

finish what you start



BIG IDEA TO REMEMBER: Taking Your Time Back



DEFINE THE PROBLEM

Almost any problem can be solved as long as the root of the problem is defined.



KNOW WHAT YOU WANT

Information is useless if you don't know what you want to accomplish with it. Spend the necessary time to understand what that is before trying to make sense of it.



BECOME PROACTIVE

The key to taking back control is to shift from a reactive life to a proactive model. You decide what's important and ignore all else.



GIVE ONE THING YOUR ALL

At any one point in time - choose one project to focus on. One thing. And give it your all. There will always be more that you *could* do, but there's almost never a time when there's more that you *should* do.



NARROW YOUR FOCUS

It's overwhelming and unrealistic thinking that you need to do everything at once. Overwhelm leads to inaction, which leads to further frustration. Avoid entering this cycle by narrowing your focus.

finish what you start



BIG IDEA TO REMEMBER: Your Top 20



IMPLEMENT A STRATEGY

Implement the Top 20 strategy to decipher what is important and to defend against distractions.



THE PROCESS

On a sheet of paper, write a list of 20 things you think that you should be doing.

Select the 5 things that get you most excited. What you choose doesn't have to be the best, because there is no best. Write those 5 things down.

Take another piece of paper and write, "Absolutely, positively, do not do" at the top. And copy the remaining 15 things down. These are your distractions. Keep this with you.

finish what you start



BIG IDEA TO REMEMBER: Accomplishing Your Goals



CREATE YOUR STRUCTURE

A big reason why people fail to meet their goals is they lack structure. They didn't clearly identify the goal and establish the action steps to get there.



SET SMART GOALS

Use the common and effective acronym SMART for setting goals. The best goals are specific, measurable, achievable, realistic, and timely.

SOULSPARK

fitness & nutrition

Write down the **goal**, then break it down to ensure it is specific, measurable, achievable, realistic, and timely.

Goal: _____

- Is it Specific? Is it Measurable? Is it Realistic?
 Is it Achievable? Is it Timely?

Need more guidance?

Visit soulsparkefitness.com or contact Kim directly at kimfiddes@icloud.com