

## The ONE Thing by Gary Keller

- 💡 When I want the absolute best chance to succeed at anything, my approach should be to Go Small - ignoring all the things that I could do and doing what I should do
- 💡 Extraordinary results are directly determined by how narrow I can make my focus
- 💡 I do fewer things for more effect instead of doing more things with side effects
- 💡 I recognize that extraordinary success is sequential, not simultaneous; what starts out linear becomes geometric
- 💡 I grow my passion by spending more time practicing and working at relevant skills - then I experience improved results
- 💡 I don't let distractions muddle my thinking, misguide my actions or sidetrack my success
- 💡 I recognize that the solutions I'm seeking are almost always hiding in plain sight
- 💡 I choose intentional productivity over undirected activity
- 💡 I determine what matters most (core activity) and allow that to drive my day
- 💡 I make each day a stepping-stone for the next so that I sequentially build a successful life
- 💡 I maintain a success list that is purposefully created around extraordinary results
- 💡 I am single-minded and avoid multitasking like the plague
- 💡 I engineer my environment to encourage and support concentrated, intentional activity
- 💡 I exercise discipline just long enough (selected discipline for 90 days) for new productive habits to kick in and take over
- 💡 I do the right things and don't worry so much about getting everything just right
- 💡 I leverage existing habits to develop new or more powerful habits (stacking)
- 💡 I replenish my willpower with rest and reflection
- 💡 I prioritize important activities in the morning when my willpower is at its highest capacity
- 💡 I focus on purpose, passion and pride over seeking exact balance between work and life
- 💡 I commit the large amounts of exclusive time required for the things that are important
- 💡 I monitor my personal life to ensure that I'm not out of balance for too long and damaging relationships
- 💡 I let the right things take precedence when they should and get to the rest when I can
- 💡 I think big so that I can drive huge outcomes for my life and for those I care about
- 💡 I grow as I think bigger and achieve bigger outcomes
- 💡 I ask myself big questions and pause to imagine the answer in practice
- 💡 When I can honestly say that this is where I'm meant to be right now, doing exactly what I'm doing, then all the amazing possibilities in my life become possible
- 💡 I get ahead by getting started and breaking complex tasks down into smaller manageable and prioritized tasks
- 💡 I ask the Focusing Question regularly: What's the ONE Thing I can do such that by doing it everything else will be easier or unnecessary?
- 💡 I apply the Focusing Question to important areas of my life: Spirituality, Health & Fitness, Core Relationships, Work, Business, Finances
- 💡 Because I want my life to matter, I approach each area by doing what matters most in it
- 💡 I understand and believe the power of the Focusing Question - so I take action every day
- 💡 I focus on big, specific questions and look for possibility (as opposed to simply doable or stretch) answers that lead to awesome outcomes
- 💡 I leverage research and the experience of others to help generate new answers to my focusing questions
- 💡 My Big ONE Thing is my purpose; my Small ONE Thing is the priority I take action on to achieve it
- 💡 I combine purpose, priority and productivity to produce profit, passion and pride
- 💡 Life isn't about finding myself; it's about creating myself (shaping with connected choices)
- 💡 My purpose has transformative power for me and others
- 💡 I enjoy and appreciate the relationships and experiences in my life fully - and never focus on getting things to make me happy
- 💡 I let happiness come to me on my way to fulfillment
- 💡 I target enough money coming in without having to work to finance my purpose in life
- 💡 Planning is bringing the future into the present so that I can do something about it now
- 💡 My "present now" and all "future nows" are undeniably determined by the priority I live in the moment
- 💡 I leverage intermediate goals and rewards to combat hyperbolic discounting - the absence of motivation for a distant reward
- 💡 I set future goals and then methodically drill down to what I should be doing right now (someday-5yr-1yr-monthly-weekly-daily-now)
- 💡 I perform better by visualizing and improving my processes rather than my milestones
- 💡 My productive action transforms lives
- 💡 I see myself as working between vacations (I block my recharge time first)
- 💡 I block large chunks of private / protected time for creative (making) work; and smaller blocks for admin and management
- 💡 I do my best thinking work in the mornings, so block off increasingly more time to do it well
- 💡 I plan with enough time to hit the ground running for the next period (week or year)
- 💡 I maintain streaks of productive activity and never break the chain
- 💡 Until my ONE Thing is Done - Everything else is a Distraction
- 💡 I approach life with a beginner's mind and a master's mentality
- 💡 I embrace extraordinary effort and continually seek the very best ways (models & systems) of doing things
- 💡 I leverage my coaches and mentors to keep me accountable
- 💡 I defend my focus by saying no to distractions
- 💡 In order to get what I want, I also focus on what I must give up
- 💡 I allow for chaos in the pursuit of success - it can be handled in style later
- 💡 I protect and replenish my energy through proper diet, exercise and sleep
- 💡 I setup my environment to help me get to and excel at my ONE Thing
- 💡 The journey to anything I want starts with a single step
- 💡 I expand the limits of my life by lifting the limits of my thinking
- 💡 I get my focus as small as possible to simplify my thinking and crystalize what I must do
- 💡 I focus on my ONE Thing aligned with my purpose and sitting atop my priorities - which is the most productive thing I can do to become my best self
- 💡 I avoid regret by taking action in line with my purpose and priorities