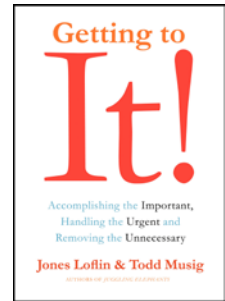


Application Questions

Getting to It

By Jones Loflin and Todd Musig



Chapter 1 What is It?

- ☐ How would your day be different if a high percentage of your tasks and activities were contributing toward accomplishing those things that matter most to you?
- ☐ List some of the strategies you have tried to use to become more organized and effective, but they have failed. What do you see as the reason they did not work?
- ☐ What's the one symptom of your hurried, distracted life that bothers you most?
- ☐ Knowing the definition of "It" now, what percentage of your time yesterday was spent working on your "Its?"
- ☐ List three Its for the next 24-48 hours.
- ☐ Who are some of the people you have allowed to unnecessarily consume large segments of your time?
- ☐ Determine the price you are paying for allowing things of lesser importance to dominate your schedule. Think in physical, financial, mental, emotional or even spiritual.

Chapter 2 Defining It

- ☐ Why is "stopping" so important in the process of determining It?
- ☐ Think about your mental funnel and filters. What are some of the filters you have used in the past 24 hours to determine which tasks or activities to undertake?
- ☐ If you find yourself feeling overwhelmed with potential Its in the next couple of days, what filter would help you reduce the number of possibilities?

- ☐ Look ahead to a time you will be home in the evening. Using the idea of Good/Better/Best use of your time, what would be the best use? What are some activities that are good or better, but just don't have the potential ROI offered by the best ones?

Chapter 3 Believing It

- ☐ What are some of the "heart reasons" for you to focus on your Its more often?
- ☐ Describe the 4 Ns for your situation. What are the negative Thoughts/Attitudes/People/Circumstances you need to work on your Its is to become a higher priority?
- ☐ What's the "outcome picture" you see if you are successful in accomplishing your Its? Regardless of your artistic ability, take a few moments to draw it, either on the back of this page, or somewhere else.

Chapter 4 Communicating It

- ☐ List some of the people who need to know more about your Its so they can support you?
- ☐ Thinking about some of your current Its, what would the benefits be to others if you accomplished them? Do they know of these benefits? How could you communicate it to them?
- ☐ Accountability is a key in sustaining new behaviors. Who will help hold you accountable to working on your Its?

Chapter 5 Planning for It

- ☐ Thinking about your Its and how they will require new activities, schedules or behaviors, what are some of the commitments you already have in place that may have to be changed?
- ☐ Develop a timeline for completion of your Its. Include some of the smaller milestones you want to reach each day, week, or month.
- ☐ How could you work on your Its for 15-30 minutes per day?

- ☐ Reflect on the 4 D strategy on page 110. How could you utilize it to create more time for you to work on completion of your Its.
- ☐ List three reasons you have a sense of urgency to complete some of your Its.
- ☐ What is some initial momentum you can take to get started on some of your Its? What could you do in the next 12 hours to move some Its forward?

Chapter 6 Doing It

- ☐ Review the five types of distractions on pages 134-135. What is your plan to deal with these distractions as you work on your Its?
- ☐ Evaluate your physical health and daily routine. What changes might you need to make to increase your energy to work on your Its?

Chapter 7 After Accomplishing It

- ☐ What's the reward you most look forward to enjoying when you accomplish your top three Its?
- ☐ Who else needs to celebrate your accomplishment of your top three Its?

Chapter 8 Doing It Again

- ☐ Its require you to focus in one area, often to the short term neglect of another important thing. After accomplishment of some of the Its identified in these questions, what do you think will be some of your next Its?

Chapter 9 Working with Others on It

- ☐ Whose feedback or insights would be helpful as you plan your work on It?

Chapter 10 Wrapping It Up

- ☐ How would your work be different if you focused on your Its more often?
- ☐ How would your relationships be different if you focused on your Its more often?
- ☐ What are some steps you can take to help those in your work and life be more aware of the need to focus on their Its more often?