## BY-PRODE UGT AUTONOMOUS SUCCESS IN A BOLD NEW WORLD

## WORKBOOK

Use the video content combined with the exercises in this workbook to set yourself up for success.

The exercises are designed in great detail to specifically bring out your personal BEST.

"Talent may take you to the top, but predictable processes keep you there."

~lan Prukner



# T+B+A+R

After I finished writing the Book, it quickly became a best seller. Within the first few weeks I had many people asking me to expand on some, if not all of the concepts, how I had selected these out of many more that I had tried throughout my short climb to success.

At first I was trying to answer all of the questions for everyone, but it became clear to me that I could be or would be spending the next few years addressing them. Through my business, I have learned the importance of time (we all have 168 hours a week), and also how to leverage my time.

(a) ianprukuer

And thus this Master Class was born! I combined all the questions I was getting on the materials, and then recorded the proven exercises and lessons I developed helping my own teams grow.

I am looking forward taking you to your next level!

### BY-PROD-UCT

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Front Cover Photography: Leone Combs Cover Design: Aristide Abrahams Interior Design: Aristide Abrahams

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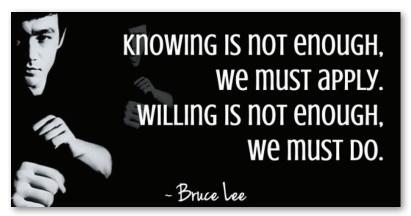
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Produced in the United States of America 2019—First Edition

Congratulations! You've chosen to invest in yourself; to take a deep dive into the BY•PROD•UCT process. The prerequisite for the BY•PROD•UCT Master Class: Read the BY•PROD•UCT book BEFORE you start this Master Class. If you've not read the book yet, go read it first. For your convenience, this course includes an e-book formatted for for e-readers such as Kindle®, and iBooks®.

This Master Class does not replace the book, but relies on the basic understanding of the BY•PROD•UCT concepts you found in the book.



Throughout this Master Class, you will be taking a deep dive into the concepts, ideas, and examples of the **TBAR** processes and *how and why* they work. If you are willing to put in the work to master these processes, then the outcome of your effort is predictable. The content in this Master Class will work if you are willing to work e.g., do the exercises. They will require *your commitment* in participation. Make a decision *NOW* that you are *committed to do* them, *before you even start*. Each exercise is designed for you to learn *how to apply* the information, ideas and concepts to your *own journey*. **REMEMBER**, if your *actions stay the same*, your *results will stay the same*.

Reading the content alone is not enough. You must act on, and apply the information you're learning. Participation is **KEY**.

The following symbols are used throughout the Master Class and accompanying Workbook, to help you identify the type of exercise or action you need to take.



#### INPLIT:

Input or Reflective Exercise requiring you to express thoughts and share your insights from your experiences.



#### **OUTPUT:**

Output or Adaptive Exercise requiring you to share your thoughts, insights or experiences with someone such as a mentor, coach, friend, or third party.



#### **ACTION:**

Denotes an item within an exercise, where immediate action is needed.



## Process Breakdown

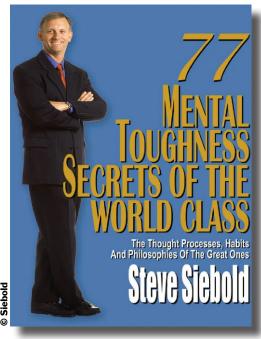
#### **Identifying Limiting Thoughts & Beliefs**

Are you <b>thinking about</b> what <b>you are thinking about</b> ? List three thoughts below that you <b>need to change.</b>
1
2
3
Write out three replacement thoughts.
1.
2
3
Are your beliefs <b>serving</b> you? List three beliefs below which <b>need to be replaced</b> .
1
2
3
Write out <i>three replacement beliefs</i> you want to hold instead.
1.
2
3
Write out three actions which need to change for you to accomplish your goal.
1.
2
3
Write out the three actions which will replace your current actions.
1
2
3

We can't change what we aren't aware is holding us back. In his book "177 Mental Toughness Secrets of the World Class", Steve Siebold discusses the idea of four levels of awareness. He relates them to four socioecnomic classes which is really the byproduct of the thinking and belief systems held within the classes.

#### Siebold's four levels of awareness are:

**Poverty:** People operating at this level of awareness are generally in survival mode and living in a harsh set of circumstances. They generally aren't concerned with long-range planning or creating pathways to a better life; they are simply trying to get by. They spend most of their time reacting to their environment. At this level, there's not a lot of accurate thought occurring about why one is there. It's just accepted as "how it is", and life goes on. There is an underlying victimhood belief which discourages people at this level of awareness from taking control of their lives. They believe the system is rigged against them and completely discount their ability to change their circumstances.



**Working Class:** This level of awareness is marked by the status quo. This is how we have always done things, and this is how we will do them in the future. This thinking longs for the good old days when our dated skill sets and beliefs were enough. Change and growth are not readily accepted, as people at this level wish for the way things were. Their thinking and belief systems don't adapt well to the changing environments. While they are hard workers, they usually don't see the connection between results and compensation. They typically aren't concerned with raising any higher in life, and nobody around them is, either.

**Middle Class:** This level of awareness operates at a high enough level to understand that higher levels exist. This is a cause of great frustration. Their primary motivations are comfort and security. They value titles, degrees, and fitting in. They are highly concerned with the thoughts and opinions of others. They tend to operate in a "what's in it for me" sort of mentality. They never spend time critically evaluating the differences in thinking, belief, and action between people at their level and people at higher levels. They attribute people at higher level success to luck, greed, the right family, and opportunities. "Victim" is the watchword for those people who use what they personally didn't have as a reason to stop themselves from developing into everything they are capable to become.

**World Class:** This awareness level sees things clearly and as they are. They understand people pay for value and solutions. The bigger the problem, the more valuable the solution. They spend their lives in the service of other people and solving people's most pressing problems. They learn to be incredible managers of assets and extraordinary leaders of people. Their ability to see things accurately and consistently allows them to produce the results that have catapulted them to the top of their field, whether in sports, business, or at home. These champions have identified the **Thinking**, **Beliefs**, and **Actions** which lead to **Results**.



Which level of awareness do you currently have?
Using the Notes page, write how your level of awareness has played a role in your life thus far.

Read one chapter a day from "177 Mental Toughness Secrets of the World Class" and reflect on it throughout the day





Known to Self

Known to Self

Den Area
1

Not Known to Others

Hidden Area or Facade
2

Unknown
4

#### THE JOHARI WINDOW MODEL

AND known to others?

1.

2.

3.

What are some examples in your life from Box 2, the Hidden Area or Facade that are known to you BUT NOT KNOWN to others?

1.

2.

3.

What are some examples in your life from Box 1, the **Open Area** that are *known to you* 





JOHARI WINDOW: Identifying Blind Spots



Take a few moments and identify three people who are the most influential to you right now. They could be your spouse, family member, friend or a co-worker or someone who knows you well. Approach them with the following questions:

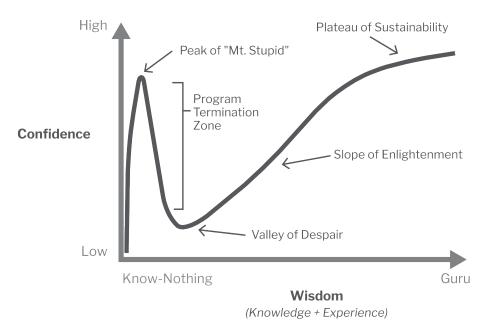
What three things am I aware of which are helping me or hindering me in a great way?" Be specific.
1
2.
3.
J
What are three potential weaknesses do you think I may be aware of but am not sure that I actually am? Be specific.
1.
2
2.
2.
2.

#### **How We Work**



What three things am I aware of which are helping me or hindering me in a great way? Be specific.
1
2.
3
Once you've obtained your feedback, take a few moments to consolidate your notes,
Once you've obtained your feedback, take a few moments to consolidate your notes, and write down your top three take-aways in your own words.  Consider the following questions:  Was their feedback insightful?  Did it validate anything you may have already known?  What can you do do improve in this area?
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#### **DUNNING-KRUGER EFFECT**

Keep in mind that you may not have been aware of the Dunning-Kruger effect at all, or may not have been aware enough to consider that you were guilty of giving yourself either too much credit (Peak of Mt. Stupid) or guilty of quitting something (being in the Valley of Despair).

Provide three examples below where you *quit* something in your life, and now, in hindsight, the "Dunning Kruger Effect" was either *more than likely* or *clearly the reason* why you quit, but at the time you were not well enough educated to understand the "why".

•			
Example 2:			

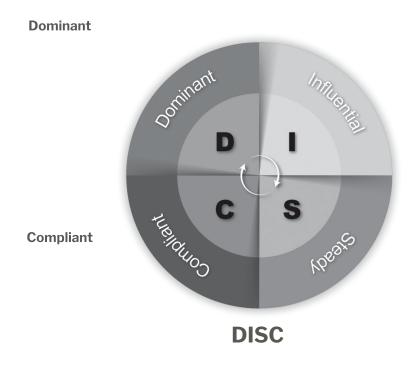
Example 1:

#### **How We Work**



#### **DUNNING KRUGER: Identifying Past Failures**

cample 3:	
IOTES	
IOIL3	



Influential

Steady

"You can't improve unless you're aware of where you are." ~ lan Prukner

In this exercise you're tasked with completing your very own DISC profile assessment.

Completing the DISC assessment provides you with great insight as to who you are (your Natural State) and who you think you need to be (your Adaptive State). Both of these combined is how you function.

If used properly, the DISC profile can be a powerful tool in your journey to self mastery.

As mentioned, there are **two options** for you to complete the DISC assessment:

- 1. Complete the assessment we used on our team at <a href="http://bit.ly/DISCByproduct">http://bit.ly/DISCByproduct</a>
- 2. There are plenty of free DISC assessments online. Word of caution: You get what you pay for!

#### **SELF ASESSMENT**

Once you've completed your DISC profile assessment, list your **Natural** and **Adaptive** scores for each one of the DICS peronalities:

	Natural	Adaptive
D		
S		
C		

#### Ask yourself the following reflective questions:

- What your two highest scores for your Natural State?
- How do they compare to those of your Adaptive State?
- Were your Natural and Adaptive states in the same categories?
- How wide was the gap between the 2 categories?
- What are your conclusions, based on the video content?

Based on the results of your DISC profile, did your assessment validate what you already know about yourself, or did it reveal things of which you were not aware?



#### **How We Work**





One of the most important things we can learn about ourselves is how we handle losing. Contrary to what the general public is taught in schools, losing is not bad. *It's necessary!* Anyone who has ever *achieved* anything *worthwhile* knows that *losing is part of the process* on the road to success.

#### The difference between winners and losers is this:

Losers let the loss *define* them, winners let the loss *refine* them.

#### There are two types of "losers":

**Loss Avoiders**: Avoiders will go to great lengths to avoid being in a losing situation. They play it safe. They play not to lose, instead of playing to win. They don't venture outside their comfort zone. They will remove themselves from any situation where they might be faced with a loss or the fact that they aren't good enough. They go to great lengths to stay in their lane. Loss avoiders never really go all in because they're afraid of being defined by what's on the other side. Avoiders tend to react to the possibility of loss by removing themselves from it.

**Loss Minimizers**: Minimizers downplay the win so they don't feel bad about losing. "I didn't really want that thing anyway", "There is more to life than \_\_\_\_\_." Minimizers are always quick to rain on other people's parades, trying to convince themselves and others of the validity of their lack of engagement. "Who needs a house like that anyway?" They excuse their loss by devaluing the win.

Take some time and reflect on the last three most significant losses you've had in your life, and then check whether the loss was because you avoided or minimized.	Avoider	Minimize
Loss 1:		
Loss 2:		
Loss 3:		

What do you find in common with these loses? Are you primarily an **Avoider** or a **Minimizer**? In each situation, consider why you choose Avoider or Minimizer.

Now that you have a better understanding of Losing Habits, what would you do differently the next time you are in a similar situation?



## How We Work Identifying Our Motivators



#### When it comes to motivation there are generally three levels of motivation:

**Level One – Material Motivation**: Material motivation is the most basic human motivation. The need for food, shelter, clothing, and other basic material needs provides motivation to you every day.

**Level Two – Respect and Recognition**: Operating at a much deeper level of human nature, the attainment of respect and recognition from peers and mentors is a much longer lasting and more meaningful type of motivation.

**Level Three – Legacy and Purpose**: At this level of motivation, the conversation shifts from you and your lives, to the impact you will have beyond our lifetime.

With respect to Material Motivation there are two types of people e.g., either a "Stick" or a "Carrot" person.

**Stick Person**: Is *primarily motivated* by the *avoidance of pain*. Their actions are generally in response to some anticipated pain and avoiding it. They learn a new skill, so they don't lose the job, they are behind on the car payment so they look for additional work. They respond to and move away from negative material outcomes.

**Carrot Person:** Is *primarily motivated* by the *prize*, the *potential*, and the *possibilities*. The big house, the nice car, and the fancy watch motivate them to earn. The hard body, the way they look in the swimsuit, motivate them to work out.

#### Based on the example above, are you a **Stick** or **Carrot** person?

Using the example above, list three things that are <b>Material Motivators</b> at this point in your life.
1
2
3
Now list three things that are <b>Respect &amp; Recognition Motivators</b> at this point in your life.
1
2
3
Lastly list three things that are <b>Legacy &amp; Purpose Motivators</b> at this point in your life.
1
2
3





#### Goals

Goals are really nothing more than thoughts about how we want things to be attached to a timetable for achieving them. But what do we do when we don't hit our goals? The honest truth is, sooner or later, consistently missing goals is what stops people on the path to their dreams.

#### When we don't hit goals, it's for one of three reasons:

Write down the three most recent goals that you've had that were failures,

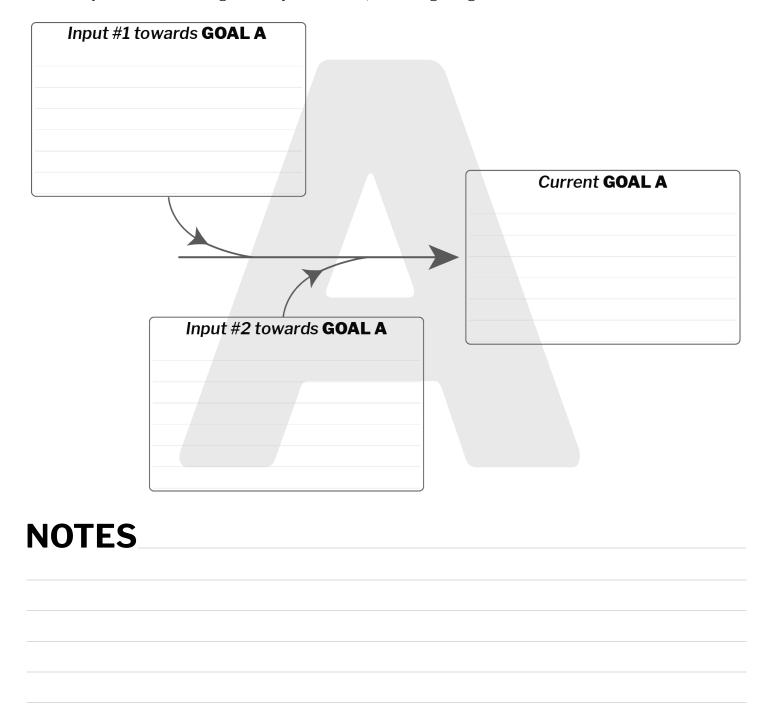
**It Wasn't Your Goal**: You never owned it. You liked *the idea* of the goal but lacked the emotional buy-in required to see it through to the completion phase. These are sometimes other people's goals for us which we try to adopt as our own.

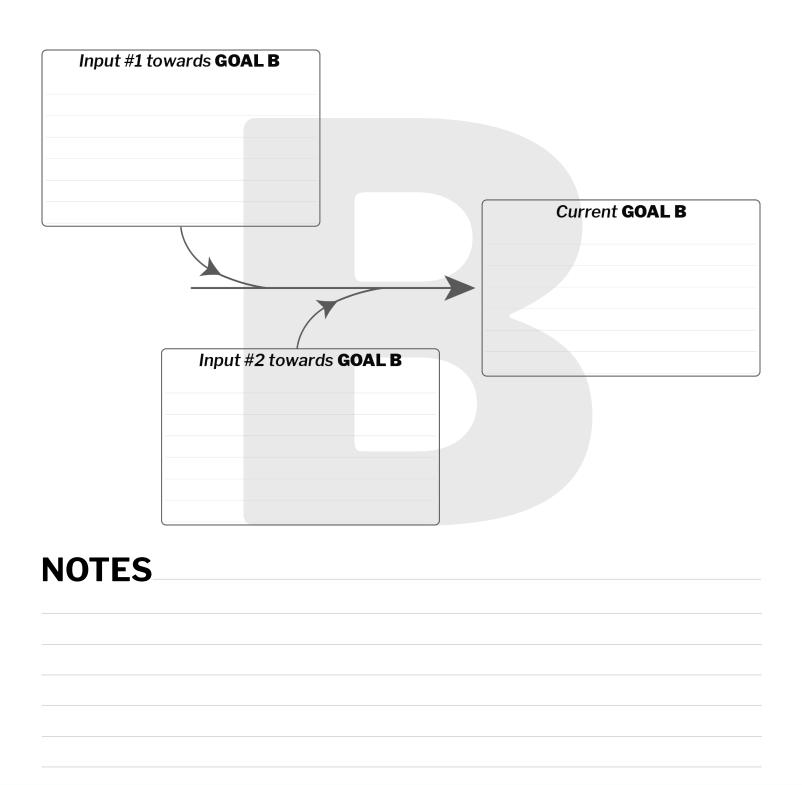
**The Skills Aren't Developed**: Many goals are really *just wishes*. They are fantasy where we envision ourselves or our team creating outcomes which our skill sets don't allow us to achieve. Our goals *must be* congruent with our skill sets. When they are not, we have two choices, reduce our goals or grow our skill set.

**Delusion**: The gap between what we believe it should take and what it actually takes. Many people believe accomplishing their goals will be easier and take less time than it actually will. They believe this because they lack the *ability to accurately assess* Cause and Effect.

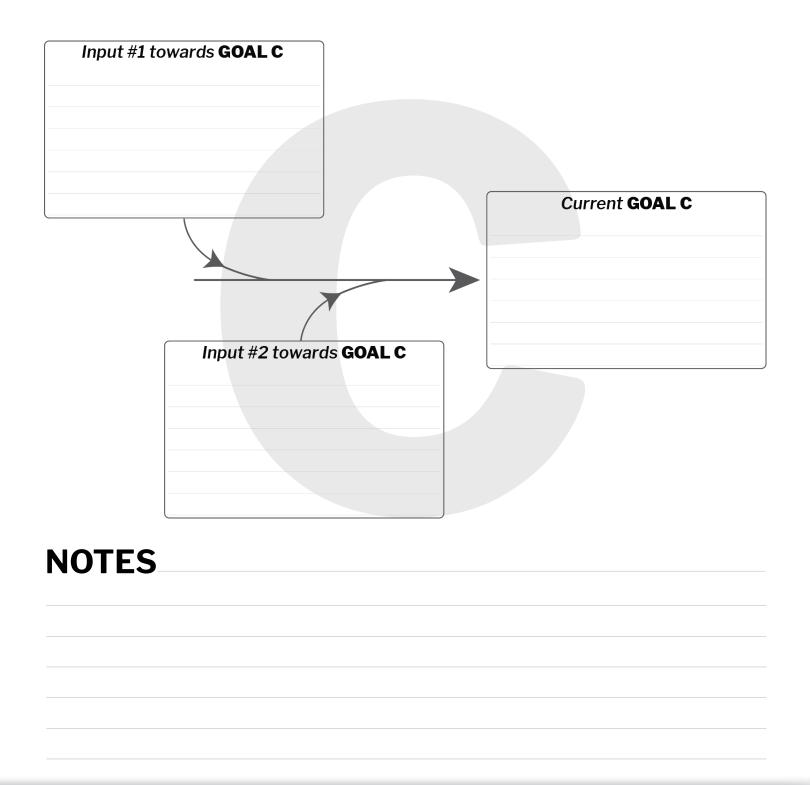
then identify why you didn't achieve them. Was it not your goal? Were your skills undeveloped? Or were you delusional?		
1		
2		
3		

List three **Current Goals** that you have, and then list two input goals for each of those three goals. These "**Input Goals**" are things that if you do them, achieving the goal is the end result.





## EXERCISE 8 (Cont'd.)



NOTES			



Struggling On Setting Goals? Setting a BHAG (Big Hairy Audacious Goal) and missing it is better than not setting a goal at all!

"It is better to aim high and miss than to aim low and hit." ~ Les Brown

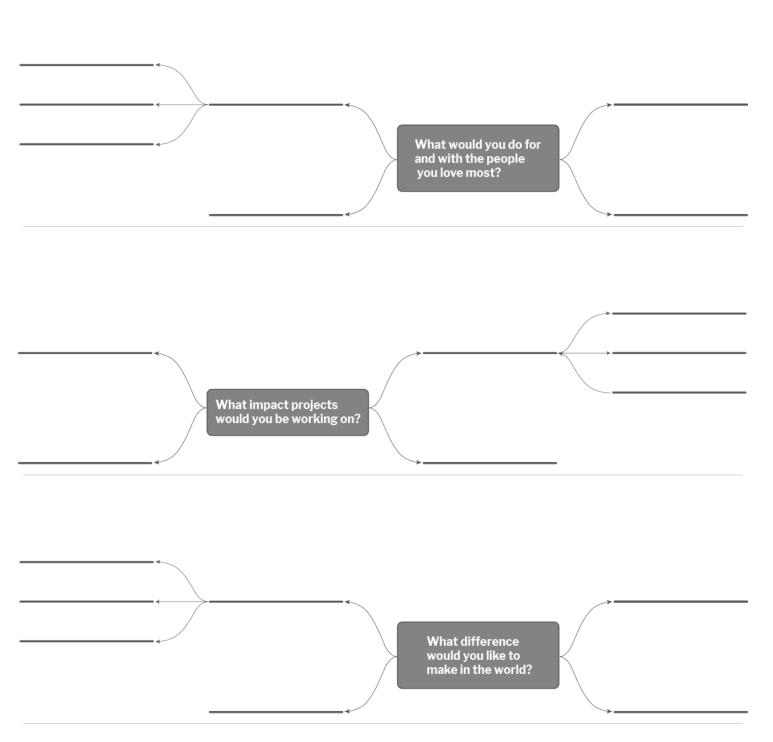
We are thinking all the time anyways, why not guide our thinking in the direction we want to take our lives and **THINK BIG!** 

#### Stop for a second and think about what you REALLY WANT.

Spend time reviewing your wants, writing them, visualizing them, and then use the diagrams below to brain storm your ideas adding as many lines as you need.

If money and time were no issue, what would you be doing with your days or spending your time?

Where would you travel?



Now, **THINK** on those things. Spend time *reviewing* them, *writing* them, *visualizing* them. Your thoughts *start the BY•PROD•UCT reaction* in your life. The *higher the quality* of the thought, the higher the *quality of the outcome!* 





The first step to lasting change is the recognition, replacement, and reprogramming of less optimal thoughts and thought processes with better and more accurate thinking. This is done through what I call replace and reprogram, which is similar to what Napoleon Hill calls the principle of autosuggestion.

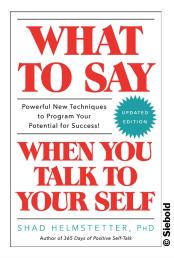
Remember, the subconscious mind *doesn't reason*. It *doesn't evaluate truth or falsehood*; it simply *accepts what you give it*. The process of giving it new information *happens through replacing and reprogramming* the desired **THOUGHT** until that **THOUGHT** *breaks through your subconscious veil*. Good or bad, helpful or harmful, *any thought repeated often and vividly enough will eventually make its way into your subconscious* and become part of your operating system. Once there, it is *accepted as true* and begins to form its own byproduct as your own **BELIEF**.



#### The Process for Reprogramming:

To begin the process of reprogramming your thinking, you must follow these steps:

- Identify the thought you wish to replace.
- Create a new, more accurate thought (thought reframing).
- Verbalize it and write it in the present tense.
- Repeat it as many times a day as possible.
- Record a self-talk audio to be able to listen to the statements in your own voice.



If you really want understand **why reprogramming works**, and how to master reprogramming Dr. Shad Helmstetter's book on this process is a great resource.

"Repetition is a convincing argument."

"As long as you and I allow others to program us in a way that fits their choosing, we are, without a doubt, out of control, captive to the whims of some unknown destiny, not quite recognizing that what hangs in the balance is the fulfillment of our own futures."

"We control with our own minds most everything in our lives, including our health, our careers, our relationships, and our futures"

~Shad Helmstetter, What to Say When You Talk to Yourself

#### Alright! Are you ready for some MAGIC to happen? Time to tie it all together!

#### STEP 1:

Go back to **Exercise 1: Identifying Limiting Thoughts & Beliefs** and look at your answers.

#### STEP 2:

**Reframe** your three limiting thoughts to one (or more) **positive ownership thought(s)**.

"I don't like the way I look in my jeans." "I feel great about the way I look and how I feel now that I have taken ownership of exercising."

"I feel so good and have more energy now that I am eating the right foods."

#### **STEP 3:**

VV	rite out your newly framed thoughts, and verbalize them. (Yes, you actually have to say them aloud!)
1.	
2.	
3.	





#### **STEP 4:**

**Write out** your newly framed thoughts, and verballize them at least two-three times daily! **Tip: Consider doing this in the morning, and before you go to bed each day.** 



#### STEP 3:

**Record** your self-talk track. Record yourself **verbalizing your three newly framed postive thoughts**. (**Yes, you actually have to do this too!**)

NOTES		







#### **Identifying & Replacing Limiting Beliefs**

**BELIEF** is the thermostat that regulates what you accomplish in life. We act on beliefs; Period. It *does not matter what happens* to you, what *matters is how you respond*. The **BELIEF SYSTEM** is the lens through which you view all of life's experiences. Your beliefs *color how you interpret* the circumstances you are in and the events happening around you. Because *your actions* are always a *byproduct* of your beliefs, it's important to **make sure your beliefs are accurate**.

Write down five <b>Erroneous Beliefs</b> that you currently hold.				
1				
2				
3				
4				
5				

Write down five <b>Limiting Beliefs</b> that are holding you back.				
•				
3.				
'•				
<u> </u>				
•				
j				

"Know that all the limiting beliefs from your family, your friends, your fears and the world will begin to come up once you start to take action. Move through them. This part of the process is where we begin to grow as individuals into who we were meant to be by challenging all of these limiting beliefs and fears."

~ Mastin Kipp



## List three *Recent Goals*, A, B and C, that you attempted to achieve but you considered a failure because you didn't attain them.

■ List three actions you took that ultimately did **NOT** lead to the achievement of your GOAL. unattained GOAL A Results are the BY-PROD-UCT of Action N List as many beliefs as you can that you hold that led you take the corresponding actions that the corresponding actions that resulted in your GOAL not being attained. 3 actions TAKEN - GOAL A Actions are the BY-PROD-UCT of Belief Beliefs that STOPPED YOU -> GOAL A "You have the power in the present moment to change limiting beliefs and consciously plant the seeds for the future of your your mind, you change your experience."



### **Process Breakdown:**



**Identifying & Replacing Limiting Beliefs** 

List three actions you took that ultimately did **NOT** lead to the achievement of your **GOAL**.

unattained GOAL B Results are the BY-PROD-UCT of Action N List as many beliefs as you can that you hold that led you take the corresponding actions that resulted in your GOAL not being attained. 3 actions TAKEN - GOAL B Actions are the BY-PROD-UCT of Belief Beliefs that STOPPED YOU→ GOAL B say you can't do, and you will never pay attention to their limitations again."



List three actions you took that ultimately did **NOT** lead to the achievement of your **GOAL**.

unattained GOAL C Results are the BY-PROD-UCT of Action N List as many beliefs as you can that you hold that led you take the corresponding actions that the corresponding actions that resulted in your GOAL not being attained. 3 actions TAKEN → GOAL C Actions are the BY-PROD-UCT of Belief Beliefs that STOPPED YOU→ GOAL C "Give life to your dreams, give strength to your visions, and give light to your path." ~ Dr. Shad Helmstetter





Anything worth doing is worth overdoing. MASSIVE action in the direction of your dreams is the most direct connection to the life and significance you desire. Action has, and always will be, the most direct causation of the results you have now. If you want to change your results, you must change something you are doing on a daily basis. As we begin to harness and direct our actions, it's important to understand the four levels at which action occurs e.g., the Four Stages of Competence.



### Unconscious Incompetence (UI)

At this stage, you are so new to the action you are taking, that you simply don't know what you don't know. This is unexamined action, or action taken without direction. It's busy-ness; Action for the purpose of action instead of action for the purpose of outcome. At this level, you are unaware that what you are doing isn't working, won't work, and that change is required.

### FOUR STAGES OF COMPETENCE

### **Conscious Incompetence (CI)**

At this stage, you realize what you are doing isn't working. There is an awareness that you aren't very good. This is the salesman who can't close and knows something needs to change. Awareness allows you to ask questions about your action, and to seek out better, more accurate action.

### **Conscious Competence (CC)**

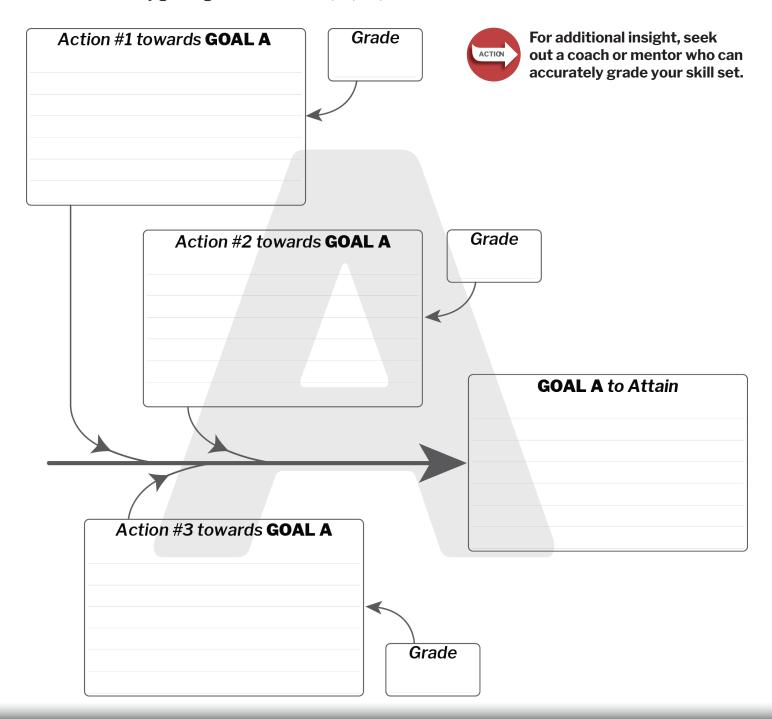
At this stage, you are competent in your actions, but they require conscious effort to maintain competence. It requires effort and focus at every step. It's like the new driver who is just learning to drive. Every move must be analyzed and thought through. It is highly inefficient, but it works. You get results, but it takes a lot of effort. Conscious competence is where most people try to interrupt the byproduct process by injecting new actions into the sequence. They consciously choose a new action, trying to override the natural action underneath.

### **Unconscious Competence (UC)**

At this stage, your actions are merely byproducts of the thinking and belief which created them. They are natural. They occur effortlessly for the holder of the habit. When your actions have become habit, you no longer need to think about them, you just do them. They become part of who you are. They take little or no effort to complete.

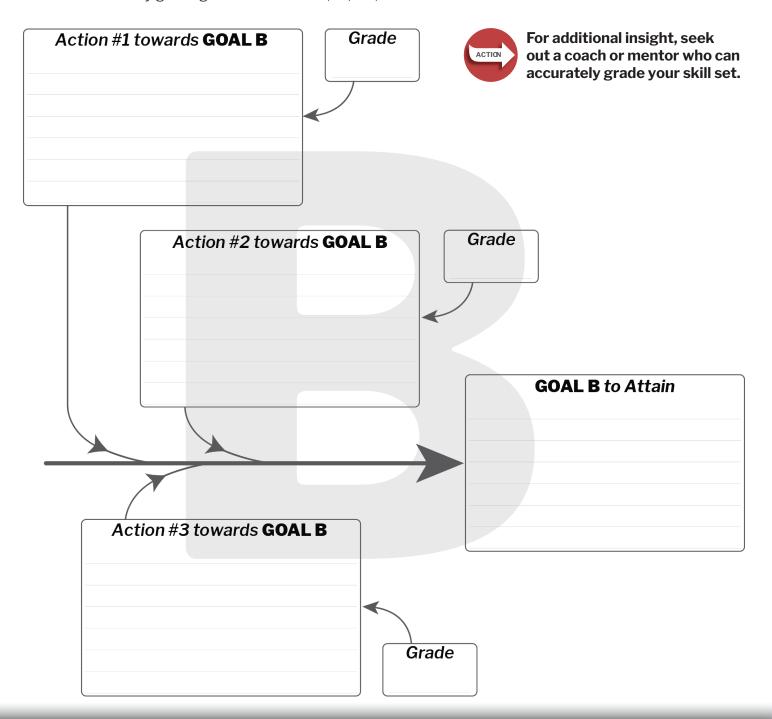
Identify three **GOALS** you would like to obtain. Then determine the three most important **ACTIONS** you need **to take** for each goal in order for you to attain them.

Then using utilizing the **Four Stages of Competence Model**, *self-assess your level of competency* for each skill set by **grading** them as either UI, CI, CC, or UC.



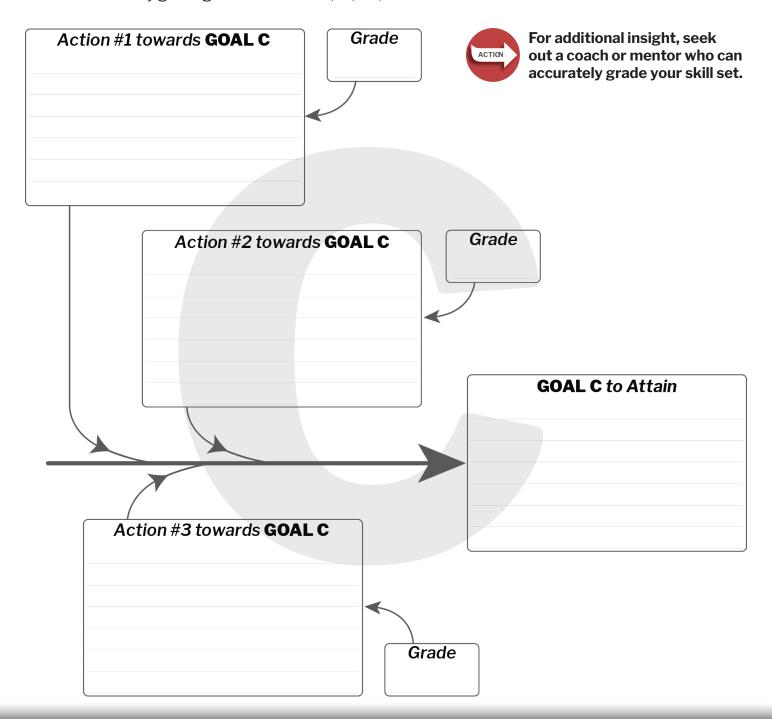
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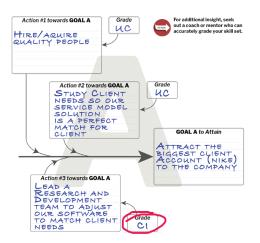
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### THE ACTION QUOTIENT

AMPLITUDE X PRECISION X TIME = RESULT



Using the **Action Quotient** diagram, take a moment to compare your areas that are not at an **Unconscious Competence** (UC) level, and *identify why:* 

Is it a **PROCESS** issue? Is it a **PRECISION** issue? Is it because of a **TIME** issue? List your findings below.

Based on your findings, what **specific action(s)** do you need to take to **improve your competencies** and move yourself to the **Unconscious Competence** (UC) level?

Specific Actions needed to improve competencies	Actions <b>I will take</b> to move myself to the Unconscious Competence level
Specific	
Process, Precision, or Time issue?	

# EXERCISE 11 (Cont'd.)

Luncies N	Actions <b>I will take</b> to move myself to the Unconscious Competence level
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**Time is the great equalizer.** We all have 168 hours a week; what we **do with our time** is what **creates** the separation between the great and the ordinary. When it comes to time, there are ultimately three ways you use your time.

**Waste**: The first place time can go is to waste. Think about when you waste money, what has happened? We have spent money but did not get anything in return for it. The money *is gone* but we have *nothing* to show for it. This is a *waste of money*. Similarly, when we waste time, we put time into something or someone, but we have nothing to show for it.

**Spend**: When you spend time, time is traded for something tangible in return. Think about when you spend money at the grocery store, the *money is gone*, but you have food *in return*. When you spend money on a car, the money is gone, but you have a car in return. In the same way, time can be spent or traded for something else of value.

**Invest**: When we invest money, we put *capital in* with the *expectation* of getting *more out*. An investment creates more of itself. When we invest time, we are putting time into something which *yields more time* than was invested. An example of a time investment would be time put into health and wellness. The time invested here will add years, or even decades, to your life. Time invested is, in turn, yielding more time.

We *all have 168 hours* in a week, but before we can identify where we are **Wasting**, *Spending*, or *Investing* our time, we must first look at how our 168 hours is being used as a whole. Most people spend their time in the categories listed below. Take a few moments and write out below how much time you're allocating to each of these areas.

Make your personal timetable as detailed as possible.

### Time Management table:

ACTIVITY	TIME SPEND (hrs)	168 HOURS
Sleep →		
Work →		
Eating →		
Showering/Hygiene →		
Driving →		
Gym →		
Family time →		
Church →		
Errands →		
Entertainment →		
Other item not on list →		
Other item not on list →		
Other item not on list →		
Other item not on list →		
Other item not on list →		
Total Time Spent →	<b>→</b>	Substract Total Time Spent -/-
	Unaccounted Time	



Now that you have *identified how much time you have*, where could you **SPEND** or **INVEST** your time? What could you do with it?

Some people may start a business, some may seek additional schooling, and some may work at a charity.

Take a moment, and list out below how you plan on using your *new found* time!

NOTES		



You can have **ANY**thing you want, but you can't have **EVERY**thing you want, at least at the same time. **Prioritization is the key** to productive lives. Later made famous by Steven Covey, the Eisenhower Matrix is a **massively effective tool** for creating priorities while helping us to **identify and eliminate time wasters**.

# Urgent / Important

Not Urgent / Important

# Urgent / Not Important

Not Urgent / Not Important

### **Quadrant One: Urgent and Important**

These are things which have a *major impact* on the *most important* areas of your life. They are also things with *immediate deadlines*. They are things that can only be *done by you*. If they don't meet all three criteria, they are not important and urgent.

#### **Quadrant Two: Urgent Not Important**

These things require *immediate attention* but are *not material* to the outcome of your life. They are things that need attention but do *not require you* to do them.

#### **Quadrant Three: Important Not Urgent**

These things are *critical* to the outcome of your goals and dreams. They are material to your life's aim. You must do them, but there are no pending deadlines. These are things that help us to be the best, most productive version of ourselves. They are the tools with which we will erect the skyscraper of success in our lives. Because they are not urgent, they tend to be put off, delayed, or overlooked.

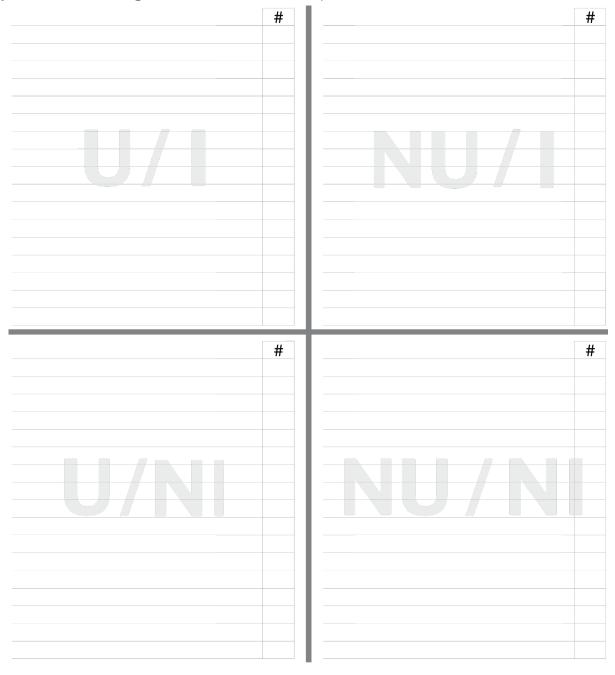
#### **Quadrant Four: Not Urgent Not Important**

These are things with *little to no outcome* on the driving forces of our lives. They also have *no deadline*.



## EXERCISE 13 (Cont'd.)

Using the blank Eisnehower Matrix below, take a moment and list out everything that you have to do on a weekly basis. You will assign them to one of the four quadrants.



**NEXT:** Look over your matrix and write a **1** next to each item with the highest priority.

Write a 2 next to each item with moderate-high priority.

Write a 3 next to the items with a moderate-low priority.

Lastly, write a 4 next to each item with the lowest priority.

# EXERCISE 13 (Cont'd.)

Now you can use the blank Prioritization Matrix shown here to help you *identify and rank items* for the *most efficient use* of your time. Transfer all the items from your Eisenhower matrix to the Prioritization matrix, following the instructions in the matrix:

<b>DO</b> : These are <b>highest</b> , <b>most immediate</b> priority items that <b>must be done by you</b> .		<b>CALL/FOLLOW UP</b> : These are the <i>moderately high</i> must do items.	
	DONE		DONE
<b>DELEGATE</b> : You need to make these items had but you can have <b>someone else complete th</b>	em.	<b>GET RID OF</b> : Find a way to move these time wasters off your list and out of your life!	
		time wasters off your list and out of your life!	DONE
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Our **BELIEFS** create our **ACTIONS**. They also *create inaction*. Inaction, as opposed to incorrect action, in my experience, *holds most of the responsibility for a lack of results in our lives*.

As discussed earlier, when we explored the concept of using TBAR to identify and isolate issues within the byproduct process, *failure to take consistent or correct action* is the *byproduct* of *incorrect or inconsistent beliefs*.

### Let's examine here beliefs which lead to inaction:

### Downplaying the win:

When we believe winning isn't worth playing the game, we become benchwarmers on the field of life. When we downplay the win, similar to minimizing it, we excuse ourselves from having to play. We use these beliefs to excuse and rationalize the lack of results in our life and our inactivity in trying to change.

### **Blaming others or circumstances:**

Believing we aren't in control of directing our future helps to excuse us from taking action to change our reality. While many times things do happen to us outside of our control, we are always in control of how we respond to them.

#### Rewarding ourselves even when we didn't win:

Why play the game when I can get the prize anyway? Today people live a lifestyle similar to that of people making two to three times what they earn by financing their lifestyle on credit. When we reward ourselves before we have earned it, our motivation to act and to achieve is greatly reduced. Set goals and reward yourself when the goal is achieved.

#### Worrying about what you can't control while neglecting the things you can:

Many people believe politics, conspiracies, the man, the economy, and other outside factors are the actual limits on their achievement. Instead of taking action to change our lives, we become paralyzed, thinking it doesn't really matter what we do since institution X is really just pulling the strings of life.

#### **Frustration:**

All great leaders experience high levels of frustration. Why? Because they are warriors against the status quo. To a leader, the status quo is exactly that—frustrating.

"Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit at home and think about it. Go out and get busy"

~Dale Carnegie

Write d	lown the top two areas i	n your life tha	t you are:		
Downpla	aying the win:				
1					
2					
Which <b>T</b>	'HOUGHT(s) must l re-pr	<b>ogram</b> to initiat	e a change for th	nis up the <b>TBAR</b>	process?



Write down the top two areas in your life that you are:		
Blaming others or circumstances:		
1		
2		
Which <b>THOUGHT(s)</b> must I <b>re-program</b> to initiate a change for this up the <b>TBAR</b> process?		

Write down the top two areas in your life that you are:		
Rewarding ourselves even when we don't win:		
1		
2		
Which <b>THOUGHT(s)</b> must I <b>re-program</b> to initiate a change for this up the <b>TBAR</b> process?		

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## True champions learn to respect their process.

Amateurs practice until they get it right. Pros practice until they can't get it wrong. Pros understand that they may never love it, but they respect it and understand it is the source of their true greatness. Knowing something is when the information is truly ours. When we own it, we have control and can make use of the knowledge.

"An amateur can be satisfied with knowing a fact; a professional must know the reaseon why."

"Amateurs practice until they get it right; professionals practice until they can't get it wrong."

~unknown

### True champions learn to respect their process.

Pros understand that they may never love it, but they respect it and understand it is the source of their true greatness. Knowing something is when the information is truly yours. When you own it, you have control and can make use of the knowledge.

### If you really believe you truly know something, there are three questions you must be able to answer affirmatively:

### Am I doing this?

When you know by doing, there is no gap between what you know and what you do.

#### Have I mastered this?

Mastery is when you have developed an unconscious competence. And perform successfully without having to think .

### Do I have proof?

Success leaves clues. The outcome of mastery is consistent, predictable results. By default, if you are not achieving the consistent success you desire, you have not mastered the TBAR process; input Thinking, Belief, and Action to produce Results.





Take a moment and *identify three core competencies* related to your area of expertise, *profession*, or a *goal you're working to attain*. These three core competences are the cornerstone skill sets which define you as an expert.

Now that you've identified the core competencies, take a moment and evaluate your cornerstone skill sets using the three questions below.

Am I doing to Have I maste Do I have pro	ered this?	PDCA	Doing?	Masterded?	Proof?
1		PLAN			
2.	ADJUST	DO			
3					



Over the next 7 days, you're going to drill down on your 3 core competencies. and immerse yourself in those 3 cornerstone skill sets in order to achieve mastery. Focus only on the three competencies and skill sets you listed in the above exercise.



Over the next 30 days, go through and re-read your BY\*PROD\*UCT book. Read it as many times as you can. Take notes, highlight important parts, and really take your time to digesting the content. This will help you to "Know" the byproduct process and open up the doors to unlimited potential in your future.



Meet with your mentor or coach and evaluate your core competencies and skill sets described in this exercise. Solicit their feedback and take notes.

