



Are You Feeling Buried Alive?

Transform your work and life by making five fundamental choices to dramatically increase your ability to achieve your goals with less stress.

1

Act on the Important

DON'T REACT TO THE URGENT Learn how to better filter vitally important priorities from distractions so you can make a real contribution.

2

Go for the Extraordinary

DON'T SETTLE FOR ORDINARY Define your desired outcomes for your most important professional and personal roles to get motivated to achieve extraordinary results.

3

Schedule the Big Rocks

DON'T SORT GRAVEL Learn the planning systems that lead to you feeling more accomplished virtually every day.

4

Rule Your Technology

DON'T LET IT RULE YOU Create a “productivity engine” by optimizing (Outlook/Google/Lotus Notes).

5

Fuel Your Fire

DON'T BURN OUT Implement the “5 Energy Drivers” to consistently recharge mental and physical energy.