

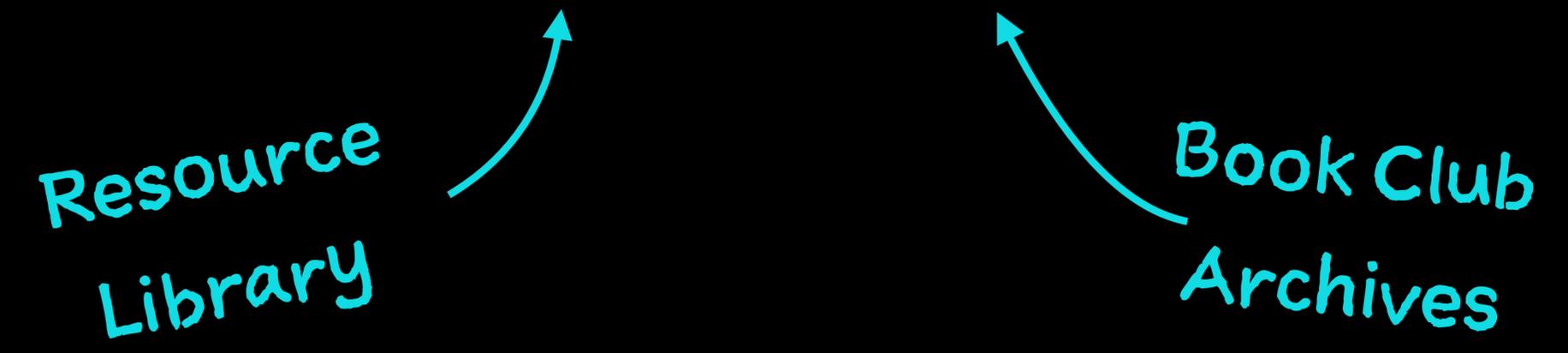
# FOCUS CLUB



March 2018



[thefocuscourse.com/dashboard](https://thefocuscourse.com/dashboard)



# TODAY'S TOPICS

Urgency

Progress

Q&A

**URGENT / IMPORTANT**

*If our lives were to be taken over by what is urgent, we would never get to what is truly important.*

**Urgent**

Something requiring immediate  
attention.

**Important**

Something of great significance  
or value.

# **How to Get Past “Urgency Mindset”**

- 1. Decide what’s important**
- 2. Discover how your time is being spent**
- 3. Budget your hours**
- 4. Follow through**

**HOW TO MAKE NATURAL  
AND CONSISTENT PROGRESS  
ON YOUR GOALS**

**Routine / System**

# **Time Budget**

**Plan**

# **MANAGING AND PRIORITIZING YOUR TASK LIST(S)**

**Everything Requires Maintenance**

- Look at it every day and update it.
- DO the things you've said you're going to do.
- Be merciless at cutting out the things you are NOT going to do (or have not done in months).
- Create a decision-making framework to help you quickly and easily focus on the things that matter most.

# Q & A



# JUSTIN

*What are some tips and strategies for dealing with errands/chores that you dislike and usually end up being procrastinated? (For me, for example, making calls to insurance companies to deal with something and cleaning the garage...)*

# MIKE

*Analog -> Digital: Best practices for migrating (how and what) and then adding metadata for find & use*

# JUSTIN

*I've been doing some formatting and layout work as well as designing covers for my ebook and course. Do you have any recommendation or tips on how to improve design skills for bloggers, writers, and people who are building an audience?*

# CLAIRE

*One lesson that has really come home to me this year is the importance of small incremental changes. I was listening to a podcast about non-linear systems, which said that you shouldn't make changes too quickly because you need to wait to see how each change affects the whole system. This makes change more effective, but means that you can't plan so far ahead. So I wondered if you had any hints for managing this kind of incremental change.*

# JUSTIN

*I've heard that you used Pages before for your ebooks. Can you share your recent tools and workflows for publishing ebooks and getting things into PDF and ePub formats?*

