



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.