




# CLEARMIND CONSULTING

The Productivity Coaching Program for Life and Business

I have clear, written, personal and professional <b>Goals</b>	1	2	3	4	5	6	7	8	9	10	<b>Planning System</b> 
I have a single, current database of <b>Contacts</b>	1	2	3	4	5	6	7	8	9	10	
I have a current, complete list of <b>Projects</b>	1	2	3	4	5	6	7	8	9	10	
I have one current, complete <b>Calendar</b>	1	2	3	4	5	6	7	8	9	10	
I have a current, complete list of <b>Tasks</b>	1	2	3	4	5	6	7	8	9	10	

I <b>capture</b> 100% of incoming "stuff," both mental and physical, in a few consistent places	1	2	3	4	5	6	7	8	9	10	<b>Clutter-Control System</b> 
I <b>clear</b> these capture points daily by making clear yes or no choices, and by putting things in their place	1	2	3	4	5	6	7	8	9	10	
I quickly and clearly <b>define</b> what <b>successful completion</b> looks like for a new project or task	1	2	3	4	5	6	7	8	9	10	
I quickly <b>choose</b> exactly what " <b>next action</b> " is required to move projects toward completion.	1	2	3	4	5	6	7	8	9	10	
I <b>complete</b> simple 2-minute tasks when they occur rather than delaying	1	2	3	4	5	6	7	8	9	10	

I know my companies <b>top 3 "Do or Die" business goals</b>	1	2	3	4	5	6	7	8	9	10	<b>Scoreboard</b> 
I know what <b>core "80/20"</b> activities will lead to those goals	1	2	3	4	5	6	7	8	9	10	
I <b>execute</b> these core activities <b>100%</b> each week	1	2	3	4	5	6	7	8	9	10	
I always complete a <b>Weekly Review</b> to gauge my execution for the previous week, and to plan the next week	1	2	3	4	5	6	7	8	9	10	
I maintain a clear, simple <b>Scoreboard</b> showing my progress on "80/20" activities and "Do or Die" goals	1	2	3	4	5	6	7	8	9	10	

