

Essential = indispensable; absolutely necessary; of most importance

Today, we are overloaded with information, tasks, and too many options. We all have limitations and can only do so much. How do we deal with this to find calm in the chaos? And how do we have the highest productivity in areas which generate the greatest positive impact?

*“The solution lies in setting limits to how much we consume and do. It lies in making the most of our time by focusing on the most important things, instead of everything... It all comes down to making choices.” (In a word, “Simplicity!”)*

Simplicity boils down to two steps:

1. Identify the essential
2. Eliminate the rest

*“Focus on the essential and allow everything else to drop away. It’ll make you much happier, less stressed, and perhaps, surprisingly, more productive.”*

The 6 Principles of The Power of Less:

1. Set limitations - which helps with #2.
2. Choose the essentials - those which help provide the greatest long-term impact with minimal resources.
3. Simplify - to leave space in your life for what you really want.
4. Focus - The key tool for becoming effective!
5. Create Habits - that lead to becoming who you want to become
6. Start Small

#### **Benefits of setting limits:**

- Simplifies life
- Focuses you
- Focus on what is really important to you
- Helps you achieve
- Shows others your time is important (Sends the message)
- Makes you more effective

#### **The process of setting limits:**

1. Look at your present usage levels (e.g. Email, Facebook, Internet, projects, \$, etc); set a lower limit based on what you think is ideal.
2. Test new limits for a week.
3. If it does not work, set a new limit and retest for a week.
4. Repeat until you find what works best for you.

#### **The Process of Choosing The Essential & Simplifying:**

1. Start with these questions: 1. What are your values? (What you want. Who you want to be. What principles are most important to you). 2. What are your goals? (Achieve in life? In the next year?). 3. Who do you love? What do you love doing? 4. What is important to you (life, family, work...)? 5. What has the biggest impact long-term? 6. What are my needs vs. wants?
2. Create a list.

3. Eliminate (through disposal or delegation or postponing) the non-essential, which will shorten the list, leaving potential essentials.
4. Repeat 1. and 2. a week later to continue the process until you are happy with the results.

Example areas to apply this to: Life commitments, Yearly Goals (Have only 1-2), Projects & Tasks, Emails & Social Media, Finances, Clutter. Appropriately review (mark a date on calendar).

#### **Keys to Focus:**

- Focus on a goal
- Focus on now
- Focus on the task at hand (single tasking not multi-tasking)
- Focus on the positive
- Have an encouraging, even peaceful, morning routine and evening routine.

Multi-tasking is less efficient due to the need to switch gears for each new task then switch back. Multi-tasking is more complicated leaving one more prone to stress and errors. Multi-tasking can add to chaos in life, where there is no need for more.

#### **Forming a Desired Habit (For Success):**

1. Select one habit to focus on for one month. Start in small increments to ensure success.
2. Write down your plan.
3. Share your goal publicly.
4. Report your progress consistently.
5. Celebrate your new habit when attained!

#### **Completing Projects & Tasks:**

1. Choose a goal (Taking 6 months -1 year to complete).
2. Break it down to smaller sub-goal (Taking 1-2 months to complete).
3. Choose a weekly goal that moves you 1-step closer to your sub-goal.
4. Daily action (Choose 1 that moves you closer to your weekly goal).
5. Have a "Simple Projects List" (Your top 3 projects in life now).
6. Place all other projects on your "On Deck List." (Can not move to Simple List until all 3 done)
7. Complete Projects by having an outcome in mind, list the tasks for that project, each day prioritize your task list and choose your 3 "Most Important Tasks" (MIT's) - where at least 1 is connected to your Simple Projects List. If you complete your 3 MIT's, it is a good day! Once per week, reassess your 3 projects to see if you are on track to appropriate completion.

**To Motivate Yourself:** Start small; Have one goal; Know your why; Really want it; Commit publicly & on paper; Build excitement; Set a completion date and build anticipation!

**10 Ways To Sustain Motivation:** Start!; Stay open/accountable; Spin it positive; Think about benefits; Find like-minded friends; Read/Look at Inspiring stories; Get help; Small successes; Reward yourself often; Don't skip 2 days in a row; Visualize the success!