



## **Welcome to the Champions Edge 21-Day Productivity Program**

### ***STARTER PACK***

Here are the materials you'll be working with during the program.

Included in this package are:

- **Welcome and Conference call information**
- **Instruction Guide for the 21-Day Productivity Package**
- **Client Profile Form**
- **Values and Goals Alignment**
- **Ready Set Goal!**
- **Ten Daily Habits**
- **Action Track Instructions and Form**

The results you produce are commensurate with your:

- 1. Willingness to step out of your normal way of doing things.*
- 2. Living life with a new sense of what you think is possible.*
- 3. Fully completing your paperwork.*
- 4. Being on the conference call promptly every weekday.*
- 5. Being fully engaged with your coach.*

We are excited about the opportunity to work with you and look forward to helping you reach a new level of productivity.

### **Conference call information and procedures**

At the appointed time of your call dial: 1 508-556-1000 Extension 512

**Note:** The conference phone system is very quiet, so when you first call in, please announce that you've joined the call. If you are late calling in, then announce you that you've joined the call at the next appropriate break in conversation.

To let others know who is speaking, please preface your comments with, "*This is Stan, and . . .*"

If this is your first teleconference experience, it may feel a little awkward, but wade in, the water is fine.



## **Instruction Guide for the 21-Day Productivity Program Forms**

### ***Client Profile, Ready Set Goal, Values and Goals Alignment and Ten Daily Habits***

Complete all sections, sign and return a *copy* to your coach.

#### ***Values and Goals Alignment***

Identify and prioritize 3 personal values.

Identify and prioritize 3 goals that are important to you now.

#### ***Ready, Set, Goal***

**Identify the Goal**—a specific, measurable, predictable goal. It must be measurable daily and achievable within the time frame of the Program. Of the 6 goals you've identified in the *Values and Goals Alignment*, choose the **one** that is most important to you now.

**Relate the goal to a personal value**—Use one of the values you identified in the *Values and Goals Alignment* form.

**Tell 5 people about it**—These are the people who will support you in achieving your goal. The five people you choose are the ones you can really count on for support. I recommend you set up a reporting game or system with them. *In my last 21 day goal, I told my group to expect a report every week on how I was progressing, and what unfolded was a "nudge" when I would forget. And I got pretty regular calls or emails from them checking in on me and my progress.*

What really works also is to share your wins with them. They love hearing you win and it inspires them as well. When you're stuck, let us know and contact someone in your support group that you know can hear you and be a valuable sounding board to help you stay in action.

**Resources needed**—List 5 resources that are needed to produce the results you want. Some examples are: money, time, permission, plan, tools and skills.

**Predictable steps**—List 3 traits or habits that would get in the way of reaching your goal.

**Time Saving Work Arounds**—Some examples are: delegate tasks, only do the important and urgent.

**Single Daily Action**—Very Important. This action, taken daily, must virtually guarantee the results regardless of circumstance. Divide your goal into 15 or 21 daily action steps (including weekends, if appropriate). Knowing how many steps it will take to create your goal and how many days you can devote time to the project, allows you to track your progress. Once you have the number of actions defined, you can begin tracking your progress with accurate statistics.



**Support Structure**—What other support is needed to fulfill the goal? For example, specifically schedule a time slot for your single daily action before you start your day.

**Reward**—How will you reward yourself when you reach this goal?

**What is next?**—Identify the next new horizon beyond this goal.

**10 Daily Habits**—Identify 10 new habits you would like to develop or enhance.

Examples of some habits you might choose:

Relationships—*give your lover a short massage daily.*

Career—*visualize the result you want to create in your mind's eye.*

Health—*drink 10 glasses of water each day.*

Financial—*reduce daily expenses by the cost of a latte each day.*

Personal Development—*read something uplifting or educational daily.*

Environment—*clean or renew something daily.*

Spiritual—*spend time outdoors in natural settings.*

Recreation—*do something fun . . . have a belly laugh a day.*

Choosing habits that can be simple and “do-able” make them more likely to become habits.



## CHAMPIONS EDGE 21-Day Productivity Program

### Client Profile Form

\_\_\_\_\_  
 Your Name. *The one you would like to be called during our conferences.*

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip

\_\_\_\_\_  
 Day Phone

\_\_\_\_\_  
 Cell Phone

\_\_\_\_\_  
 Fax

\_\_\_\_\_  
 Email address

1. What benefits do you want from this productivity program?

\_\_\_\_\_

2. On a scale of 1-10, 10 being 100% productive, how would an informed observer rate your productivity now? 1 2 3 4 5 6 7 8 9 10

Why? \_\_\_\_\_

\_\_\_\_\_

3. What is the one strength you can always count on yourself for, even in difficult times?

\_\_\_\_\_

\_\_\_\_\_

4. What is the one specific measurable result that must be produced during this program in order for it to have been worthwhile?

\_\_\_\_\_

\_\_\_\_\_



5. What are the three major stops in your life now? Things you fear could hold you back.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

6. What concerns, if any, do you have about working in the 21 day Program?

\_\_\_\_\_

\_\_\_\_\_

7. Agreements:

I \_\_\_\_\_, am healthy and able to participate fully in the 21-day Productivity Program. Here and now, I make the following commitments:

- To complete and return all paperwork on time*
- To Complete my single daily action every day of the program*
- To complete my 10 daily habits every day of the program*
- To tell at least 5 people about my goal*
- To do my homework every day of the program*
- Agree to leave suffering and guilt out of my 21 day participation if I miss an action or daily habit.*

My coach, Stan and/or Patricia Tyler agree to:

- Lead conference calls for 16 consecutive business days*
- Provide materials for managing my results*
- Deliver the 21 day productivity technology*
- Be available for any additional coaching that may be required to produce the intended results.*

Signature of Participant

Signature of Coach

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_



## CHAMPIONS EDGE 21-Day Productivity Program

### VALUES CLARIFICATION

VALUES	IMPORTANCE WHICH 10 ARE MOST IMPORTANT? 1 = MOST IMPORTANT	BEHAVIOR WHICH 10 DO YOU LIVE BY? 1 = OFTEN DO / ACT / HONOR
ACCURACY		
ADVENTURE		
AUTHENTICITY		
AUTONOMY/INDEPENDENCE		
BEAUTY/AESTHETICS/NATURE		
COLLABORATION/CONNECTION/PARTNERSHIP		
COMMITMENT		
CONTRIBUTION/ SERVICE		
CREATIVITY		
DIRECTNESS		
ELEGANCE		
EMPOWERMENT		
EXCELLENCE/MASTERY		
FREEDOM TO CHOOSE		
GROWTH/LEARNING		
HARMONY		
HEALTH/WELLNESS/FITNESS		
HONESTY		
HUMOR		
INTEGRITY		
JOY/FUN		
JUSTICE		
LEADERSHIP		
NURTURING		
ORDERLINESS		
PEACE/TRANQUILITY		
PERSONAL POWER		
RECOGNITION		
RESILIENCE		
RESULTS		
RISK TAKING		
ROMANCE/INTIMACY/SENSUALITY		
SECURITY		
SPIRITUALITY		
SUCCESS/ACHIEVEMENT/VICTORY		
TRADITION		
TO BE KNOWN/SELF-EXPRESSION		
TRUST		
VITALITY/ZEST		

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## CHAMPIONS EDGE 21-Day Productivity Program

### **READY, SET, GOAL**

Name \_\_\_\_\_

Identify the goal \_\_\_\_\_

Relate the goal to your value(s) \_\_\_\_\_

Tell 5 supportive People about it:

Resources needed to reach goal:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

Predictable Stops:

Time Saving Work Arouds:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Single daily Action (SDA):

SDA Support Structure:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reward for reaching your goal:

What's Next for you?

\_\_\_\_\_

\_\_\_\_\_



### 21-Day Productivity Program Ten Daily Habits

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



### 21-Day Productivity Program Ten Daily Habits Tracker

	DAY	SDA	1	2	3	4	5	6	7	8	9	10	TOTAL	DAILY PRINCIPLE
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
Sum														



## Instructions for Action Track Form

The attached Action Track form is designed to help a group of people cover a lot of topics in a short amount of time. We can skip stories based on the circumstances of our lives that may lead us into our tendencies of guilt, suffering, blame and just a tad bit of drama, which normally is only interesting to the one telling the story.

This may sound harsh, but with the Action Track tool we can start to hear a theme from the group such as what is working or universally not working. Then we can tune our actions and have a healthy conversation that moves our projects and our lives forward.

On the Action Tracking Form, we note the following:

**1. Weather—**

You = how are you feeling emotionally?

Body = how are you feeling physically?

On a scale of 1 - 10 with "10" being "mighty fine".

**2. Percent of goal completed—**as of today. Use 100% as the end goal.

**3. Wins to share—**your successes from previous day.

**4. 10 daily habits—**did you do them? If not, how many did you do?

**5. Single daily action completed—**yes or no.

**6. Principle—**a place to note what the principle was for the day.

**7. Assignment completed?—**did you do the daily assignment? *Example: Yesterday's assignment was to chunk your project down to daily bites sizes for action and reporting purposes.*

# Champions Edge 21-Day Productivity Program Action Tracking Form

Track your daily activity and have it ready to refer to when you gather with your team



Day	Weather (%) Mind   Body	Percent of Goal Completed	Wins to Share	Daily Habits # Completed	SDA Completed	Daily Principle	Assignment Completed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							