

Quick Guide to *Master Your Workday Now!* Processes

Use this 1-page guide after reading the book, as a frequent refresher of main concepts

Part I

Enter all tasks on Now Tasks list; no exceptions. Especially enter tasks arriving by e-mail.

On the **Now Tasks** template:

Enter items on the **Critical Now** section that must be done today. Use the “going home test”—if you would not work late into the night if this task were incomplete, do not record it there. Review this list hourly.

Enter items on the **Opportunity Now** section that you would *like* to do it today or this week, maybe even next week. Review the entire list at least once each day. Keep this list to 20 or fewer items. If it gets longer, move lowest priority to the Over-the-Horizon list.

Enter items on the **Over-the-Horizon** (OTH) section that you do not need to pay attention to until next week or later. Review this entire list once a week.

Enter items on the optional **Target Now** list that you’d *very much* like to do today (but would not work late to complete). Once Critical Now items are done, review this list hourly. Revise this list at the start of each day.

Enter items on the optional **Review Cycle** pages in the **Over-the-Horizon** (OTH) section if your weekly OTH list is getting too large to review easily in one sitting.

Broader outcomes and deliverables for the week enter on the **Significant Outcomes** (SOCs) section. There should only be one to three of these each week. Glance at this list each time you start working on tasks to ensure you choose tasks that help reach your weekly outcomes.

Part II

Enter your goals and goal statements on the Goals template.

Step 1) In the goal description, create a well formulated **Vision Goal** (Chapter 10)

Step 2) Add a **Target Goal** (Chapter 11)

Step 3) **Activate** the goal daily (Chapter 12)

Step 4) Brainstorm **actions**, and take first action (Chapter 13)

Part III

Use the **Locking in Beliefs** exercise to help with larger goals (Chapter 14)

Create your **Life’s Work Vision Statement**, and revise it yearly (Chapter 18)