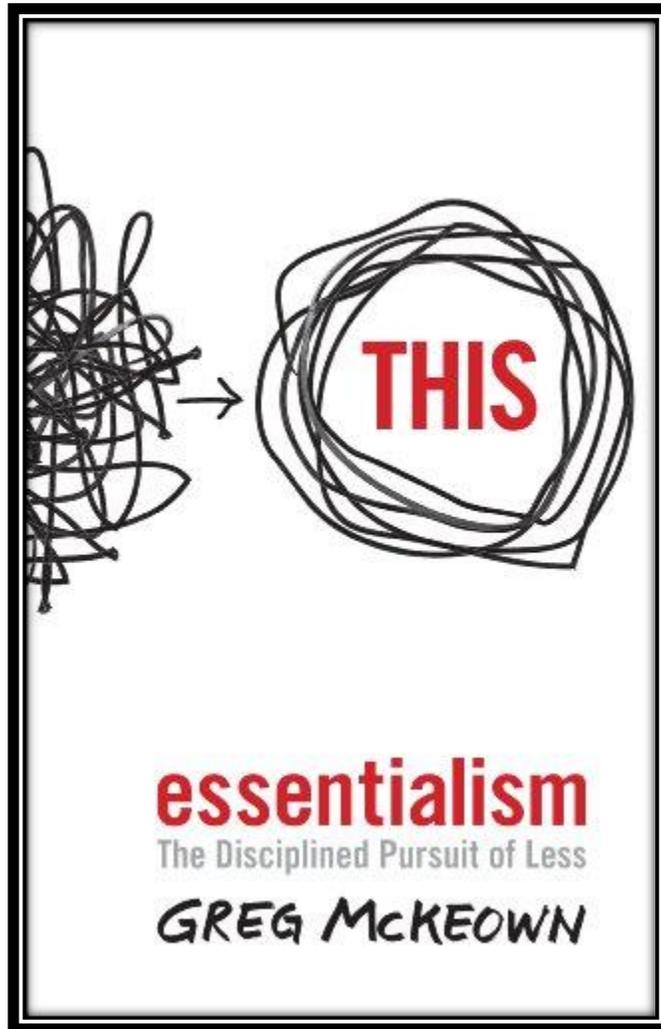


Essentialism

The Disciplined Pursuit of Less



Executive Link Continuing Education

Getting Started

Greg McKeown's criteria for culling your closet

is: _____

What criteria will you use to organize the "closet of your life"?

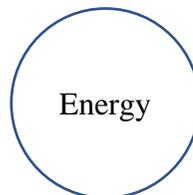
Greg noticed this pattern with successful businesses:



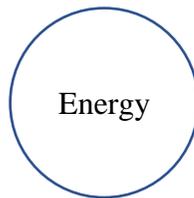
Where have you seen or experienced this pattern:

Energy Diagrams:

1. Draw your energy diagram. Around the circle, write the things that demand your energy/attention in your business and draw arrows with their length showing the relative time they require.
2. Circle the items on the diagram that you should do more of.
 - a. I'm passionate about this
 - b. I'm particularly skilled at this
 - c. This is an economic driver of my business
3. Put an asterisk next to items that can be readily: delegated, outsourced, hired for.



Redraw your energy diagram with only those things remaining with the length of the line representing your relative energy and focus.



Answer and discuss the following questions:

1. What could be the return to your business if you made the change represented by the two energy diagrams?
2. What would be the cost to your business of delegating, outsourcing, hiring for or just not doing the tasks that are distracting you?

Explore:

In the past 24 months rank your ability to find appropriate time for the following:

(1 = couldn't be worse, 10 = couldn't be any better)

_____ Escape — space to think, read, process, & dream in order to discern the essential few from the trivial many

_____ Sleep

_____ Play

If this needs to change, what actions will you take to address this? What trade-offs will you make?

Select:

Extreme Criteria

Opportunity:

What opportunity is being offered to you?

Minimum:

What are your minimum criteria for the option to be considered?

Extreme:

What are the ideal criteria for this option to be approved?

Eliminate:

Essential Intent:

- Inspirational
- Meaningful
- Measurable
- Concrete

What will you accomplish?

How will you know (how measured)?

Why is this important (connected to your mission)?

What is your statement of essential intent?

Graceful “No”

Identify something you will be asked to do that you know you should say “no” to:

What are the consequences of saying “no”?

What are the consequences of saying “yes”?

How will you respond?

Uncommit:

As you examine the things in your life to do less of, are the following affecting your decision making?

Endowment Effect: Our tendency to undervalue things that we don't own and to overvalue things we already own.

Sunk cost and fear of waste: We spent so much already, we already have this, we are set up for this

Status Quo Bias: Overvalue the way things are done now, overinflate the risk of change.

Loss-averse: The sting of a loss hurts more than the reward of a win.

How can the following tools help you? (pgs 152-153)

- Zero-based budgeting
- Pause before you speak
- Reverse Pilot

Edit:

The next time someone brings forth an idea of something to add, how will you give the idea a fair consideration, not deflate the person and provide a graceful "no" if that is what it deserves?

Execute:

Buffer: what is your goal for reserves? Timeline for this goal?

The following are optional depending upon time:

What are obstacles you can remove to improve the effectiveness of your system or team?

Progress: Power of small wins. Setting targets, visuals, celebrations. How can you apply these?

Flow: creating routines and overhaul your triggers. How can you use these tools in your life?

Focus: What's important now. There is only now. How will you discipline yourself to focus on what you are doing now?

