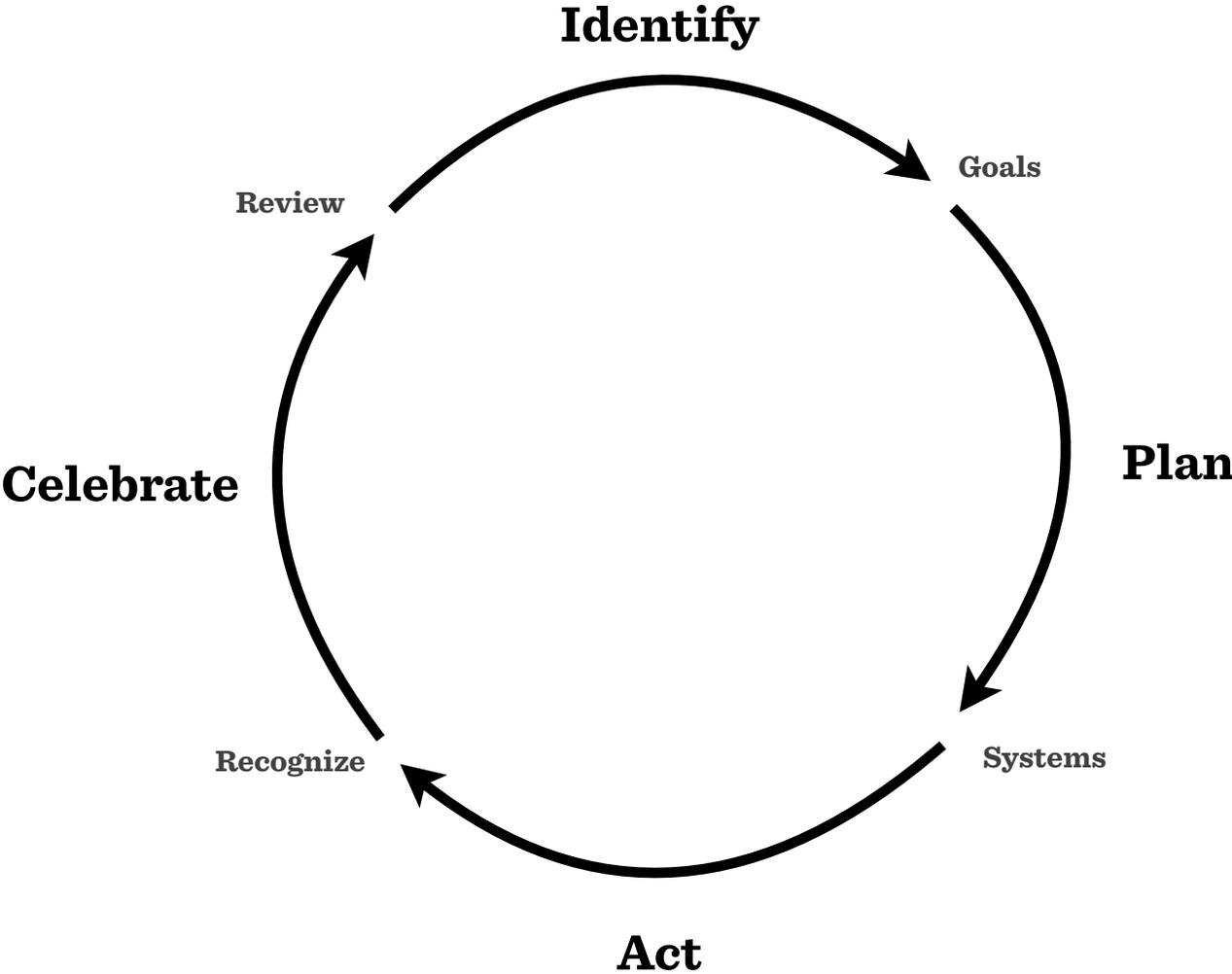


# The 4-Focus Method



# The 4-Focus Method

## A Flywheel for *Living a Focused Life*

### 1: Identify

Many people struggle to identify that which matters because they lack clarity about the bigger picture of their life’s mission and vision. (“People perish with lack of vision.”)

### 2: Plan

When you have identified what is important, you must set aside time for it. Otherwise all you have is a wish or a hope that gets no traction in your life.

### 3: Act

This is where you do that which you said you would do. It will naturally include your tasks and actions, but it also includes things such as meaningful moments with your family, resting and recharging, and more.

### 4: Celebrate

When you’ve done that which you set out to do, that’s cause for celebration! Reinforce your positive actions and recognize that you’ve just done something that matters.

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**Which, if any, of the 4 steps in the flywheel are your strongest or favorite?**

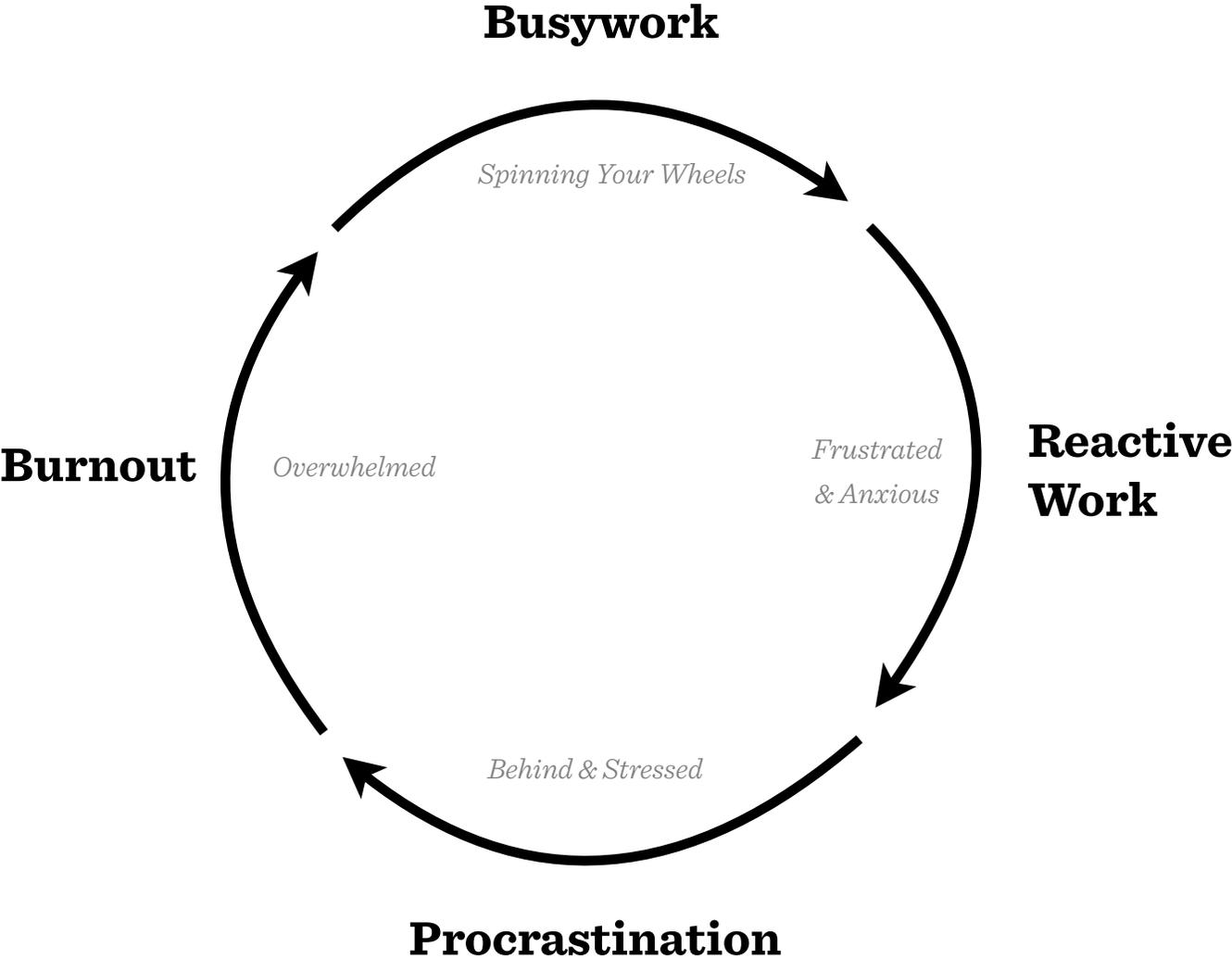
Identify                                      Plan                                      Act                                      Celebrate

.....

**Which, if any, of the 4 steps in the flywheel do you most often skip or ignore?**

Identify                                      Plan                                      Act                                      Celebrate

# Four Symptoms of a Busted Productivity System



# Four Symptoms of a Busted Productivity System

## 1: Busywork (Spinning Your Wheels)

Doing tasks and activities that are not rewarding, they don't add up, they don't compound into anything substantial over time, and they don't really move things forward. Simply put, they're not the best use of your time. This happens when you lack clarity.

## 2: Reactive Work (Feeling Frustrated & Anxious)

When you find yourself reacting to the needs of others and unable to follow through with your own priorities. There is always something else coming your way that you have to react to, and you're not able to proactively focus on the things that you know you should be doing. This happens when you have no system for reliably planning and scheduling how to spend your time.

## 3: Procrastination (Feeling Behind)

When you and/or your team have a hard time following through on your commitments. Tasks get put off to the last minute or skipped altogether. This happens when you lack personal integrity and/or a system of execution.

## 4: Burnout (Feeling Overwhelmed)

When you feel like you are on the hamster-wheel of hustle. You are feeling burnt out, unmotivated, and can't see how your current activities lead toward your desired outcomes. This happens when you do not regularly recognize your progress and celebrate those small wins.

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**Which, if any, of the 4 symptoms in the flywheel do you most relate to?**

Busywork

Reactive Work

Procrastination

Burnout