

Double Your Productivity, Double Your Time Off Teleseminar

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How to double your income and double your time off – in one solid hour of high-powered ideas and strategies.

Introduction: You become what you think about – most of the time.

Key question: *What* do you think about and *how* do you think about it?

Three qualities of entrepreneurial thinkers:

1. **Goal-orientation** – think about what you want;
2. **Result-orientation** – think about how to get it;
3. **Action-orientation** – think in terms of what you can do immediately.

7 Keys to Getting Results:

1. **Clarity** – the most important word in success.
 - 1) Determine your true values, vision, mission and purpose in life;
 - 2) Set clear goals in four areas: Career, Family, Finances, Health and Fitness;
 - 3) Decide how you will measure, track success;
 - 4) Seven step goal setting method:
 - a. Decide exactly what you want;

- b. Write it down;
 - c. Set a deadline;
 - d. Make a list;
 - e. Organize the list – by priority and sequence;
 - f. Take action on your top priority task;
 - g. Do something every day on your major goal.
- 5) Goal setting exercise: make a list of ten goals for the coming year:
- a. Take a clean sheet of paper;
 - b. Write ten goals in the present tense;
 - c. Select the most important goal;
 - d. Make a plan to achieve it and work on it every day.
2. **Competence** – decide to become very good at the most important things you do.
- 1) Identify your natural talents and abilities;
 - 2) Determine the Key Result Areas of your work;
 - 3) Set Standards of Performance for each Key Result Area;
 - 4) Select your weakest skill;
 - 5) What one skill, if you were excellent at it, would help you the most?

- 6) What one skill would help you the most to achieve your most important goal?
3. **Constraints** – identify the limiting factor(s) in achieving your goals.
 - 1) What determines the speed?
 - 2) What is holding you back?
 - 3) Why aren't you at your goal already?
 - 4) Apply the 80/20 Rule – Internal vs. External constraints;
 - 5) Focus on alleviating that one main constraint;
 - 6) If you could wave a magic wand, how would you change, improve your situation?
4. **Creativity** – you are a potential genius.
 - 1) Use your creativity to solve any problem, achieve any goal;
 - 2) Define the problem or obstacle clearly;
 - 3) Ask: "What else is the problem?"
 - 4) Identify all the possible solutions;
 - 5) Make a decision – select a solution;
 - 6) Set a deadline;
 - 7) Take action immediately.

5. **Concentration** – your ability to focus single-mindedly on one thing at a time.

- 1) Proper Prior Planning Prevents Poor Performance;
- 2) Start each day with a list of activities;
- 3) Set priorities on your list – 80/20 Rule;
- 4) What are your highest value tasks?
- 5) What can you and only you do, that if done well, will make a real difference?
- 6) Why are you on the payroll?
- 7) What is the most valuable use of your time?

6. **Courage** – be willing to move out of your comfort zone.

- 1) Dream big dreams! Why not you?
- 2) Fears of failure hold you back;
- 3) Antidote? Do the thing you fear;
- 4) Act boldly and unseen forces will come to your aid;
- 5) Act as if it were impossible to fail;
- 6) “Double your rate of failure; success lies on the far side of failure;”
- 7) Ask two questions
 1. What did I do right?
 2. What would I do differently?

7. **Closure** – important task completion is a major source of energy and enthusiasm.
 - 1) Decide upon your goal or task;
 - 2) Set priorities in every area of your life;
 - 3) Start immediately on your major task;
 - 4) Concentrate single-mindedly on completing one thing, the most important thing;
 - 5) Focus on your most important results;
 - 6) Develop a sense of urgency, a bias for action;
 - 7) Get going and keep going until the job is done.
8. **The three keys to success:** 1) Decide exactly what you want; 2) Determine the most important result you can get; 3) Take action immediately and never, never quit until you are successful.
9. The final “C” – **Coaching** – the most practical, proven way to double your income and double your time off.