



## MODULE 4B

### QUESTIONNAIRE

#### Making High Leverage a Habit

The goal is to work in a way that not only creates great results, but also creates satisfaction and enjoyment for us. We don't need to become robots that just produce results, but we also don't need to get swept away by things that give us immediate pleasure and cost us creating results we're proud of and that make a difference in our lives.

##### The Productivity Pyramid

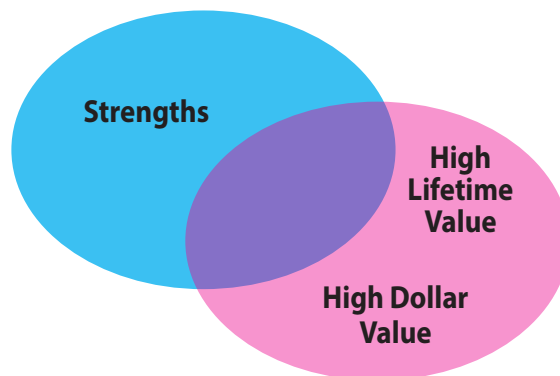
List what you do on a daily basis in these 4 categories

- High Lifetime Value
- High Dollar Per Hour
- Low Dollar Per Hour
- Zero or Negative Value

Where these circles overlap is where you want to spend as much of your time as possible. When you do, you'll maximize your results, and maximize your fulfillment.

Next, draw 2 overlapping circles. One circle represents your strengths, the other circle is the top 2 levels of the pyramid: high lifetime value and high dollar value. Go ahead and write down 2-3 that is in that overlapping space.

Next, if you want to set yourself up for success, it's important that you "clean the grill," just like a restaurant does at the end of the day.



### Targets over Next 10 years

Years

1.

2.

3.

4.

5.

6.

7.

8.

9.

10

### Exercise 1 – My Priorities

Make a short list of your most important 5-10 priorities. You are unique, and your priorities will be unique. So be incredibly honest with yourself about what truly matters to you.

1.

2.

3.

4.

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

#### Exercise 2 – Priority Objectives

Now, looking over your list of Priorities, create a current primary objective for that area of your life or business. It might be a short term measurable goal, such as increase my current client base to ### by (date), or it might be an ongoing objective such as exercise for at least 30 minutes three times per week.

- 1.
- 2.
- 3.
- 4.
- 5.

#### Exercise 3 – Priorities Wheel

1. Choose a goal or vision that you would like to achieve. Write your goal or a

statement summarising your vision at the top of the wheel below.

Goal:

2. Label this wheel with eight priorities to focus on in order to achieve your vision or goal.

1.

2.

3.

4.

5.

6.

7.

8.

3. Score your sense of satisfaction with each of your priorities on a scale from 0 to 10. For each priority ask yourself, "On a scale of 0-10, how well am I focusing on and implementing this priority?"

1.

2.

3.

4.

5.

6.

7.

8

4. What would a score of 10 look like for each of your priorities? What actions would you be taking, what results will you be getting, and how would that feel? How will you know when it is a 10? Write down your answers to these questions in the space provided on the next page.

1.

2.

3.

4.

5.

6.

7.

8

5. Decide what actions you are willing to take in order to move your satisfaction with each of your priorities towards a 10. Write them down. Put them on your to do list or in your calendar.

1.

2.

3.

4.

5.

6.

7.

8

### The 80/20 Rule

The exercise below will help you to apply 80/20 rule.

You can do this exercise in 5-15 minutes, and it might just save you hours, or days, of work!

### Exercise 4 – Applying the 80/20 Rule

1. Choose a goal or intention. A measureable goal such as “have 50+ clients by June 15th” works best, but you can also do this exercise on an intention, such as “to get more clients”.

Write down your goal or intention now.

### Goal/Intention:

2. Brainstorm a list of all the potential actions you can think of that will lead to achievement of your goal or intention. Include the actions you’ve already been taking, as well as any new ideas. Don’t censor your ideas. Write down everything you can think of. Make a list now.

1.

2.

3.

4.

5.

6.

7.

8

3. Now, ask yourself, "If I only took 20% of these actions, which ones would likely produce 80% of the results?" Circle each action which fits in the top 20% category. If you don't know exactly which actions will create the most results, than include some extras.

