spark, John Ratey

Wellbeing: The Five Essential Elements, Tom Rath

The Way We're Working Isn't Working (or alternate title, *Be Excellent at Anything*), Tony Schwartz, Jean Gomes, Catherine McCarthy

Shine: Using Brain Science to Get the Best from Your People, Edward M. Hallowell, M.D.

Global Time Matrix® Survey Data*



*Dates of survey: six years (April 2005 to May 2011).

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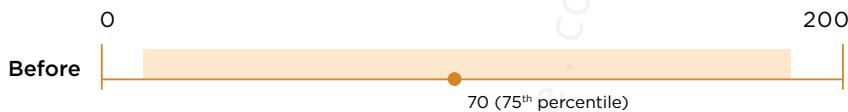
The 5 Choices **BENCHMARK**

REPORT FOR:
BRECK GOODRICH
AUGUST 2



The 5 Choices Benchmark Report

	Q2 SCORE	+	PRODUCTIVITY BEHAVIORS SCORE	=	TOTAL SCORE
Before	34	+	36	=	70
After	60	+	84	=	144



ABOUT YOUR TOTAL SCORE

Your TOTAL SCORE is the sum of two sub-scores:

1. **Your Q2 Score (pp. 3–4).** This score shows how much of your time and energy you spend on things that are important and require action from you.
2. **Your Productivity Behaviors Score (pp. 5–6).** This score shows how you are doing on specific key actions that will increase your productivity.

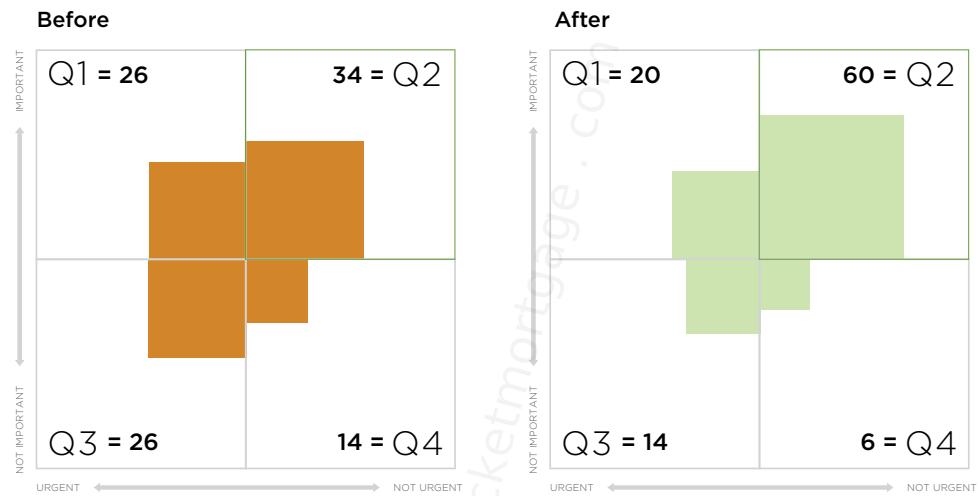
Your TOTAL SCORE appears on the scale above as both a raw score (144) and within a percentile (90). The percentile number shows how your raw score ranks against the scores of all the other people who have taken the Benchmark, indicated by the colored bar on the scale. For example, if your raw score were 70, and your percentile were 75, for every 100 people who have taken the 5 Choices Benchmark, 75 of them would have scores lower than yours.

OPEN RESPONSES

This report also provides an OPEN RESPONSE score. Because responses to this section are optional, this score is NOT part of your TOTAL SCORE. It is for your information only.

1. Your Q2 Score

	Before	After
Q2 Score	34	60



THE TIME MATRIX®

The Q2 Score is taken from Quadrant 2 (Q2) of the Time Matrix, above. Q2 is the “Quadrant of Extraordinary Productivity,” and time spent in this quadrant has a significant, positive impact on the outcomes you achieve in work and life.

There are two axes on the Time Matrix:

Importance. This represents activities you value and that make a positive difference in your work and life.

Urgency. This represents activities that require immediate attention, whether or not they are important to you.

Quadrant 1

Activities in Quadrant 1 are both important and urgent. They are things we care about and that must be done now. This is where we find crises, emergency meetings, last-minute deadlines, pressing problems, and unforeseen events.

This is the “Quadrant of Necessity.” Time spent here is necessary, but you usually get a return that is equal to or less than the time and energy you spend. If you live here for long, you will burn out.

1. Your Q2 Score (continued)

Quadrant 2

Activities in Quadrant 2 are important but not urgent. These are the things that really matter to your results but won't happen unless you ACT on them. It's the "Quadrant of Extraordinary Productivity" because it's where you find the things that really make a difference, like achieving high-impact goals, proactive work, creative thinking, planning, prevention, relationship building, learning, and renewal.

These things don't come at you automatically; you have to decide to invest your time in Quadrant 2. Time spent here always generates a return far greater—often exponentially greater—than the time and energy you put into it.

Quadrant 3

Activities in Quadrant 3 are urgent but not important. These are things that come at us. They're things we feel like we need to act on because they clamor for our attention. But when we take a closer look, they turn out to be unimportant, low-value activities. Here we find a lot of needless interruptions, unnecessary reports, and irrelevant meetings. It contains other people's minor issues, and is often filled with unimportant email, tasks, phone calls, and so forth.

This is the "Quadrant of Distraction," and it always generates a return that is less than the time and energy you spend. If you spend a lot of time here, you're likely to feel very busy but ultimately ineffective and unfulfilled.

Quadrant 4

Activities in Quadrant 4 are neither important nor urgent. We really shouldn't be here at all, but we often get so worn out spending time in Quadrants 1 and 3, that we go here as a way to escape. This is a place where we shut off our brain and don't do anything of value. Here we find trivial work, along with excessive television, gaming, Internet surfing, gossip, and other time-wasters. This is the "Quadrant of Waste."

Time spent here is unnecessary and generates zero return. If you spend a lot of time here, you're likely to feel lethargic, ineffective, and unfulfilled.

2. Your Productivity Behaviors Score

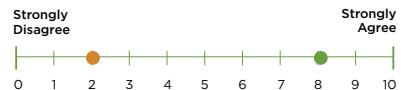
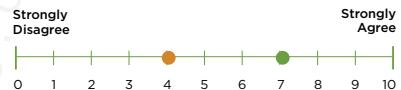
Productivity Behaviors Score
(Total of item scores)

Before After
36 84

CHOICE 1: ACT ON THE IMPORTANT, DON'T REACT TO THE URGENT

Before After
6 15

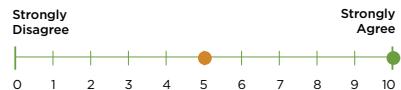
1. In a formal conversation with my boss, I have clearly defined the activities that will have the greatest impact on results.
2. In a formal conversation with my co-workers, I have clearly defined the activities that will have the greatest impact on results.



CHOICE 2: GO FOR EXTRAORDINARY, DON'T SETTLE FOR ORDINARY

Before After
6 19

3. I have written down my vision of what success looks like in my work, and I have written a specific set of goals to help me fulfill my vision.
4. I have written down my vision of what success looks like in my personal life, and I have written a specific set of goals to help me fulfill my vision.



2. Your Productivity Behaviors Score (continued)

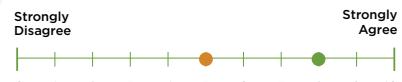
CHOICE 3: SCHEDULE THE BIG ROCKS, DON'T SORT GRAVEL

Before 9 After 16

5. I take at least 30 minutes each week to plan my priorities for the coming week.



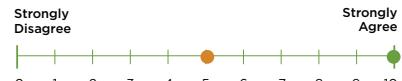
6. I take at least 10 minutes each day to plan my priorities for the coming day.



CHOICE 4: RULE YOUR TECHNOLOGY, DON'T LET IT RULE YOU

Before 7 After 19

7. I have a very effective system for managing my appointments, tasks, contacts, and notes.



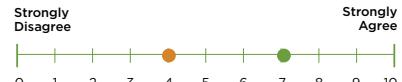
8. My email is organized so that I can quickly identify and act on the things that are most important.



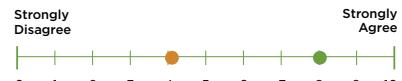
CHOICE 5: FUEL YOUR FIRE, DON'T BURN OUT

Before 8 After 15

9. I generally have plenty of energy to accomplish my priorities throughout the day.



10. I have a consistent pattern of activities that renew my physical and mental energy throughout the day.



Open Response (optional)

This section consists of input from others you invited to respond to the questions below. If you did not invite others to respond, this section will be blank.

Think about this person and the quality of his or her results over time.

1. [NAME] is a very productive person.



2. Explain your answer below.

Before

After

3. What could this person do to become more productive?

Before

After

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Q2 Weekly Calendar

MONDAY	TUESDAY	WEDNESDAY

TASKS

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Q2 Weekly Calendar

Time is at once the most valuable and most perishable of all our possessions.

—John Randolph

THURSDAY

FRIDAY

SATURDAY

NOTES

Q2 Roles and Goals

ROLE:

What do I see myself doing and achieving in this role?

Who are the people I most influence when I'm in this role?

What would I want those people to say about me
(my actions, performance, results, achievements)?

Q2 Roles and Goals

1. Q2 ROLE STATEMENT



AS... (Role Title)

I WILL... (Extraordinary Outcomes)

THROUGH... (Activities)

2. Q2 GOALS

FROM X TO Y BY WHEN

Q2 Weekly Planning

	MON	TUE	WED	THU	FRI	SAT	SUN
5 A.M.							
6							
7							
8							
9							
10							
11							
NOON							
1							
2							
3							
4							
5							
6							
7							
8							
9 P.M.							
TASKS							

NOTES

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Q2 Conversation Starter

Instructions:

1. Review the Time Matrix with your boss, co-workers, or team.
2. Assign current tasks, projects, and activities to their appropriate quadrants. (Are they a Q1? Q2? Q3? Q4?)



Q2 Conversation Starter

1. Identify the top two to three Q2 activities that could make a significant impact on your team or organizational goals.

2. Determine the value of those Q2 activities (impact on the bottom line, customer loyalty, problem prevention, key relationships).

3. Identify two to three Q3 activities that hinder these Q2 activities and discuss how to eliminate them.

Fuel Your Fire Plan

MOVE

Things to try:

- 1 I get up and move regularly throughout the work day.



- 2 I have a consistent exercise program that boosts my energy.



YOUR SCORE

EAT

Things to try:

- 3 I eat in a way that provides sustained energy throughout the day.



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Fuel Your Fire Plan

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YOUR SCORE

RELAX

Things to try:

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- 8 My lifestyle supports my ability to manage stress.



YOUR SCORE

Fuel Your Fire Plan

CONNECT

Things to try:

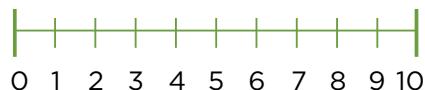
9

I take time to connect regularly with the important people in my life.



10

I regularly connect with the purposes and values that make my life meaningful.



YOUR SCORE

Score:

0-6 Problem Area

7-15 Average

16-20 Doing Great

Which driver will you work on?

What specific actions will you take?

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Franklin Covey

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