

GETTING IT ALL DONE

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PRESENTER: MIKE COLLINS

OPEN: It's All About... _____

1. RESOURCES:

- Time
- Energy
- Ego
- \$\$\$
-

2. WHY CAN'T WE GET IT _____?

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-
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3. YOU'VE GOT TO DO A _____: Are You Trying To Do Too Much?

- A's, B's, C's
- Four D's

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-
-
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4. QUESTIONS, NOT ANSWERS: The 15% _____ Story

The CARESS Method of Listening

C
A
R
E
S
S

5. PEOPLE ARE CRAZY!!

6. ORGANIZATION: Getting Your Mess in One Sack!

- 30-Second Secret

- Get a Timer

- _____

- 2-Day Clean-up

- _____

7. _____ AND CONFLICT: When It All Goes South

- Step Back and Collect Your Thoughts

- _____

- Resources

- _____

- Tomorrow

8. CREATING THE FUN/ENERGY CONNECTION:

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-
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-
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9. _____ IS THE KEY

10. How Champions Do It!

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The Perfect Workday Company

P.O. Box 61338 Raleigh, NC 27661 919-645-8497

mike@perfectworkday.com

perfectworkday.blogspot.com