



Champions Edge 21-Day Productivity Program Principles

Day One

Principle: Formulation

The first stage of your 21-Day Program is called *Formulation*.

Formulation helps you define your project in a manner that's clear to you and your support group. You determine that it's quantifiable so you can measure progress. And you determine that your project is doable in the 21 day time period. Also defined in *formulation*, is the Single Daily Activity that if done consistently and well, will virtually guarantee your success.

Application

Review your goal and make certain it's clear to you, and that you can say it with clarity for the support group you identified on your Ready Set Goal form.

Define the goal in a *formulation* of steps that allow you to measure progress.

Example: Organizing your office—count the number of drawers, boxes, piles and files so you know if you organize X-number per day, you'll be complete in 21 days.

Organizing X-number becomes your Single Daily Action (SDA).

Some projects may seem nebulous and predictably complete after executing your Single Daily Action, and some may require a high degree of intentionality to stay with. Talk with your coach to verify your assumptions so you're clear going in, whatever the project—you can *formulate* and commit to going for it.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Two

Principle: Adding Meaning

We human beings are blessed with very creative minds that work well *for* us and *against* us. Life is, and always will be, full of circumstances. How we dance with them is one of the strongest measures of our personal effectiveness.

If someone promises to do something for you and doesn't come through, you can respond by *adding meaning* and drama—“*they done me wrong*”; rob yourself of energy—“*that makes me tired*”, and remain stuck. Or you can ask, what can I do now? and quickly spin out options in order to deal with the circumstance.

Application

Your assignment is to notice where you are *adding meaning* to the events and circumstances in your day. You'll find it valuable to note how many of the judgments, evaluations and meanings are self directed or externally directed.

You're responsible for how you want to experience your world. You always have a choice of being an upset waiting to happen or the Fred Astair of circumstances. Have fun with this!

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Three

Principle: Concentration

The second stage of a project, after *Formulation*, is *Concentration*. If you have ever invested five-pounds of energy and received half a pound of reward, you know where most companies, projects, and new years resolutions, begin to wither. *Concentration* can help you stay on target.

Creating and utilizing your support network is important during this stage, it will help your *concentration*. And being able to measure the actions taken on your project, helps you account for the progress you made and is an important reality check—did I move the ball forward?

Application

Treat your Single Daily Habit as an experiment.

It's useful to hold the experience of doing your Single Daily Action (SDA) as an experiment, in that you continually *concentrate* on how you do it for maximum effectiveness. Inside the context of an experiment you're not surprised if you fail. And if you're Albert Edison (yes I know it's Thomas) you'll fail a whole bunch and still produce "light". Henceforth—go, and experiment!

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Four

Principle: Stand For versus Try

We have the strength, courage, faith and resources to *stand for* a goal, that is, *to represent our belief that we can achieve a specific goal, even though we don't know how we're going to produce that goal*. Similar to a commitment plus a dash of faith, *stand for* can become a good habit.

Until a person determines to *stand for* the goal they desire, they'll do their best, yet lack the intentionality and resolve to make that goal a reality. You either *stand for* the manifestation of the goal, or *try* to manifest it.

Application

Watch today and notice whether your goal is something you *stand for*, or if it lives like "I'll do my best and see what happens"... "I'll try"... these are weak words.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Five

Principle: Support versus Help

Most people are happy to help you even if you don't *ask* for help. But casual help is seldom connected to long term strategy. *Support* is a deeper request for assistance when made to a committed listener. When you ask for, or receive a request for, *support*, there's a stronger involvement in the relationship. Both parties are asked to engage in defining what is wanted and needed.

Application

Make powerful requests of the *support* group you listed on your Ready Set Goal form. Engage them in a conversation about your goal and your Single Daily Action, using a form of "generative" conversation—a *conversation that'll generate possibilities that were not known before the conversation*. Lead the conversation off with a strong request for *support* and then ask them for their ideas on how to best *support* you. This allows for a better understanding of your commitment to your goal and a deeper commitment on the part of your *support* partner, plus the bonus of ideas created together that may not have occurred for you alone.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Six

Principle: Momentum

You know you have *momentum* when a gap between actions doesn't cause a drop in energy. *Momentum* is the second stage in a project. It's reached by continuing to do your Single Daily Action consistently and well. This is where you begin to see results from the energy you invest through *Formulation, Concentration, Standing For* your goal, and the Single Daily Action.

A pitfall here can be focusing on the results to the distraction of your SDA. If that happens you must turn to *Concentration*.

Application

Feel a sense of *momentum* from the progress you've made so far. The process here is a bit like the Writer who waits for evidence of her work before she declares herself a writer, or she declares herself a writer—*fake it 'till you make it*—while she hones her craft to fit the goal she wants to achieve.

By generating your own sense of *momentum*, you can experience more ease and eagerness in taking your Single Daily Action, working more effectively.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Seven

Principle: Keeping your word

When you hear the phrase *keep your word*, you may think about doing so for someone else. One of the quickest ways to drain your energy and slide rapidly into resignation, is to break your word to yourself, even if no one else knows about it. The flip side is, there's nothing I can think of that's more powerful than being true to your self, and *keeping your word* is a part of that.

Application

For the balance of the program—

1. Practice under promising and over delivering.
2. Match your *to do's* to your scheduled activities for the day so you don't bury yourself with more than is possible.
3. When something is completed, mark it off with some vigor! It's amazing what a boost of energy comes with the feeling of *I did that!*
4. If you can't get something done when you said you would, declare yourself complete with your promise and remake it for a time that makes sense. Don't automatically move it to the next day before carefully considering how it works with your other commitments.
5. Clean up any messes—your mother was right—you made for anyone you impact with your incomplete task.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Eight

Principle: Visualize

Until you've accomplished something in your mind you cannot create it. You must *visualize* yourself accomplishing the result in your mind's eye, and it must be a possibility for you in order to be *visualized*. What you see is what you get. It's the wonderful way of the universe.

Application

Paint a compelling picture in your mind's eye of your goal accomplished. *Visualize* the goal *achieved*. Find ways to keep this *visualization* in front of you every day for the remainder of the program.

Find a pictorial example or symbol of your vision, or write a description of your vision on cards and place them in your car, in your wallet, on your bathroom mirror, and at your desk. Circle back with your support group and share what you *visualize*.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Nine

Principle: Words of Power

“What ever you say, Oh Master.”

What you *talk* about reinforces what you *think* about and influences what you *bring* about. Sometimes we affirm our future fears and past guilt with self talk. Instead, use *words of power* to reinforce the *Vision* of your goal as if you’ve already achieved it. This moves your goal out of your head and makes it real.

When we speak *words of power* to ourselves and others, those *words of power* imprint a measureable alteration on our brain tissue. *That’s* power!

Application

Notice what you say about your project and yourself. Throughout the day, notice whether you speak *words of power*, or words of weakness. It matters. If you catch yourself with a mouthful of words of weakness, use *Concentration* to nip the bud and control your growth.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Ten

Principle: Commitment

Commitment is an attitude and feeling of confidence, that you'll go after what you want, learn from the failures, and keep going until the goal is felled. *Commitment* is the firm belief that what you want is so desirable and so important, there's no question of it's worth.

Four elements cause this principle to work:

1. The Concept

—**I have chosen my future.**

2. The Law

—**I say I can . . . so I can. *Whatever you say, oh master.***

3. The Phenomenon

—**I use the law, I get results.**

4. The Power

—**I am full with Enthusiasm, Love, Gratitude, Inspiration and Intention.**

Application

Take a look at the goal you created and said you wanted to do in 21 days. It's possible. *Commit.*

Review your goal and the time you have remaining, and answer this question for yourself. *Will continuing my Single Daily Action produce the goal I want?* If not, design what needs to happen and come to the conference call ready to share about it.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Eleven

Principle: Gratitude

Researchers found that when we think of someone or something with *gratitude* and experience the *feeling* of the thought, the parasympathetic, calming branch of the autonomic nervous system is activated. This bestows a protective effect on the heart. The electromagnetic heart patterns of volunteers tested become more coherent and ordered when they activate feelings of *gratitude*. When we practice *Concentrating* on what we appreciate in our life, positive emotions emerge, leading to alterations in heart rate variability, which may relieve hypertension and reduce the risk of sudden death from coronary disease.

The more we pause to appreciate and show caring, compassion and *gratitude*, the more order and coherence we experience internally. When our hearts are in this state, we enjoy peace, calm and the ability to respond well to stress. (From *A Different Kind of Health: Finding Well-Being Despite Illness*, by Blair Justice, pp. 100-101.)

Neuro-biologically, *gratitude* is felt in the same frontal regions of the brain activated by awe, wonder and pride. From these come dopamine and serotonin, the chemicals responsible for a euphoric feeling of wellness. When we choose to live with *gratitude*, our bodies are suffused with our natural pharmaceutical supply of healing therapy.

Application

Go forth with *gratitude*. More specifically, choose two people who have helped you—those you haven't fully thanked—and find a way to express your *gratitude* so they really know how much you appreciate what they did and how important they are to you. Your effort will return ten-fold.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Twelve

Principle: Inertia

The laws of physics tell us that things at rest tend to stay at rest. Things in motion tend to stay in motion with the same direction and velocity unless acted upon by outside forces. This is the law of *inertia* and it applies to our lives with a twist—the “forces” are often inside influences. We are in charge of staying *at rest* or putting ourselves *in motion*. We control our *inertia*. Using a flywheel as an example, if you continue to turn the flywheel of your project with your Single Daily Action, the flywheel turns fast and steady, and as it picks up speed it takes less energy to turn the wheel! You are in a position to brake your project with friction or propel your project forward.

Application

Begin your day by gaining clarity on your SDA and scheduling it to happen at a specific time in your day—the earlier the better. Fit it into your schedule where it works best to maintain positive *inertia*.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Thirteen

Principle: Intent

Begin with the end in mind and operate as if you *shall* succeed.

Intent is *Concentrating* your energy on your goal, even if it seems unavailable. We have a friend in Houston, a successful public speaker, who always holds a mind's eye picture of his audience fully engaged with him during his talk, applauding eagerly at the end, and leaving with something of value. He also imagines a chord coming down from what he calls "Spirit", connecting him with energy—he delivers an inspired message to his audience.

Application

As you move into your day, pave your actions with clear pictures and feelings of the experience you want. Begin with the end in mind—your *intent*. Plug into the source of your awareness. Your desire. Your energy. Your message. Your contribution. Your goal.

Declare your *intent* to achieve your goal now.

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Fourteen

Principle: Quality of your Questions

It's been said, the quality of your life is the *quality of your questions*. Questions you ask others as well as yourself. As you move toward your goal, you need help. And your ability to get the *help* you need is tied to your ability to define *what* you need, through the *quality of your questions*.

A Professional organizer recently came to our office to help us make the office more efficient. To get the help we needed, we had to clearly communicate to her the current activity in our office, and our vision of how we need to function in our office. By asking specific and high-*quality questions* of ourselves, we were able to give her the specifics she needed to create an appropriate plan. And our high-*quality questions* of her, revealed the fullness of her capability to us.

You want to find the best way to get the help you need and to work with others to achieve your goal. The *quality of your questions* affect the process.

Application

Listen to the questions you ask of yourself and others. Will the questions reveal answers that propel you toward your goal? Do the questions seek excuses or solutions? Are the questions reaching deep enough to get the specifics you need? When you ask the questions, do you *feel* empowered?

What can you do to improve the *quality of your questions*?

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Productivity Program Principles

Day Fifteen

Principle: Breakthrough

Breakthrough occurs when you consistently perform your Single Daily Actions and do them well, and is exemplified by measurable results—investing ten pounds of work and receiving twenty pounds of reward.

It isn't always easy or important to understand where *breakthrough* results come from, some will have an obvious cause and effect, and some will show up by "coincidence". The truth is: they occur because of your actions, your stand, and your intentionality. *Breakthrough* occurs because your physical and mental activities are consistent with your goals.

Application

Like *Concentration* and *Momentum*, *breakthrough* occurs as long as you consistently invest energy into your project. If you get distracted by your successes and slack off your Single Daily Action, *breakthrough* results will diminish to balance with your activity.

If today, your results are not what you anticipated, consider what may be holding you back. Review your Values Clarification and Action Tracking forms for a sense of your rhythm of consistency. And then, allow yourself to move on with passion and vigor! Give yourself permission to go forward with *Gratitude* and *Intent* to bring an unstoppable attitude to your work and play! *Concentrate* on your *Words Of Power* and reinforce your *Commitment* to *Stand For* the goal you *Visualize!* *Keep Your Word* to your *Support* group and yourself. Ask high-*Quality Questions* that create positive *Inertia*, building the *Momentum* of your *Formula*—the more you do it, the easier it gets! Remember that success always has the glow of human perspiration on it. Are you sweating yet?

Conference Call 1-508-556-1000 Code 512



Champions Edge 21-Day Completion Questionnaire

Name _____

What are the top 5 most useful productivity tools that you're walking away with?

What can you now say about your personal effectiveness that you couldn't say before?

Identify three people that you'll call on for support in your next project.

Did you get your money's worth? _____

When will you give yourself your reward? _____

What will your reward be? _____

Champions Edge 21-Day Completion Questionnaire

Continued . . .

Please rank the following items in relative value to you. 1=Most Valuable 10=Least Valuable

- Single Daily Action 1 2 3 4 5 6 7 8 9 10
- 10 daily habits 1 2 3 4 5 6 7 8 9 10
- Daily principle 1 2 3 4 5 6 7 8 9 10
- Daily Action Sheet 1 2 3 4 5 6 7 8 9 10
- Daily application of principle 1 2 3 4 5 6 7 8 9 10
- Conference Call 1 2 3 4 5 6 7 8 9 10
- Support from classmate group 1 2 3 4 5 6 7 8 9 10
- Individual coaching 1 2 3 4 5 6 7 8 9 10
- Forms 1 2 3 4 5 6 7 8 9 10

Would you be interested in a 21 day focused productivity group? Such as:

- Weight loss Job search Sales/ business development Creating money
- Improving your golf game A team goal for your organization Getting organized

Your suggestion: _____

Who in your life should we talk to about doing the 21-Day Program and how should we contact them?

We would love to shamelessly use your testimonial for marketing purposes. What would you say to describe the program and how it helped you? Can we use your name? yes no

Thank you for completing this form. This helps us continually improve the program.