

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

Date to Complete: 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. I have completed my Q2 Goals.

Date to Complete: 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	S	Su
1								
2								
3								
4								
5								

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		
Tasks:	Where		
Contacts:	Where		
Notes:	Where		

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		+	=
After		+	=

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

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