

# What You'll Learn...

- How the principle of “circulation” can naturally improve your organization, without needing a big project to “**get organized**”
- How the principles of “structure” can help you **live your dreams**, not just “get things done”!
- How to fit **more of what you want** into your time and space, without neglecting your responsibilities or necessities
- Why it's your habits that **determine your destiny** — no matter how much you try to play the “catch-up” game!
- How to instantly **create new habits and re-shape your life**, without needing willpower!

# What You'll Need...

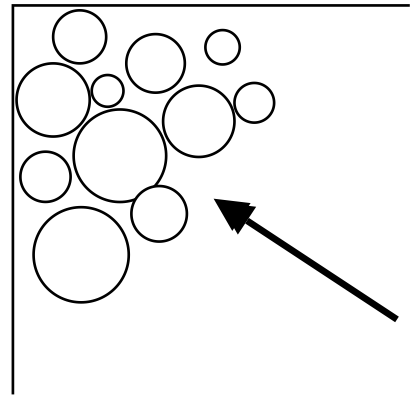
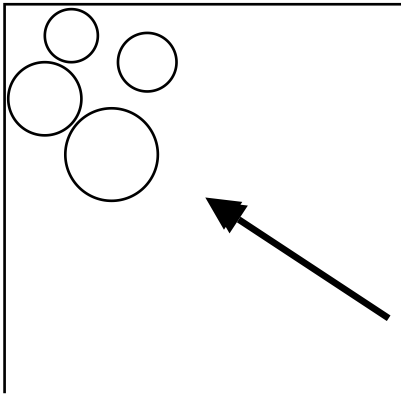
- This handout, and the corresponding CDs
- A pen or pencil to take notes and to fill in the blanks on these pages
- A willingness to give up the idea that organizing your time and space is difficult or will somehow limit your freedom

# The Principles of Organization

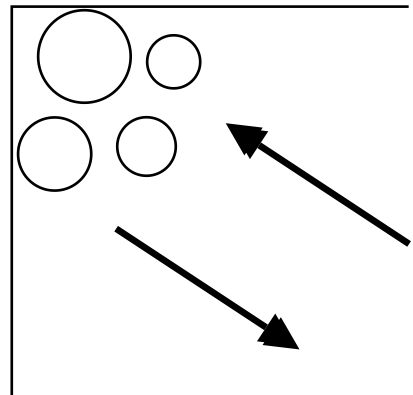
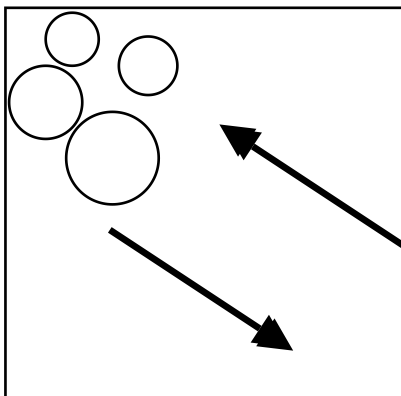
1. Discipline is \_\_\_\_\_ : without it, we are prisoners of our \_\_\_\_\_!
2. \_\_\_\_\_ is life, its absence is death. Renew \_\_\_\_\_ regularly to sustain it.
3. \_\_\_\_\_ is more important than \_\_\_\_\_: just keep things \_\_\_\_\_!
4. A habit is just a \_\_\_\_\_ of doing something.
5. \_\_\_\_\_ calls to \_\_\_\_\_: use this to create \_\_\_\_\_ in your life.



# Circulation in Space

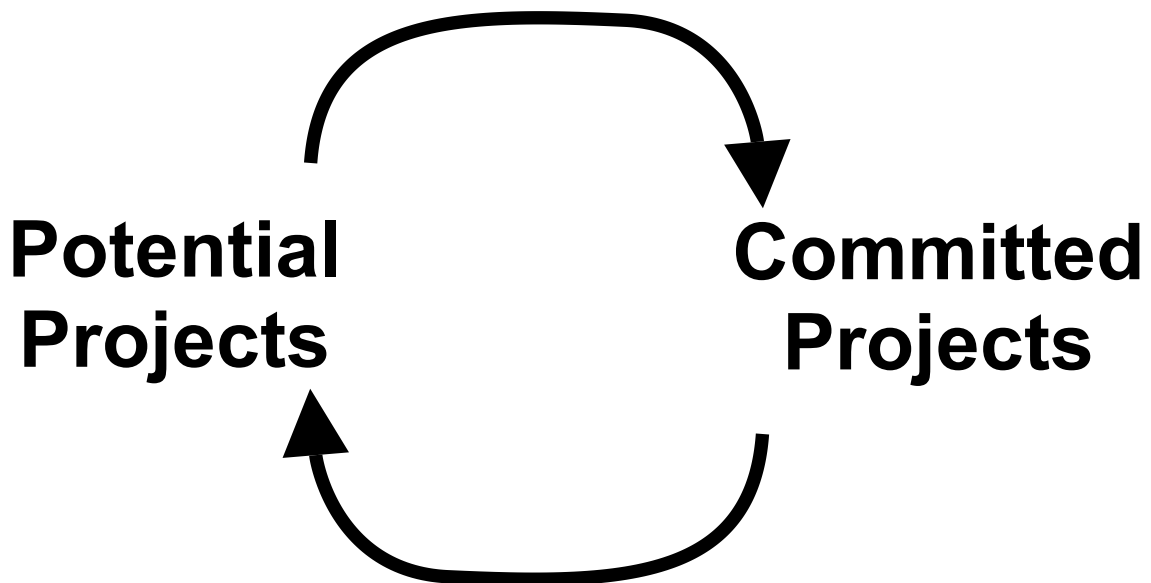
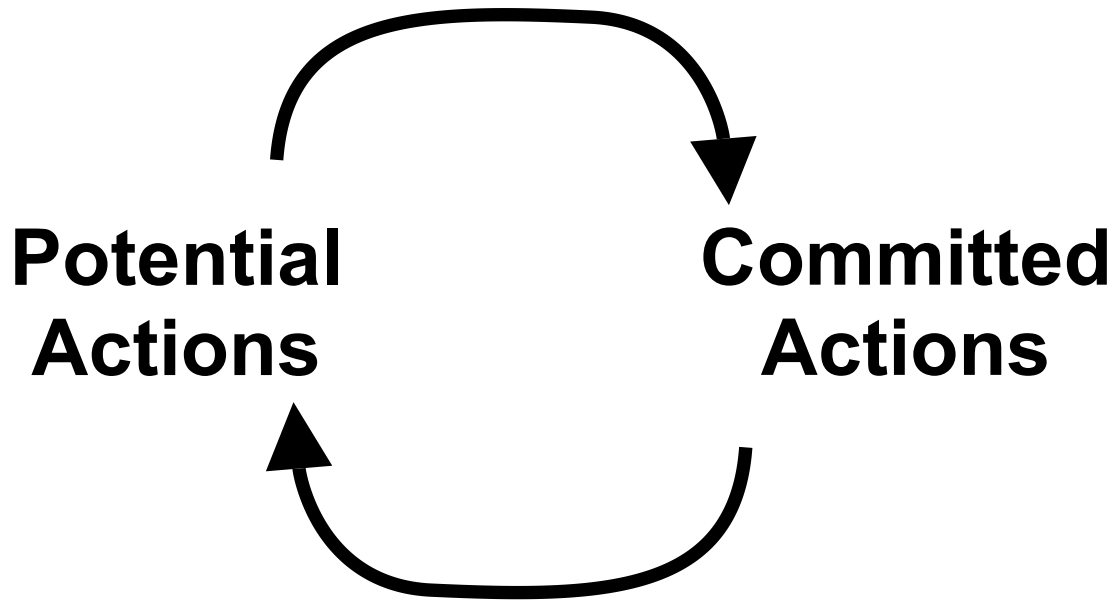


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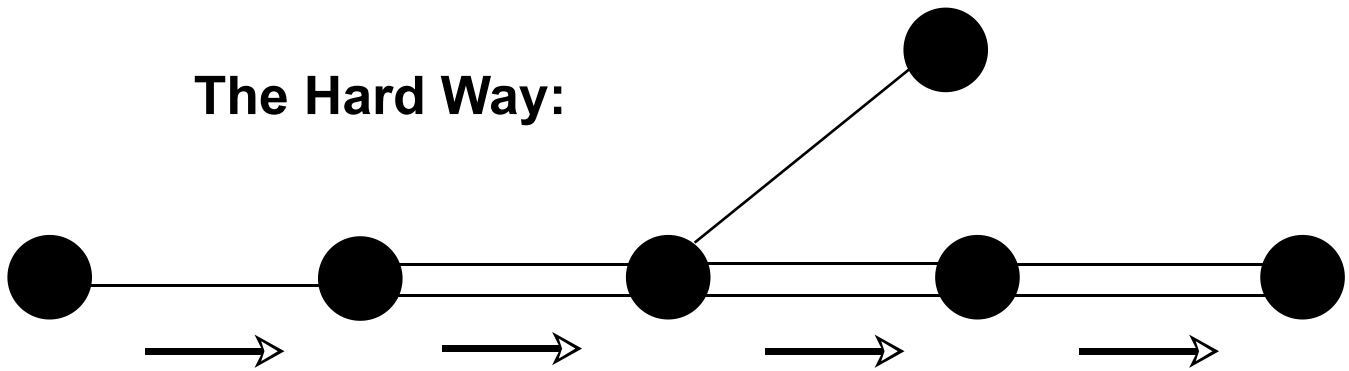
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# Circulation in Time

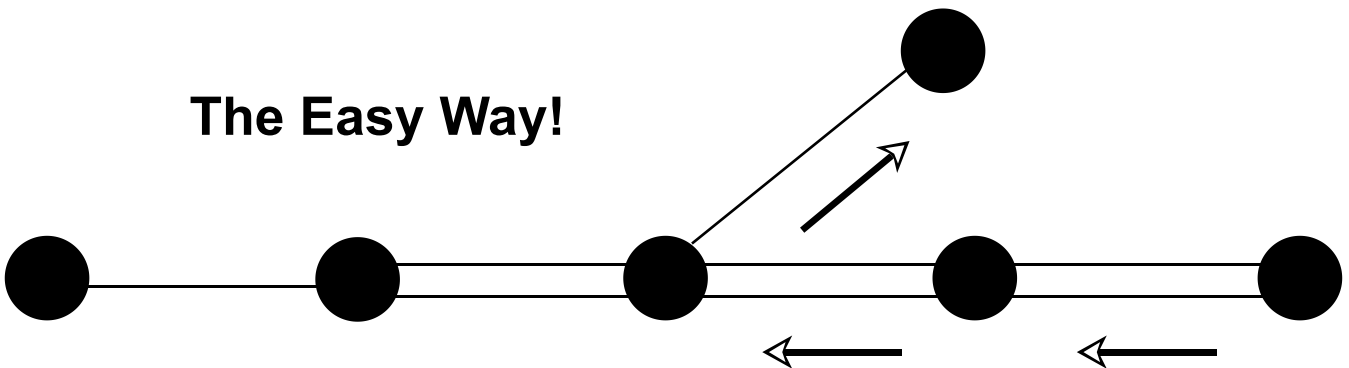


# Installing New Behaviors

The Hard Way:



The Easy Way!



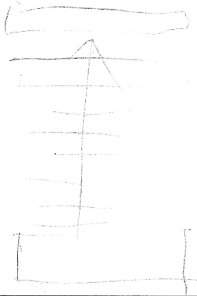
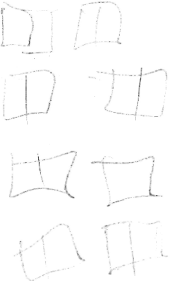
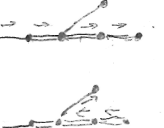
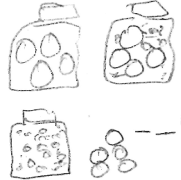


The essence of leadership is to \_\_\_\_\_  
\_\_\_\_\_ the \_\_\_\_\_!





# Filling in the Structure (1)

<p>TITLE PRINCIPLES OF ORGANIZATION</p> <ol style="list-style-type: none"> <li>1. Discipline is <u>needed</u> if you want to be the <u>prince</u> of a nation</li> <li>2. <u>Circulation</u> is life, its absence is death. Renew <u>energy</u> regularly in order to live</li> <li>3. <u>Direction</u> is more important than <u>position</u></li> <li>4. A habit is just a <u>familiar memory</u> of doing something; it is before</li> <li>5. <u>Efficiency</u> calls for <u>years</u> to create</li> </ol>	<p>Organizational Outlets</p> <p>TIME</p> <p>SPACE</p>		<p>filled-in version</p>
<p>Structure: <u>Empty</u> Cells to You</p>  <p>Q? A! Fill in the <u>blanks</u></p>	<p>Circulation in Space</p>  <p>uninterrupted flow creates <u>stagnation</u></p> <p>circulation above a space to breathe</p>	<p>Circulation in Time</p> <p>POTENTIAL ACTION → COMMITTED ACTION</p> <p>POTENTIAL PROJECTS → ACTIVE PROJECTS</p>	
	<p>Installing New Behavior</p>  <p>The mode of leadership is to <u>---</u> is a <u>---</u>!</p>	<p>THE SPACE/TIME <u>condition</u></p>	<p>SORTING TIME &amp; SPACE</p> 
<p>THE CODE OF OWNERS (CORPORATE ONLY)</p> <ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>3</li> <li>4</li> <li>5</li> </ol>	<p>MINDSHEET TRAINING TOPICS</p>	<p>PERSONAL IMPACT CREATING TOPICS</p>	

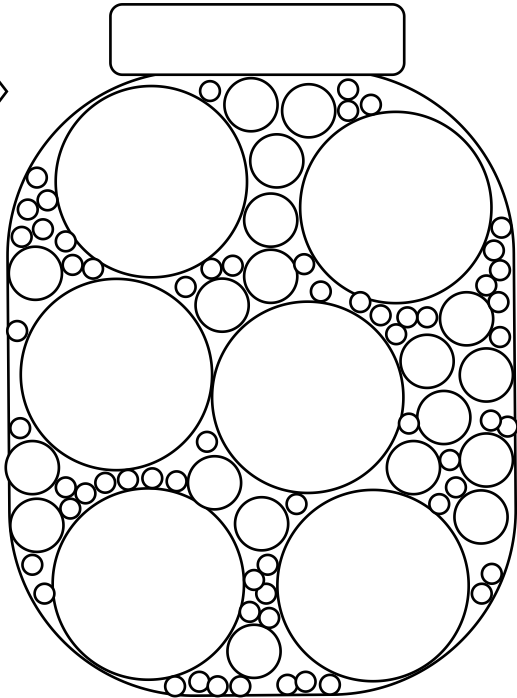
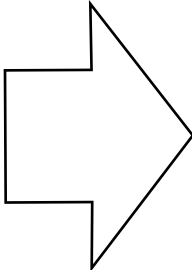
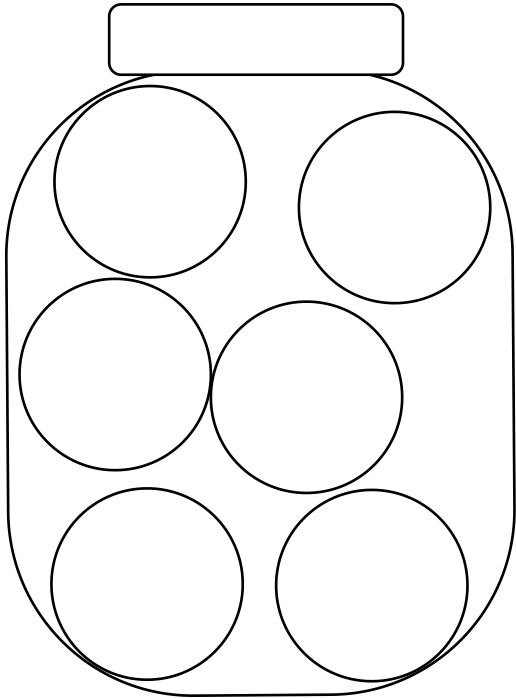
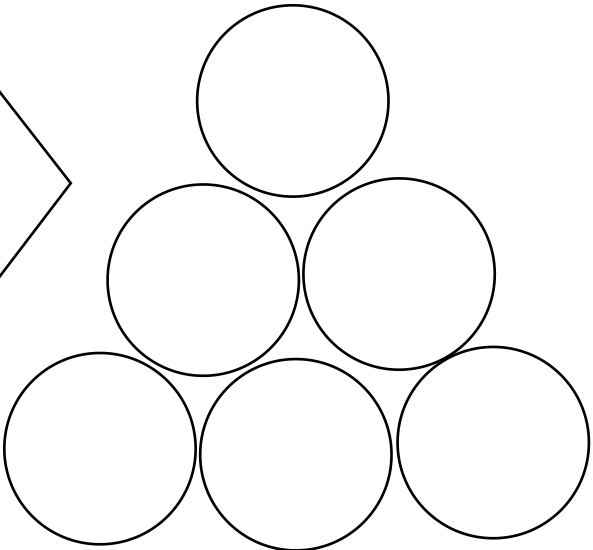
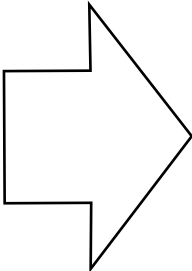
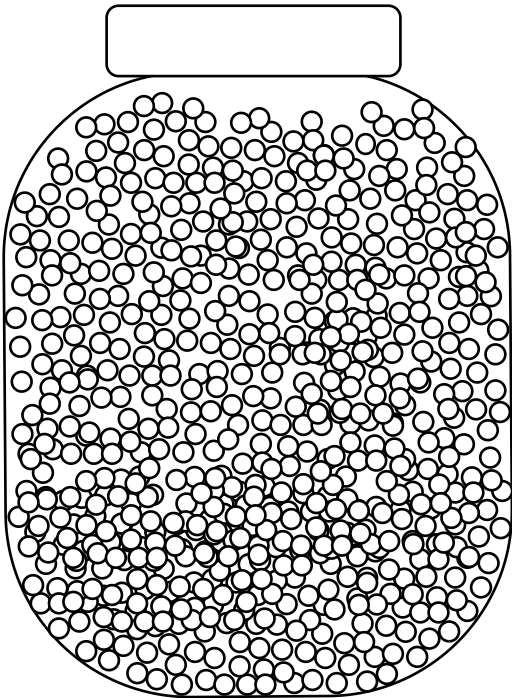
# Filling in the Structure (2)

Have enough income to be able to quit by Feb 2007

WHAT	WHEN	✓
"Seize the Year" teleseminar	1/6/7	
Create sales website for "The Procrastination Cure"		
First issue of "Life in Every Moment" Newsletter	1/27/07	
First issue of "Life-Changing Secrets" CD	1/27/07	
Tape interview for first CD		
Edit "7 Days" recordings for CD	12/17/06	
Set up shopping cart for products & recurring billing		
Create sign-up/mailling list for "Seize the Year" call		
Contact other authors, speakers, etc. for interviews/JV's	1/19/07	
Design bonus giveaways (T-shirts, calendars, mugs, etc.)		
CD & cover designs for "7 Days" and "Owners' Circle" stuff		
Ensure conference system will work for high caller load	11/24/06	
First issues ship	1/29/07	
Set dates for quarterly goals coaching w/renewees		
Offer limited-time exclusive "Seize the Year" signup for customers		
Open general registration & run ads		
Get CD duplicator/printer		
Get copier serviced		

Need about 40-50 signups for next years program at top level, or about 700 at lowest level. ~100 back buyers, ~1100 readers, 13 in current "7 Days" program. Know a few people for JVs. Don't entirely know what I'm doing, esp. re: advertising. Wonder if I'm aiming too high?

# Living a “Full” Life



**Don't \_\_\_\_\_ in \_\_\_\_\_ !**



# **Wrap-up and Feedback**

**(Answer as if you were speaking to a friend who didn't attend the workshop)**

**1. What did you enjoy most?**

**2. What are you going to start using immediately?**

**3. What kind of difference will it make to your life?**

**Send answers to [feedback@dirtsimple.org](mailto:feedback@dirtsimple.org)**