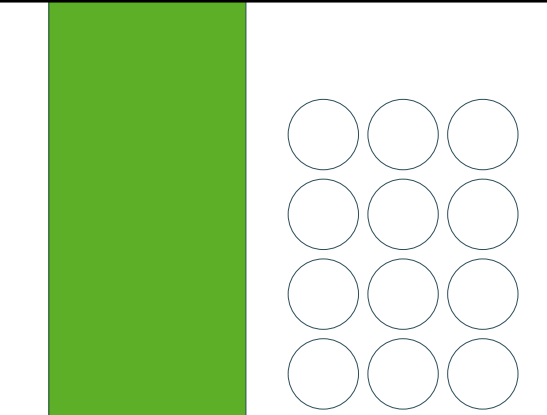




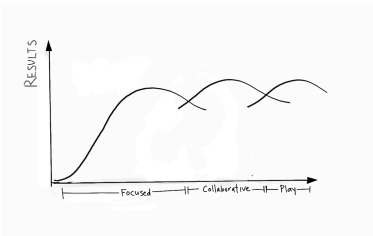
**Accomplishing More
With Less!** *The art & science of
accomplishment and happiness*

By Pierre Khawand, Founder & CEO
www.people-onthego.com

PEOPLE | OnTheGo



THE RESULTS CURVE



PEOPLE | OnTheGo (c) 2013 People-OnTheGo 3

Agenda

- ☐ Staying **focused** to accomplish more
- ☐ Moving **swiftly** to accomplish more
- ☐ Getting **energized** to accomplish more

PEOPLE | OnTheGo (c) 2013 People-OnTheGo 4

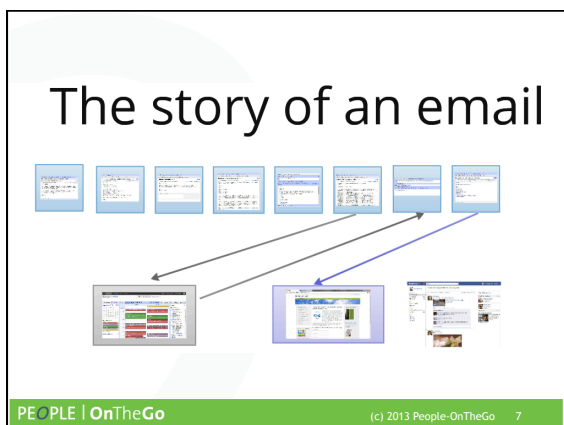


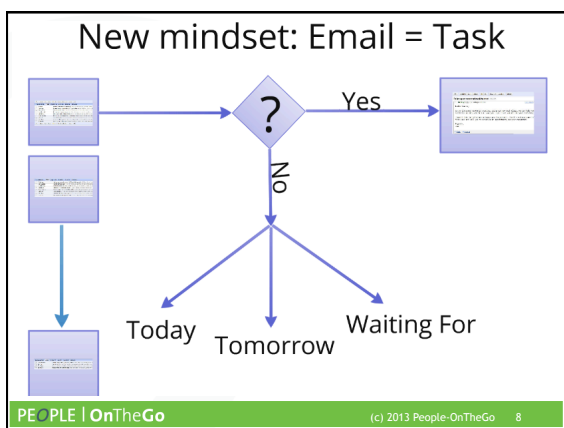
Staying focused to accomplish more

PEOPLE | OnTheGo

How many e-mails do you have in your inbox?

PEOPLE | OnTheGo (c) 2013 People-OnTheGo 6





When should you do the e-mail task?

- ☐ When each e-mail arrives
- ☐ 2 times a day
- ☐ 5 times a day
- ☐ None of the above

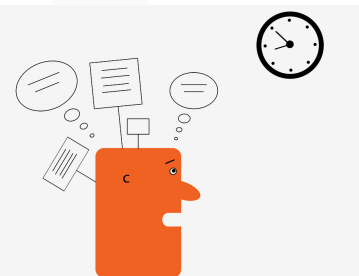
PEOPLE | OnTheGo (c) 2013 People-OnTheGo 9

People interruptions




PEOPLE | OnTheGo (c) 2013 People-OnTheGo 10


Thought interruptions



PEOPLE | OnTheGo (c) 2013 People-OnTheGo 11

MINDSPACE


DESIRED: 

ACTUAL: 

PEOPLE | OnTheGo (c) 2013 People-OnTheGo 12

MINDSPACE

TOOL



SET A TIMER TO GET IN THE RIGHT FRAME OF MIND.

TECHNIQUE

TASK

- Step 1
- Substep 1.1
- Substep 1.2

• Step 2


- Substep 2.1

USE A MIND-PLANNER TO BREAK A TASK INTO THIN STEPS.

IF YOU GET INTERRUPTED, USE IT TO GET BACK ON TRACK.

GENERAL RECOMMENDATION

ARRANGE YOUR ENVIRONMENT TO SUPPORT FOCUSED WORK.

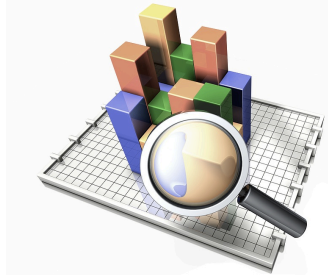


PEOPLE | OnTheGo

(c) 2013 People-OnTheGo

13

the immediate priorities matrix



PEOPLE | OnTheGo

(c) 2013 People-OnTheGo

14

| | | | | |
|---------------------------------------|---|---|-------------------------|------------------|
| Ally technologies | Install new software Plan first session Update Joan & team Send material to printer Train the trainer Schedule final dates | Install new software Ask Joan for dates | 60 min 5 min | Wed Mar 21 |
| Applied Engineering | Prepare the content Debrief Christy Update proposal Schedule call with Training director | Prepare the content first pass E-mail Christy | 60 min 20 min | Tue Mar 20 |
| New Lotus Notes Class | Finish the program outline Put together the HTML Send the e-mail | Finish program outline, and send to get feedback | 2 hours | Postpone for now |
| Ad-Tech Conference marketing material | Finish the program outline and description Send it to conference coordinator for review Ask Christin to proof it Send to printer | Finish outline and description Send it to conference coordinator | 60 min 10 min | Fri Mar 23 |
| Tip Of The Month newsletter | Record the audio Edit the recording Put it in a podcast E-mail to mailing list | Finalize the copy E-mail audio-video specialist to set a time | 30 minutes 5 minutes | Thu Mar 15 |

PEOPLE | OnTheGo

(c) 2013 People-OnTheGo

15

5

Immediate Priorities Matrix (continued)

| | | | | |
|------------------------------------|--|---|-------------------|------------|
| Budget update | Review latest input Update the sales projections Discuss with Tracy and Mike Finalize the new hosted services agreements Finalize the update Send them to Joan for her input Publish to all | Plan what is needed, and who will be contributing to this process, and delegate accordingly | 1 hour | Thu Mar 22 |
| Smartphone Magazine | Finish edits for article Run them by Christine Send them to editor Get final revision Ask for reprints | Finish edits Send them to Christine | 2 hours 10 min | Mon Mar 19 |
| Partnership agreement with Timothy | Review agreement with legal Update marketing material based on latest discussion Send to Christine to proof and layout Schedule meeting with Timothy to plan joint marketing Finalize and sign agreement | Update Timothy, and ask for an additional week | 5 min | Thu Mar 15 |

PEOPLE | OnTheGo (c) 2013 People-OnTheGo 16



Moving swiftly to accomplish more

PEOPLE | OnTheGo

Moving **swiftly** to accomplish more

- ☐ Physical speed
- ☐ Mental speed
- ☐ Strategic speed
- ☐ Emotional speed
- ☐ Psychological speed



PEOPLE | OnTheGo © 2013 People-OnTheGo 18

Physical Speed

A → B

PEOPLE | OnTheGo © 2013 People-OnTheGo 19

Mental Speed

THE RESULTS CURVE

PEOPLE | OnTheGo © 2013 People-OnTheGo 20

Mental Speed (Continued)

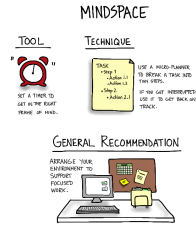
MINDSPACE

DESIRED:

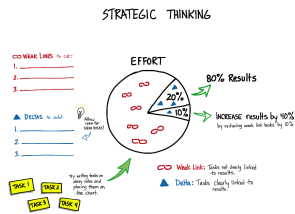
ACTUAL:

PEOPLE | OnTheGo © 2013 People-OnTheGo 21

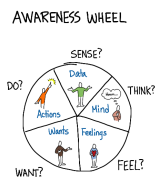
Mental Speed (Continued)




Strategic Speed



Emotional Speed



Psychological Speed



PEOPLE | OnTheGo © 2013 People-OnTheGo 25



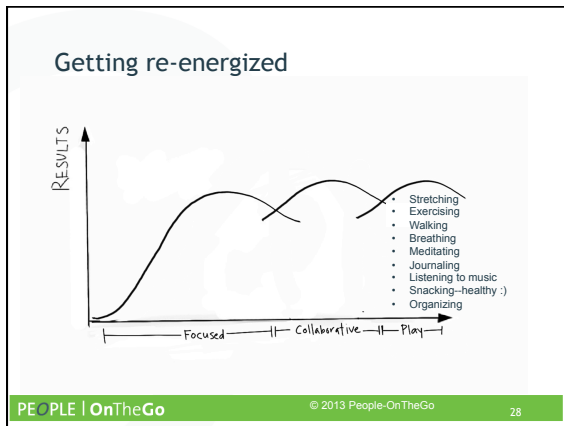
Getting energized to accomplish more

PEOPLE | OnTheGo

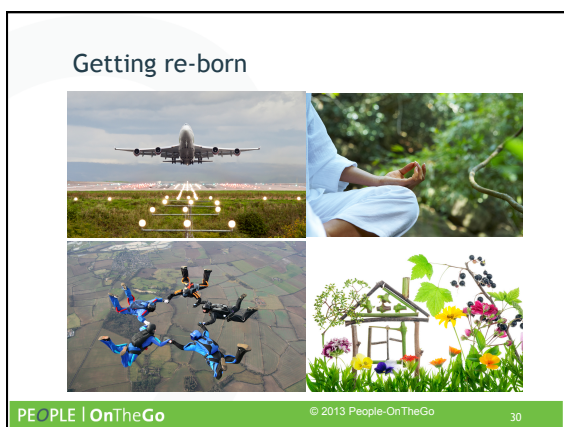
Three dimensions

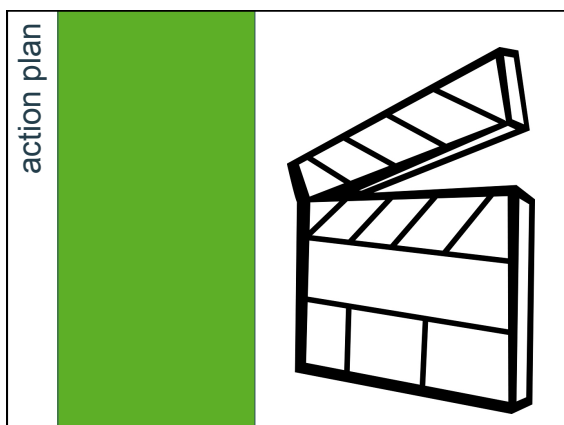
- ☐ Getting re-energized daily and often!
- ☐ Getting re-integrated
- ☐ Getting re-born

PEOPLE | OnTheGo © 2013 People-OnTheGo 27









Contact Information & Resources

- ☐ Pierre Khawand, pierre@people-onthego.com 415.503.1649
- ☐ Feel free to connect with me on LinkedIn, Facebook, and Twitter (@pierrekhawand)
- ☐ Check out these free resources:
 - the free download of the Results Curve eBook
www.people-onthego.com
 - The free webinars
www.people-onthego.com/free-webinars
 - The blog
www.people-onthego.com/blog
 - The "Accomplishing more with less" groups on Facebook & LinkedIn
- ☐ Check out our webinars and membership programs
 - <http://www.people-onthego.com/webinars/>
 - <http://www.people-onthego.com/memberships/>

PEOPLE | OnTheGo (c) 2013 People-OnTheGo 32
