Getting Started with Getting Results the Agile Way

A Simple Time Management System for Achievers

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What Others Say

"Getting Results the Agile Way delivers know-what, know-why and know-how for anyone who understands the value of momentum in making your moments count."

– Dr. Rick Kirschner, bestselling author

"*JD is the go-to-guy for getting results, and Agile Results demonstrates his distinct purpose – he shows **how anyone can do anything, better**. This book has simple, effective, powerful tools and ideas that are easy enough for everyone to apply in their work and lives, so that they get the results they'd like, even the impossible and the unexpected.*"

– Janine de Nysschen, Changemaker and Purpose Strategist, Whytelligence

NOTE – You can read more testimonials at http://gettingresults.com/wiki/Testimonials.

What is Getting Results the Agile Way

Getting Results the Agile Way is a simple time management system for achievers.

It's focused on meaningful results. You are the meaning maker. It's a flexible system. You shape the system to work for you, not the other way around.

Getting Results the Agile Way, helps you be the author of your life. **You write your story forward**. By creating three **compelling wins** each day, each week, each month, and each year, you build momentum. By using inspiring stories, scenario-driven results, and timeboxing, you amplify your results, master your time management, improve your motivation, and finally achieve work-life balance.

Why Getting Results the Agile Way

The Challenges

Some of the challenges we face include:

- **Too much to do** -- "Always on", overloaded and overwhelmed, can't keep up.
- **Not enough time** -- Shorter cycles of change, longer work hours.
- **No control of destiny** -- Unpredictable future, reacting to things.

The Response

Getting Response the Agile Way helps you respond in the following ways:

- Recharge and renew with skill
- Meaningful results over just getting stuff done.
- Flexible results in an ever-changing world
- A bias for action over heavy planning
- Boundaries and balance over burnout.

Getting Results the Agile Way helps you respond to an ever-changing world.

Problems Addressed by Getting Results the Agile Way

- *How to achieve work-life balance*
- *How to focus and direct your attention with skill*
- *How to manage your time and master time management*
- *How to achieve meaningful results simply*
- *How to spend more time on the things that really matter to you*
- *How to make the most of your your moments, days, weeks, months, and years*

- *How to improve your personal productivity and personal effectiveness*
- *How to play to your strengths and spend less time in weaknesses*
- *How to be the author of your life and write your story forward*
- *How to motivate yourself with skill and find your drive*
- *How to change a habit and make it stick.*

The Agile Way

"It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is the most adaptable to change." – Charles Darwin

It's a Darwin world. That means it's survival of the most flexible. Agile means, "the ability to respond to change." One of the most important concepts in *Getting Results the Agile Way* is the idea of agility.

Maybe when you grew up, you thought you could go to school, learn a job, maybe switch careers once or twice, and then retire happily ever after. This big up-front design and long-term planning, just doesn't work in today's world.   That doesn't mean give up planning. Instead, learn how to adjust your sails to the winds and tides and sail wherever it is you want to go with your life. Rethink your goals. Rather than a static set of dreams and ideals, **test your results** along the way and carve out the path that works for you. Mini-goals and actions go a long way towards your biggest and most impactful results.

3 Keys to Getting Results the Agile Way

Getting Results the Agile Way is a simple time management system for achievers.

1. **The Rule of 3** – Avoid getting overwhelmed and get mindful about your results. Use The Rule of 3 to identify three wins each day, each week, each month, and each year.
2. **Monday Vision, Daily Wins, Friday Reflection** – Establish a rhythm for results. Use the Monday Vision, Daily Wins, Friday Reflection pattern to set goals each week and achieve them.
3. **Hot Spots** – Use Hot Spots as your "heat map" of what's important. Set boundaries in your Hot Spots to find work-life balance. Use your Hot Spots as a lens to focus and prioritize where you spend your time and energy.

The Rule of Three

Use The Rule of Three to avoid getting overwhelmed. Simply identify three wins.   This puts you in control. This will help you get on track and practice the art of relentless prioritization.

How To Use The Rule of Three

1. Identify three wins for the day, identify three wins for the week, identify three wins for the month, identify three wins for the year.

2. Use your three wins for the day, week, month, and year, as a lens to zoom in and out to see the forest for the trees.

TIP – Have fun and make these wins, interesting for you. Express your wins as simple one-liner stories. For example, turn "call customer" into "win a raving fan." This will help you find your motivation, even in every day things.

Monday Vision, Daily Wins, Friday Reflection

Monday Vision, Daily Wins, Friday Reflection is a simple pattern for daily and weekly results. It helps you get better results each day, while you gradually improve what you're capable of. The best part of this weekly workflow is, if you fall off the system, you can get back on, simply by asking yourself, "*What are three wins I want for today?"*

How To Use Monday Vision, Daily Wins, Friday Reflection to Get Results
1. On Mondays, identify what you want your three most important wins to be. Simply ask yourself, "*What are three wins that I want for this week?"*
2. Each day, identify the three best wins you want for that day. Simply ask yourself, *"What are three wins I want for today?"*
3. Each Friday, identify three things going well, and three things to improve.

Each week, you can use your lessons learned from Friday to improve your results.

Hot Spots

Hot Spots are a simple metaphor for thinking about what's important. If your life were a "heat map," what are the Hot Spots on that map? A Hot Spot simply helps you bubble up the big pains or big opportunities. It's another way to see the forest for the trees. Often, an easy way to find your Hot Spots is to simply quickly write down whatever is top of mind for you.

We tend to have Hot Spots for work. These might be big projects or key roles we play.   We tend to have Hot Spots in our personal lives. If we step back and take the balcony view, we also have Hot Spots in our life. There are key areas that if we invest in, we bring out more from life. Similarly, if we don't invest in them, we pay a price. The beauty is, the Hot Spots at this level support each other, and help us focus and get better results.

Some key Hot Spots for Life include: Mind, body, emotions, career, finance, relationships, and fun.

You can use Hot Spots in a couple of ways. Use them to identify important items to focus on. You can also use them to set boundaries. For example, you can set a minimum amount of time each week to invest in your relationships, or perhaps, set a maximum in how much time you spend in career.

Action – Start Today with One Step

Ask yourself, "*What are three wins I want today?"*
… and write your answers down on paper.

Simply by taking this step, you're doing *Getting Results the Agile Way*. In a single move, you got intentional about your results, you clarified your three big wins for the day, and now you can more effectively prioritize anything that comes your way. You're now using *Getting Results the Agile Way* to make the most of your day, and the system is on your side.

Cheat Sheet – The System at a Glance

Call to Action

1. Share this free eBook with a friend.
2. Explore the full book, *Getting Results the Agile Way*, for free in HTML on Getting Results.com at http://GettingResults.com
3. Explore the Getting Results Knowledge Base for time management tips and time management strategies at http://gettingresults.com/wiki/Knowledge_Base

Note That Getting Results the Agile Way is available for purchase as a printed book and on the Kindle at http://www.amazon.com/Getting-Results-Agile-Way-Personal/dp/0984548203.