



# Workbook

## ***Too Much to Do!*** ***I Never Get Everything Done***

ATD Webinar  
October 28, noon Eastern

### Benefits of Using This Workbook.

1. You'll remember more when you write answers.
2. It will help you focus.
3. It will give you a record of the key insights to implement immediately.

[Type here]

## Answers are on the slides in green.

### (5) Numbers are the slide numbers.

**Time** is the way we measure the turning of the earth. No one can make it go faster or slower.

(5) If you want a good time management system you need to answer these two life questions:

- What do we really \_\_\_\_\_?
- How do we get the most from it?

(6) Since the past is gone and the future is not here yet, the only thing you control is \_\_\_\_\_.

(7) Good News \_\_\_\_\_.

You can get the most from your time/life by getting the most from just this action NOW.

(10) There are 9 ½ Aligned Thinking SECRETS, today we focus on SECRET \_\_\_ Overcome To-Do-List Frustration.

(14) To get the most from your \_\_\_\_\_ and live a more fulfilling \_\_\_\_\_,

join the Aligned Thinking Team at [www.TheAlignedWay.com](http://www.TheAlignedWay.com)

### (15) Survey – I'd like your guidance – Partner, what do you want me to emphasize?

– Overcoming which 2 problems/challenges are Most Important to you?

- \_\_\_ 1. Too much to do! I never get everything done?
- \_\_\_ 2. Not enough Personal/Family Time
- \_\_\_ 3. Too little control over my time/life
- \_\_\_ 4. Not enough accomplishment or satisfaction
- \_\_\_ 5. Too many interruptions
- \_\_\_ 6. Life doesn't seem to have much meaning anymore.

(17) Proven Simplicity – Your attitude: "I \_\_\_\_\_ do this." Key is: Daily \_\_\_ \_\_\_\_\_ gift to yourself.

(18) **Mistake #1**: No \_\_\_\_\_ Focus Period

(19) Consequences of mistake #1: Do what you \_\_\_\_\_ like, or what the \_\_\_\_\_ person asked you.

(21) **Aligned Thinking Solution**: Give yourself a \_\_\_\_\_ focus period each day/week.

(22) Benefits of a regular Focus Period to plan the day/week to come

Overcoming problems/challenges \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

[Type here]

(26) **Mistake #2:** Don't Review \_\_\_\_\_ Information.

(27) Consequences of mistake #2: The \_\_\_\_\_ receives focus rather than the important.

(28) **Aligned Thinking Solution:** Before planning the period to come \_\_\_\_\_ your critical information.

(31) Benefits of reviewing your critical information:  
Overcome problems/challenges \_\_\_\_\_ and \_\_\_\_\_.

(33) **Mistake #3:** Using a \_\_\_\_-\_\_\_\_-\_\_\_\_\_.

(34) Consequences of mistake #3: To-Do-List \_\_\_\_\_.

(35) **Aligned Thinking Solution:** Use a \_\_\_\_\_ pen and \_\_\_\_\_ list.

(41-21) Benefits of using a **holding pen** and a **priority list**:  
Overcome problems/challenges \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

(41) When items in the holding pen are out of sight, out of mind, you have \_\_\_\_\_.

(44) **Mistake #4:** Setting only \_\_\_\_\_ priorities.

(46) Consequences of mistake #4: Only focusing on business when most people say the \_\_\_\_\_ is at least as important.

(45) **Aligned Thinking Solution:** In your focus period, write \_\_\_\_\_ business and personal priorities.

(49) Benefits of reviewing your critical information:  
Overcome problems/challenges \_\_\_\_\_ and \_\_\_\_\_.  
Less guilt and, in the long run, fewer \_\_\_\_\_.

(51) **Mistake #5:** Planning \_\_\_\_\_ much.

(49) Consequences of mistake #5: \_\_\_\_\_ yourself of never getting it all done.

(54) **Aligned Thinking Solution:** \_\_\_\_\_ how long each item will take, \_\_\_\_\_ accordingly.

(55-56) Benefits of guesstimating how long things will take and adjusting your priority list accordingly:  
Overcome problems/challenges \_\_\_\_\_ and \_\_\_\_\_.

(61) Your Commitment – check which ones you are committed to:  
\_\_ 1. Give yourself a regular focus period.  
\_\_ 2. Review your critical information in your focus period.  
\_\_ 3. Use a holding pen and priority list.  
\_\_ 4. Write both business and personal priorities for the period to come.  
\_\_ 5. Guesstimate how long each item will take and adjust accordingly.

(65) There are \_\_\_\_ Aligned Thinking Secrets

(66) To receive all 9 ½ Aligned Thinking Secrets, go to [www.LivingTheSecrets.com](http://www.LivingTheSecrets.com)

(66) **Your Bonus** for staying till the end is at \_\_\_\_\_

- This will give you a FREE Aligned Thinking Tele coaching Series.
- You will receive all 9 ½ Aligned Thinking Secrets.
- You will be able to train/coach others in the 9 ½ Aligned Thinking Secrets.

(67) Join my Aligned Thinking Team to:

- ◀ Get the most from your time
- ◀ Live a more fulfilling life

Go to: [www.TheAlignedWay.com](http://www.TheAlignedWay.com)

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