THE **3** SIMPLE PRACTICES GUARANTEED TO REDUCE STRESS & GET SH*T DONE

How to stop feeling overwhelmed, out of balance, and stuck and start feeling empowered, focused, and in control.

J.Scott

Feeling like you're always behind, no matter how hard you work?

You're not alone. Today, many are expected to do more with less in a world that's constantly shifting. Burnout is everywhere—62% of workers report feeling burned out (2024 APA survey).

So, with all this hard work, productivity must be through the roof, right? Wrong.

- **Burnout cuts productivity in half.**
- **Only 2% of people work at full potential.**
- **40% of new leaders fail within 18 months.**
- **70% of change programs miss their goals.**

For nearly 25 years, I've worked with Fortune 500 companies, delivering measurable improvements in customer and team satisfaction while boosting profitability. My focus? Turning high-potential individuals into transformational leaders who build high-performing teams.

People often ask me to give talks on burnout. My response: Every talk, coaching session, and practice I offer is designed to tackle stress and help people Get Sh*t Done.

There's no quick fix, app, or shortcut to save you. If we want different results—better outcomes, hitting goals—we need to change how we approach our work.

Humans tend to repeat the same actions while expecting different results. I've seen it: people moving from one job to another, making the same mistakes. To get different results, we must change how we think and work.

Before leading others, we must lead ourselves, starting with self-mastery. Reducing stress and delivering results requires a culture of **Discipline, Trust, Transparency, and Accountability**—the four cornerstones of GSD (Getting Sh*t Done).

It starts with you getting disciplined. And while that might sound tough, discipline makes everything else easier, freeing your mind for creative and strategic thinking instead of getting stuck on things that don't move the needle.

Discipline builds trust, which fuels transparency. This creates a cycle that drives accountability and, ultimately, success.

Nobody hires a leader because they want their organization to be the same in a month, 6 months, or a year. Leaders change things, they push the human race forward. And, Transformational Leaders aren't reacting to the future because they are 100% focused on creating their future.

"It is not enough to be busy, so are the ants. The question is: What are we busy about?" – HENRY DAVID THOREAU

Ready? Let me show you three simple practices that will change how you work, reduce stress, and turn you into a focused, efficient GSD machine.

If you're willing to work hard and build trusting relationships, the only way to fail is to give up. You control your life. If you feel like life is happening to you and that nothing can change, that's a choice. Instead, choose to design the life you want—and work your ass off to make it happen. Don't wait for life to happen to you. **Make it happen.**

UNDERSTAND THE PROBLEM YOU ARE SOLVING

"I got 99 problems and that ain't one of them" - JAY-Z

Understand the Problem You Are Solving

When clients call me it's always because they are not getting the outcomes they need, even though people are working so hard they are burnt out. People who are struggling aren't failing, they aren't complacent, they are actively experimenting to move the ball down the field for the win. That's why it's ironic when they finally get us on the phone, they have already diagnosed and prescribed the solution.

They say, J. Scott, my processes are broken, my project management is broken, my operation management is broken, etc. They want us to fix their process, their team's behavior or both. And usually, they want us to help them deploy a tool.

It must be MBA gospel that you can solve all problems with a Dashboard! "There Is An APP For That" culture is killing productivity similar to how sending an email and waiting for an answer or attending a meeting is generally considered an outcome. If People, Process, and Technology are the answer why does all of the work focus on process and technology? *"Um, it's the people driving the outcomes, right?"*

Let's take things back to the basics. There are very few places people can go to learn how to be productive. You can go learn a ton of theory, you can go learn a skill like welding, architecture, medicine, computer programming, but almost no one is teaching people how to "Get Shit Done." Even if there was a place, most people are looking for a quick fix, a hack that will make them wildly successful without doing the work.

And last, humans seek pleasure and retreat from pain. Once something is learned, mastery takes a ton of work, one might even say discipline.

The enemy of mastery is a general lack of discipline in most people and the first phase of mastery is "incompetence." We all know that no one likes to feel incompetent. People will do almost anything to avoid any kind of pain, and feeling incompetent is painful. So, what often happens when people are working to master a new skill, and it starts getting painful? They quit and blame the tool or the teacher.

They write it off as a dumb idea that won't work where they work even if it's working for others in other places. The laws of *"that won't work here"* or *"that's not how we do it here"* prevail because they enable people to feel good about quitting to avoid the initial discomfort required to master a new skill.

So, no matter what my prospective new clients tell me their problem is and what they want us to do to solve it, I know 100% of the time, they lack a culture of Discipline, Trust, Transparency, and Accountability (the four cornerstones of GSD). Because it doesn't matter what software you are using, or what your processes are. If you have a culture of Discipline, Trust, Transparency, and Accountability, you are "Getting Shit Done," and people aren't burnt out. Can the outcomes in this culture be improved? There is always room for improvement!!

But in the cultures that lack the four cornerstones of GSD, it doesn't matter what we change, because nothing will change. The results won't get better, period.

Remember, vision drives behavior, and behavior drives outcomes. To get different outcomes people need to think differently before they will do differently. Let's consider people's attitudes toward the concept of being disciplined in the workplace.

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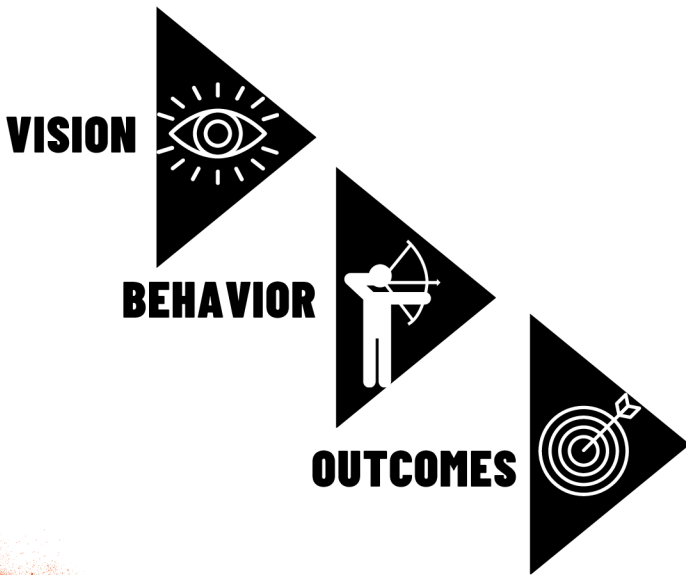
BEHAVIOR

OUTCOMES

Change? Vision drives behavior, and behavior drives outcomes.

How did you feel when you saw the word **DISCIPLINE**? Honestly, were you like "I knew it! Hell ya, we need to be more disciplined about getting the work done?" Or were you like, "Ugh, that sounds hard. Me and my team are agile, we're creative, we're collaborative!"

Cool, you are agile, creative, and collaborative, but statistically most teams aren't getting the outcomes they need and are burnt out, so those concepts alone aren't working!

Here's the good news… Introducing discipline to anything makes it better! People conflate discipline with rigidity, and they are not even remotely the same. Discipline reduces stress and enables the gathering of data quickly which positively contributes to being agile, creative, and collaborative in that the purpose of those things is to get the outcomes your business needs. They aren't the intended outcome; they are just a means to an end.

So, let's start with the real problems.

There are only two problems that get in the way of teams getting the outcome they need.

#1 People are generally focused on doing work instead of getting the necessary outcome. Because being busy is way easier than accomplishing a complex task.

#2 People tend to procrastinate about work that seems complex. The complex work is usually high-value work, but it's hard and humans chase pleasure and retreat from pain. They prefer to fill their time with easy dopamine-producing work. Dopamine is a neurochemical that makes us feel happy that our brain produces when we accomplish something.

It doesn't matter one bit to the brain if that accomplishment was high or low value. So, most people focus on "Majoring In the Minors." Keeping themselves super busy doing inconsequential things that look and feel like work.

Generally, people are so busy getting those dopamine hits that make them feel good and accomplished, that the mere mention of failing to get the necessary outcomes causes them to flabbergast, feel underappreciated, and complain to HR. But the hard truth is that being busy isn't an outcome that improves customer satisfaction, team member satisfaction, or profitability (the three pillars of business).

Discipline, Trust, Transparency & Accountability

Now I will teach you how to master the first step to self-mastery and leadership, Discipline; how to destroy burnout, send your stress to the penalty box, and achieve "work-life balance" or what we call "Love What You Do!"

The first thing every potential new client does when I tell them we must start by building a culture of Discipline, Trust, Transparency, & Accountability is experience a loss. This is evident because the first stage of grief is denial. They immediately begin defending their culture. They tell me that they don't have a Discipline, Trust, or Transparency problem, but always acknowledge they are struggling with Accountability.

You might think it's ironic that when I give them a diagnosis they defend their culture when they called me because they know they aren't getting the results they need, but it actually makes total sense. The reason they experienced loss is that my diagnosis tore down their perception of what was working.

They want to yell at me… *"No that can't be!! Me and my team have been working our asses off!! We are disciplined, we definitely trust each other, and we share everything…"*

The hard truth is that if this were the case, they would also be accountable to the results and getting the outcomes they need. To help them transition more quickly through the five stages of grief and reach acceptance (denial, anger, bargaining, depression, and acceptance) I ask a couple of questions.

1. Can you pull up a prioritized list of objectives that we can start working through so I can start formulating a game plan to help you?

2. When was the last time you suddenly realized that you had completely forgotten about one of your #1 priorities? How did that feel?

99% of the time they don't have a list of written priorities, it's all in their head. And, they always acknowledge that it was pretty recent that in the whirlwind of the day-to-day, they realized they had forgotten about a top priority. At that moment they felt a panic, and demanded of themselves *"How could I forget about one of my top priorities?"* They also acknowledge the thought that comes immediately after feeling panic is *"What else have I forgotten"* and this floods them with more panic.

These two questions usually speed them to accept they might not be as disciplined as they could be, and we begin by documenting a list of their priorities in a document we call a 2x2 Prioritization Matrix.
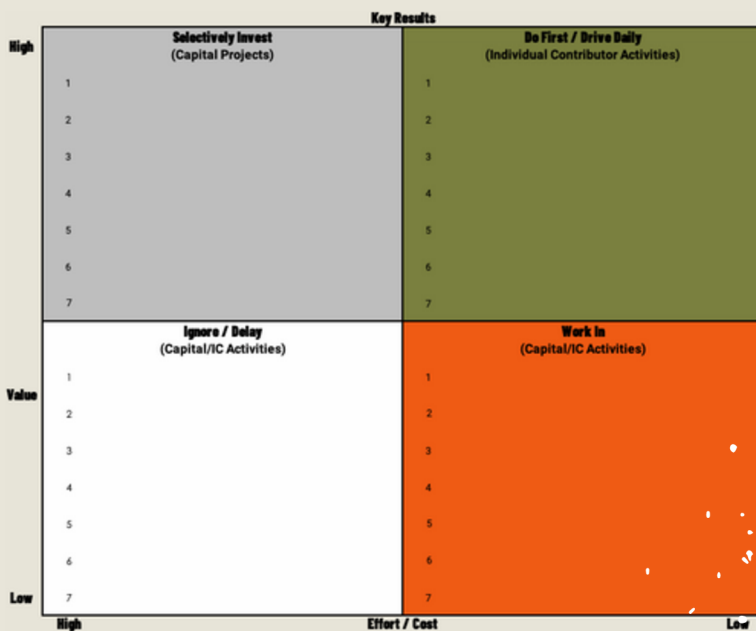
PRIORITIZE ONLY WHAT MATTERS

"If everything is a priority, nothing is"
— PETER DRUCKER

2X2 MATRIX PRIORITIZATION

Key Results

	Selectively Invest (Capital Projects)	Do First / Drive Daily (Individual Contributor Activities)
High	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	Ignore / Delay (Capital/IC Activities)	Work In (Capital/IC Activities)
Value	1 2 3 4 5 6 7	1 2 3 4 5 6 7
Low		
	High	Effort / Cost	Low

Personal Discipline & Focus

Once someone has documented their priorities, they can use that list in a focusing exercise each week to block time to work on them. If they respect those time blocks, they will make measurable progress toward completing those goals. As these accomplishments get communicated people will begin to trust that they can be relied upon to get the outcomes they commit to.

Now that my client has some credibility, they can take their 2x2 and review it with their manager. In almost all cases my client's managers agree with 90% of the list and the priorities, and they collaborate on the rest. The best part about this meeting is the lightbulb moment their manager has. When the manager see's the list of priorities it answers some burning questions they have been too busy to ask. *"What's changed? How are you suddenly killing it and moving your objectives forward this assertively?"* The answer is discipline…

And in that moment even more trust is being forged. Then it's' time to take the list of priorities to their team. They will share it and collaborate with their team the same way they did with their manager, the team will have the same lightbulb moment as the manager, and the trust will grow there two.

I am sure you are starting to see the role of Transparency here… As my clients share and collaborate on their priorities, continue to deliver because they spend time each week focusing, blocking time, and then working those time blocks; people will have clarity about what they are working on, why it's important, and the results my client and their team are delivering for the organization.

The best part about trust and transparency is when someone comes to them and asks if their team can take on a new and business-critical project. They are now in a position to be an effective leader. They can say, we would love to and pull out their 2x2. Ask the person making the request where it fits in to their existing priorities. After "the request" is prioritized, they can effectively get the answer to the following questions.

1. What should fall off the list so we can insert and begin working on this new priority?

2. Will you be able to provide funding for the additional resources we will need to add this to the list if we can't pause anything?

These are questions that usually get scoffed at, but not when you are taking this approach. If you adopt this approach, you and your team will have a reputation for being disciplined about your work, you have developed trust and transparency, and along with that comes accountability for the outcomes.

You and your team are literally delivering the outcomes your organization needs. You know it, and they know it, cuz you asked them, then you delivered. Because you and your team have developed a culture of Discipline, Trust, Transparency, and Accountability, you have earned the ability to lead your stakeholders, and they will follow you.

"You do not rise to the level of your goals; you fall to the level of your systems." - JAMES CLEAR, Author of Atomic Habits

→ James emphasizes the idea that while setting goals is important, being disciplined about consistently using the systems and processes you have in place is what ultimately determines your success.

Are you ready to set the status quo on your team and in your organization on fire by committing to become disciplined about how you drive outcomes in your organization? If not, stop reading and throw this book in the garbage. If the tried-and-true principles in this book, that have been proven to stand the test of time, don't work. You were not disciplined about working on them. You allowed the first phase of mastery, which is the feeling of incompetence beat you. You played the victim and gave up.

If you are ready to be the Transformational Leader who isn't reacting to the future, because you are 100% focused on creating the future, let's do this!! Block some time on your calendar, turn the page, and let's get to work.

2x2 Matrix Prioritization

The key performance indicator of a leader is that we enable our stakeholders to define and deliver the necessary outcomes. We do this by helping them architect their own roadmap to a shared goal. Since we almost always start working with new clients when they are struggling to get the outcomes they need, we are almost always walking into a crisis.

That means that nobody has time to take a week off and attend training, an offsite team-building exercise, or read a book. They need us to help them get the outcomes they need as quickly as possible. They feel like they desperately need to "Get Shit Done!"

So, to help them "Get Shift Done," we start by pulling together an extensive list of their work, daily, weekly, and monthly responsibilities, and their active projects.

We sort and prioritize work into a four-quadrant matrix based on perceived high-to-low value, and perceived high-to-low cost and effort. **The four categories are:**

1

High Value, High Effort
These are the projects that you own. You are either the project leader or the owner and have a project leader assigned. There are several people across the organization collaborating on them, and capital investment is necessary to advance the objectives.

2

High Value, Low Effort
These are the things that you don't need any help to get done so they won't encounter the complexity of coordinating with others. They won't take long to knock off the list and will create great value. This is what most people would call the low-hanging fruit or the proverbial base hit.

3

Low Value, Low Effort
These are your work-ins. Because they are low value, we keep them on their radar in case we run low on High-Value objectives, or delegate them when one of our team members has time on their hands.

4

Low Value, High Effort
These are the ignore delays. It is healthy to acknowledge we just can't do everything. It's also important to keep track of absolutely everything that might create a little improvement in the three pillars of business. Sometimes these are low value because the market isn't right, or the timing isn't right, so they sit here until the timing makes them a higher value and they get promoted to one of the other categories. Otherwise, they eventually get retired.

2x2 Matrix Prioritization

1

SELECTIVELY INVEST
High Value, High Effort

2

DO FIRST / DRIVE DAILY
High Value, Low Effort

4

IGNORE / DELAY
Low Value, High Effort

3

WORK IN
Low Value, Low Effort

Once we have all the work sorted into the four quadrants, we prioritize them against the other objectives in their quadrant and your first 2x2 Prioritization Matrix is complete. Now that you have clarity on the amount of work and its perceived priority, let's kick off the weekly focusing exercise and work to rationalize how each item measurably improves customer satisfaction, team member satisfaction, and/or profitability (the three pillars of business).

Download the 2x2 Template

RUN THE DAY, OR THE DAY RUNS YOU

"The key is not to prioritize what's on your schedule, but to schedule your priorities." — STEPHEN R. COVEY
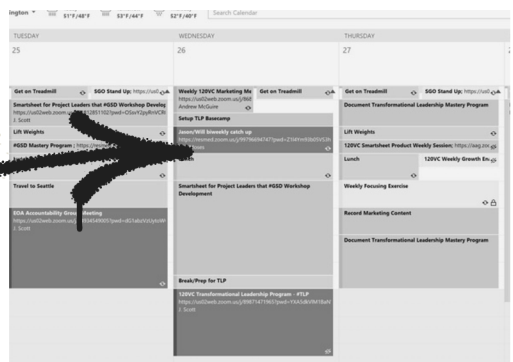
THE WEEKLY FOCUSING EXERCISE

The Weekly Focusing Exercise

Now that you have completed your first 2x2, it's time to look at your calendar for next week, plan the baby steps you will take to move each objective forward, and block time to do it. The first thing you are going to do is place a recurring 1-hour time block on your calendar and title it "Weekly Focusing Exercise." My 1-hour recurring weekly calendar invite for the Weekly Focusing Exercise is at 3 pm on Thursdays. 3 pm Thursday is close enough to the end of my week to plan the next.

The second thing you are going to do is decide what time you plan to stop working every single weekday. That's right… No more long nights and weekends. High performance of any kind requires downtime. We need to rest! And, after a long enough day you aren't producing quality results anymore, so just stop. Let's assume that you are going to knock off work at 6 pm. You are going to place a "weekday's only" recurring invite on your calendar for 30 minutes starting at 5:30 and title it "Daily Focusing Exercise."

Ok, it's right about here that people's cognitive dissonance gets so loud in their brains that they think they might be having a stroke. You might be thinking *"All this guy talks about is getting stuff done, and that most managers are in crisis, struggling to get the outcomes they need when he starts working with them! Now he is telling me to block 3.5 hours each week just to reflect on what I have accomplished and plan what I am going to do next.*

It also appears that he wants me to completely block my entire calendar for the following week every Thursday at 3 pm. Doesn't he understand I have to be responsive to my stakeholders? Someone always needs me immediately, if I block all my time a week in advance they won't have any time to grab in the event of an emergency which occurs daily!!"

Don't worry!! We've got you! Stay with us and we will help you see how we address everything you are thinking in a way that transforms you into a GSD superhero and conquers burn-out.

"The secret to productivity is not managing your time but managing your focus."

— LUKE SEAVERS, Author of Time-Blocking: Your Method to Supercharge Productivity & Reach Your Goals

Are you still with me? Cool.

After you have set up your daily and weekly recurring focus blocks, you will start at the top of your High-Value High Effort/Cost list that you previously prioritized from top to bottom. The top item is your #1 High-Value High Effort/Cost, and the item just below is your #2, and so on. As mentioned previously these are your projects. We have found the best way to keep them moving forward is to schedule a weekly recurring meeting with each project team.

Starting with #1, create a weekly recurring 30-minute to 1-hour meeting, add the agenda, and the team members to the invite, then hit send. Continue to #2 and then the next until you have recurring meetings set up for each of the projects listed under the High Value, High Effort/Cost section. After conducting your initial recurring meetings, you will update the agenda weekly for each of them during your weekly focusing exercise to ensure you and the team are continually advancing each project's objectives until complete.

Now it's time to block time for your High Value, Low Effort priorities. Start with #1 and decide how much time you plan to spend based on the space available on your calendar the following week. You will create the calendar entries, think through the necessary accomplishments in the time you have available, and add those as the agenda for those time blocks.

Once you have done this for #1, you will move on to #2. Once you have time blocked with a plan of action for each of your High Value, Low Effort priorities, you will move on to your #1 Low Value, Low Effort priorities.

It is more than likely that after completing this exercise the first time you will not have any room left on your calendar for the Low Value, Low Effort priorities and that's fine. You will stop adding time blocks when your calendar is full. This will force you to re-evaluate your priorities over a very short period of time. You might realize that something you aren't getting to is more important than something you are getting to and move it up in priority.

You see, we think we know what our priorities are, but the truth is, the only way to actually get a feel for what is and what isn't is to be disciplined about actively working on them. This action and the feedback you will get from your environment will help you figure out what is and what isn't a real priority based on what you can fit in each week.

Ultimately, after doing this for more than 30 days you will realize there is a body of work that you just aren't getting to. All of those should be moved to the High Effort, Low Value (Ignore Delay) list. Why? Because you are actively Ignoring and Delaying them.Now it's time to take your 2x2 to your manager and get alignment on your priorities.

When you are done with this exercise each week, three things will be true.

1 You have planned out everything you plan to accomplish the following week. You have separated planning activities from doing activities. And in this fashion, you are eliminating the waste associated with task switching.

Task switching is like juggling different tasks instead of focusing on just one. For example, you might be working on a report, then stop to check emails, and a minute later, you answer a phone call. Each time you switch from one activity to another, your brain has to adjust, akin to shifting gears in a car. This constant shifting isn't instant and can slow you down, making it harder to get deep into any one task, which is why multitasking often feels exhausting and can lead to mistakes or less efficient work.

Eliminating task-switching can significantly reduce stress by allowing for a deeper focus on one activity at a time. Concentrating on a single task creates a streamlined workflow, reducing the mental load and decision fatigue that come with managing multiple tasks simultaneously.

This focused approach not only enhances efficiency but also minimizes feelings of being overwhelmed or scattered. By dedicating set times to specific tasks and minimizing interruptions, you create a more predictable and controlled environment, which helps in reducing anxiety and stress.

In essence, by reducing task switching, you allow your mind to settle into a task, leading to a calmer, more focused, and ultimately more productive workday.

2

All of your #1 priorities are on your calendar, you have thought through how to advance each objective. You are going to have the most productive week of your life.

3

Your calendar for next week is completely full, and you are freaking out!!

As mentioned before, don't stroke out. We got you! Filling your calendar with all your top priorities is game-changing for several reasons.

1. It makes it easy to prioritize incoming requests during the whirlwind of each day. If a customer or executive stakeholder calls you and says we need to meet right now. And you know that based on who or what it is, it's in everyones best interest to accommodate the request, you simply take the time block currently in the slot and move it to next week. It never leaves your calendar, so you are destined to make progress.

2.Your calendar is blocked, so people will have to reach out and make their case for your time before booking you. You get to decide what goes on your calendar and what doesn't. Think about it… I get team members all the time calling me with great ideas that just came to them. They say, "J. I have a great idea," they pitch me, and I get to decide if it is something to add this week or ask them to book time next week.
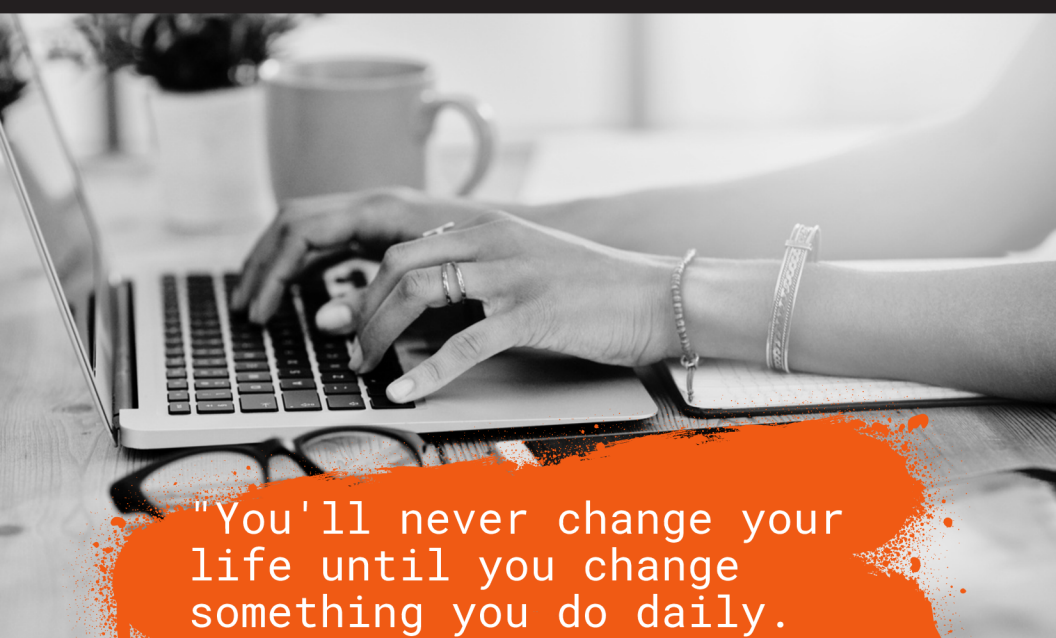
Have you ever had someone grab an open spot on your calendar that you saved to get something done that you committed to? If you simply decline, it's not unusual for them to call with a bit of an attitude. *"Why did you decline? Your calendar showed you open?"* You find yourself in a weird position defending yourself. But if you had the time blocked and someone was audacious enough to send an invite for that time, you can decline with a message letting them know you are previously booked. No explanation is required.

3.We have all been told to manage our calendars, and yet, we all feel like slaves to our calendars. Well, Ta-Dah! This is how you manage your calendar. This is how you advance your objectives. And the best part is, once something goes on, it stays even if you don't get to it. You just push it out to the next open space. When someone asks you if you always have 100% of your top priorities on your calendar or if you are confident that everything you are working on is a priority. You can proudly reply *"YEP!"*

CELEBRATE & FOCUS DAILY

"You'll never change your life until you change something you do daily. The secret of your success is found in your daily routine." – JOHN C. MAXWELL

THE DAILY FOCUSING EXERCISE & THE EYES UP REPORT

The Daily Focusing Exercise & The Eyes Up Report

3 Gratitude's
- Having lunch with my wife and kids every day
- It was sunny in the PNW today
- My client expressed gratitude after our Leadership Coaching session today

Today's Accomplishments
- Successfully conducted three virtual leadership coaching sessions today.
- Gained agreement with the Smartsheet Partner Manager to execute a partnership agreement with 120VC
- Completed the outline for my next book "The #GSD Manual."
- Invited and got acceptance for Jason Liska to join the #GSD Training/Coaching Network and focus on transition services at Joint Base Lewis McChord.

Tomorrow's Planned Accomplishments
- Complete the presentation for the Seattle Project Management community scheduled for 5/13 titled "The Art of Getting Sh*t Done Regardless of Your Methodology."
- Review and execute the Smartsheet Partner Agreement.
- Review the Smartsheet Certification Training Curriculum and develop an execution plan for proposal to Jake & Team.
- Meet with the PMI Portland VP of Professional Development to introduce her to the 120VC Project Leadership Program as a potential offering to her membership.

Becoming a high-performing individual, and building a single, unified, high-performing team, requires that every team member get crystal clear on the outcomes each of them needs to produce to advance the team objectives every single day. Otherwise, you will all just drift from meeting to meeting listlessly seeking dopamine!

Additionally, Each team member needs to be crystal clear about the progress of other team members, and what they plan to accomplish next. In that way, and only that way, can they provide real-time support when needed, and be ready to immediately take someone's work output at the optimal time as input into their planned outcomes.

Like a professional sports team, each player is intimately familiar with the expectations for each position on the team. They all hit the court at the same time, and keep their "Eyes Up," on the ball, and each other through the entire game.

In this way they can react to each other, the players on the other team, and the movement of the ball to work as a team to achieve the best possible outcome. And, they are all crystal clear on the goal! Win the game!
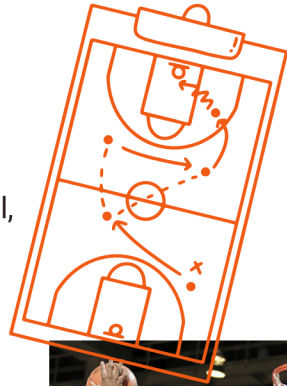
Purpose

The "Eyes Up" report isn't just another task on your to-do list; it's a powerful tool designed to help you perform at your best and enable you to operate as a unified, high-performing team. It's not about reporting—it's your daily exercise in focus, clarity, and collaboration. By engaging in this practice, you are investing in your personal growth and contributing to the collective success of your team.

The Power of Reflection and Intention

High performance isn't about completing tasks — it's about measurably advancing, you, the teams, and your project objectives every single day. The "Eyes Up" report is your opportunity to recognize and celebrate those real accomplishments.

This exercise shifts your focus from merely checking boxes to understanding how each action you take moves the ball down the field. By reflecting on your true achievements, you gain clarity on your impact and purpose, which fuels your motivation and sense of accomplishment.

What Is and What Isn't an Accomplishment

Let's be clear—attending a meeting or sending an email is not an accomplishment. These are activities, not outcomes. An accomplishment is what you achieve because of those activities. Did that meeting result in a breakthrough idea and what was it? Did that conversation move a project forward and how? That's what goes in your report. Your accomplishments should be tangible outcomes that clearly communicate progress.

Why This Matters

When you share your "Eyes Up" report, you are not reporting—you are opening a window into your world for your teammates. Just like in a high-performing sports team, when everyone knows where they stand, we can work together seamlessly, adjusting and assisting as needed.

This transparency reduces the need for endless meetings and fosters a culture of support and shared responsibility.

By practicing this daily focusing exercise, you are not just fulfilling a requirement—you are honing your leadership skills, improving your communication, and ensuring that you are always aligned with the team's objectives. This practice will make you better at what you do, and it will elevate the performance of the entire team.
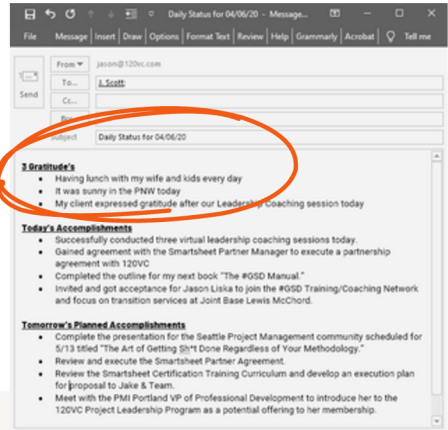
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Three Gratitude's:

Start by listing three specific gratitudes from your day. These are not just about positive moments—they are about recognizing the good in your day and sharing that with your team. This practice not only boosts your mood but also creates a ripple effect of positivity throughout the team.

In his book "The Happiness Advantage" Shawn Achor recommends practicing gratitude by writing down three things you're grateful for each day for 21 consecutive days. This practice is designed to train your brain to scan the world for the positive, leading to increased happiness, reduced stress, and improved overall well-being. By consistently focusing on positive experiences, you can rewire your brain to be more optimistic and resilient.

> "Resilience eats stress for
> breakfast, lunch, and dinner!!"
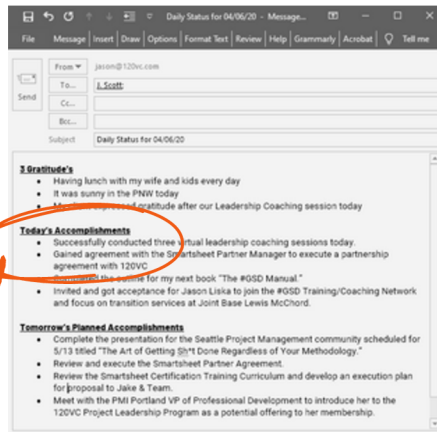
Today's Accomplishments:

Reflect on what you truly accomplished today. Did you solve a problem? Did you foster an agreement that moved your project forward? Be specific and focus on the outcomes, not just the actions. Don't just write that you solved the problem, share a summary of the steps you took to solve the problem. It's likely that another team member is encountering the same problem and will be able to fast-track the solution because you shared it. Don't just write that you fostered an agreement, tell us what the agreement was so we can learn or even advise to accelerate your success.

Also, as you are combing through your notes and today's calendar of events to determine what was accomplished. Take a minute to move any time block you didn't get to out to the next available space on your calendar. This will ensure that you don't forget, it doesn't fall off, and that you have immediately committed to a new time block to get it done.
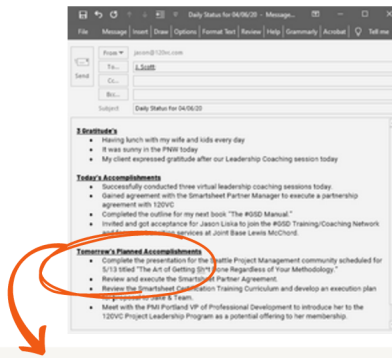
Tomorrow's Planned Accomplishments:

Make a list of things you plan to accomplish to advance you, the team, or your project objectives. These should be small enough (baby steps) that they can be accomplished in a single day. These should be clear, actionable objectives that will keep you moving forward, no matter what challenges arise.

When you have completed the exercise send your Eyes Up Report to your manager, yourself, and the other members of your team. Now that you are prepared for tomorrow, you can relax, it's unlikely you will wake up in the middle of the night worrying that you have forgotten one of your number 1 priorities. Because you have them written down, you spend time each week and daily making sure you are focused, your Eyes are Up, focused on the ball, the team, and the outcomes that will create measurable growth for your business.

This is not just about getting things done; it's about becoming the best version of yourself and helping others do the same. When we each commit to this daily exercise, we transform from a group of individuals into a unified team, capable of achieving extraordinary things together. So, let's get our eyes up, get focused on what really matters, and move forward as one.

THE 3 SIMPLE PRACTICES GUARANTEED TO REDUCE STRESS & GET SH*T DONE

✓ **PRIORITIZE ON WHAT MATTERS**
PRACTICE 1: THE 2X2 MATRIX

✓ **RUN THE DAY, OR THE DAY RUNS YOU**
PRACTICE 2: THE WEEKLY FOCUSING EXERCISE

✓ **CELEBRATE & FOCUS DAILY**
PRACTICE 3: FOCUSING EXERCISE
& THE EYES UP REPORT

THERE ARE NO HACKS. DO THE WORK.

These practices are part of the 120 Standard, much like the way a doctor practices medicine. Patients rely on a doctor's expertise to achieve the ultimate outcome—improving their health. Just as a skilled physician's work is rooted in disciplined frameworks and proven practices, our GSD approach is built on the same foundation. These practices are dependable, and when you follow them, they won't let you down.

As you master these techniques, you'll quickly become known as the most efficient person in the room—a true GSD-er. Inevitably, clients and stakeholders will trust you with more responsibilities and projects, knowing you'll deliver confidently and consistently. What's your secret? They'll want to copy you, and before long, you'll be irreplaceable.

120 BUILD TRANSFORMATIONAL LEADERSHIP TEAMS THAT GET *shift* DONE.

At 120VC, we specialize in transforming groups of high-potential individuals into single, unified, high-performing teams that accomplish exponentially more as a team than any one of them could individually. We work with departments seen as overhead, cost centers, or SG&A—such as IT, Human Resources, and Marketing — and transform them into dynamic epicenters of growth for their companies.

3 WAYS TO WORK WITH 120VC TO TRANSFORM YOUR TEAM & ORGANIZATION

Tap the proven approach that combines leadership performance coaching, training, and new ways of working to transform groups of high-potential individuals into single, unified, high-performing teams that accomplish exponentially more as a team than any one of them could individually.

#1
LEADERSHIP DEVELOPMENT

Shift from "managing people" to building a culture of discipline, trust, transparency & accountability.

#2
LEADERSHIP TEAM DEVELOPMENT

Shift from high-performing individuals to a high-performing leadership team

#3
TRANSFORMATIONAL ORGANIZATION DEVELOPMENT

Shift from cost center to epicenter of growth

Book a complimentary and confidential consultation with 120VC Founder and CEO J Scott

818.842.8041
120VC.com