

Getting Results Webinar - Quick Reference Sheet

Achieving Goals

Everyone has dreams and goals. Achieving personal and professional goals, however, requires planning and action. Learning how to manage time and set realistic goals will increase your chance of success in every area of your life.

Key Steps to Take

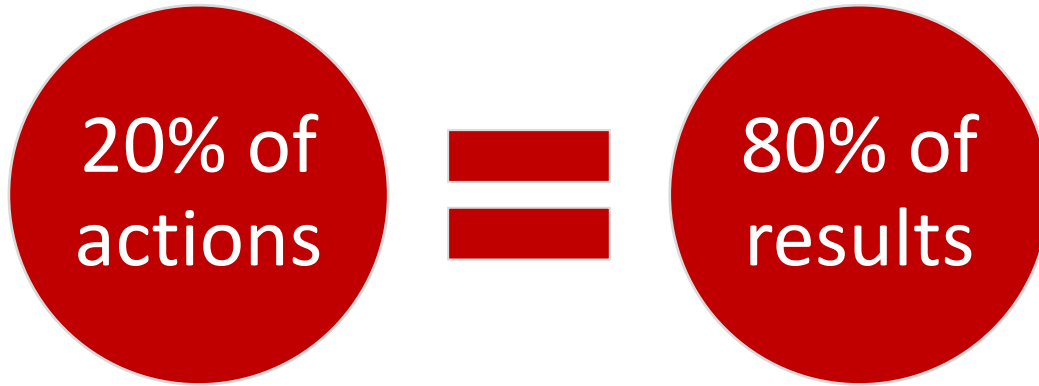
- Eat That Frog!
- Just Do it!
- The 15 Minute Rule
- Chop it Up

Mistakes Will Happen

No matter how well you prepare or what precautions you take, mistakes will happen. Mistakes are an essential part of life. Without them, it is not possible to fully grow and learn. When mistakes do occur, the key is to bounce back, learn from them, and move forward

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The 80 / 20 Rule



The Four Ps

- Positive
- Personal
- Possible
- Prioritized

Increase Your Productivity

- Repeat What Works
- Get Faster
- Remove "Should"
- Build on Success