

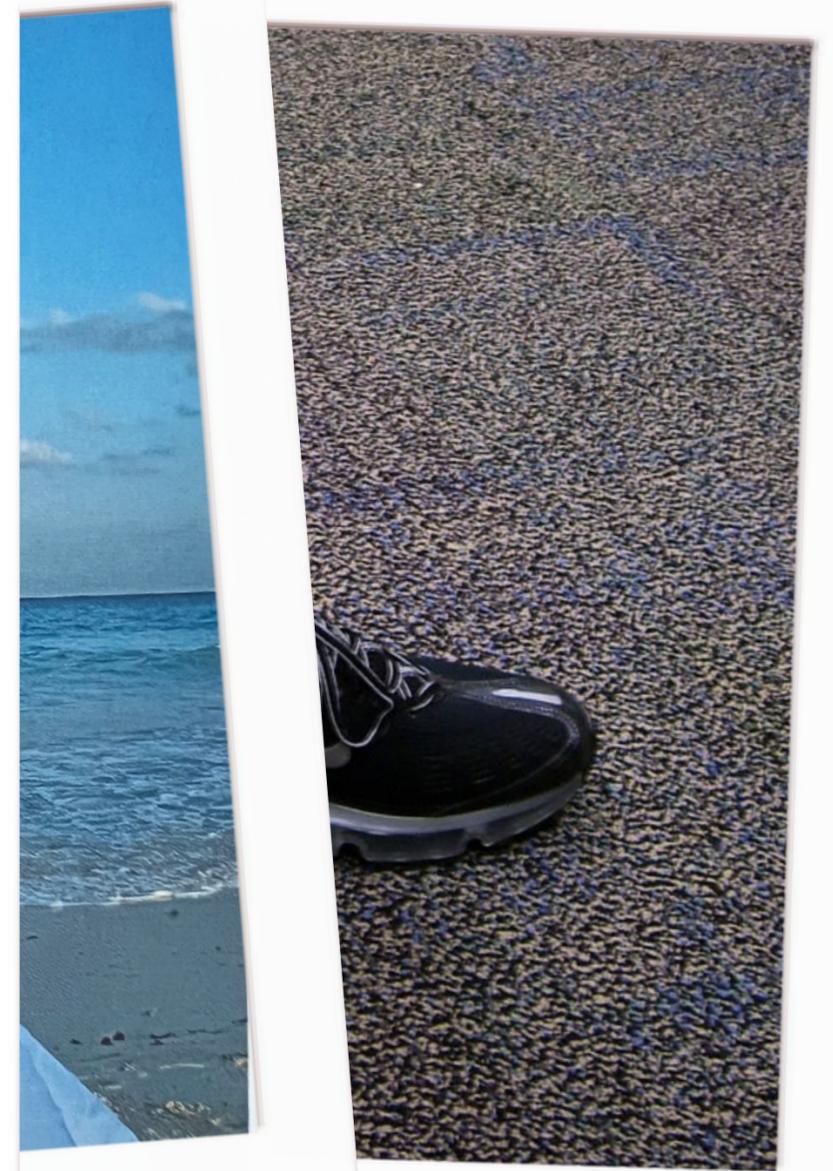
Hello! I'm Amanda

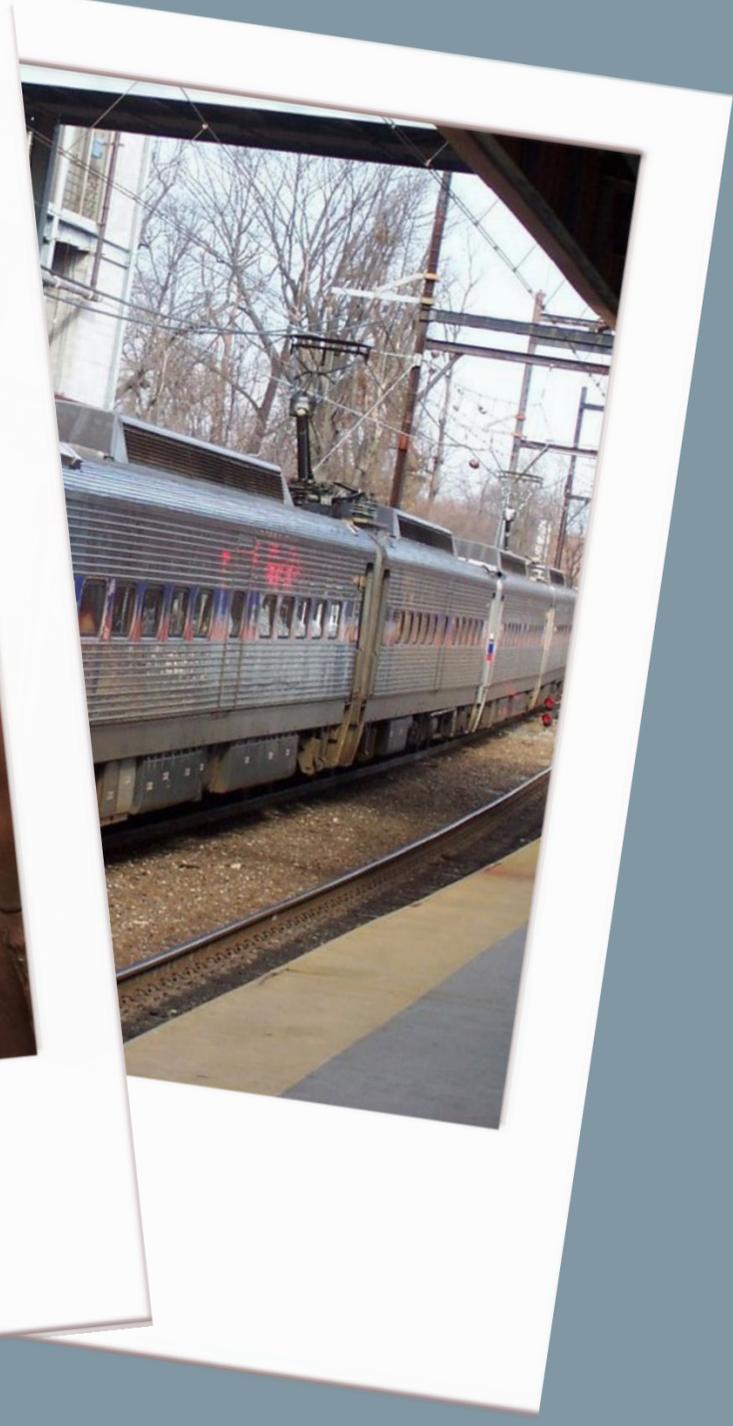
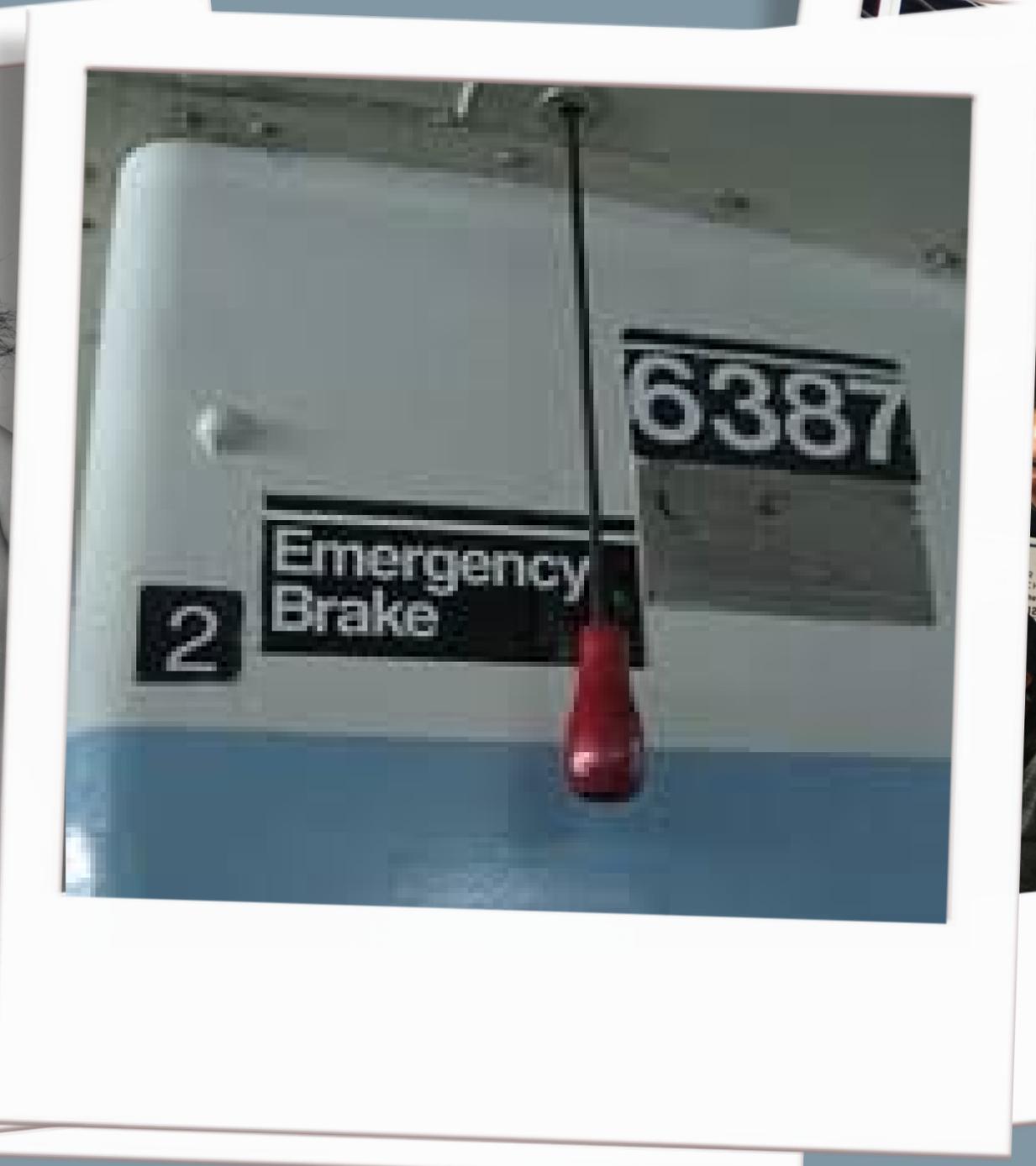
@HEY.AMANDAJ

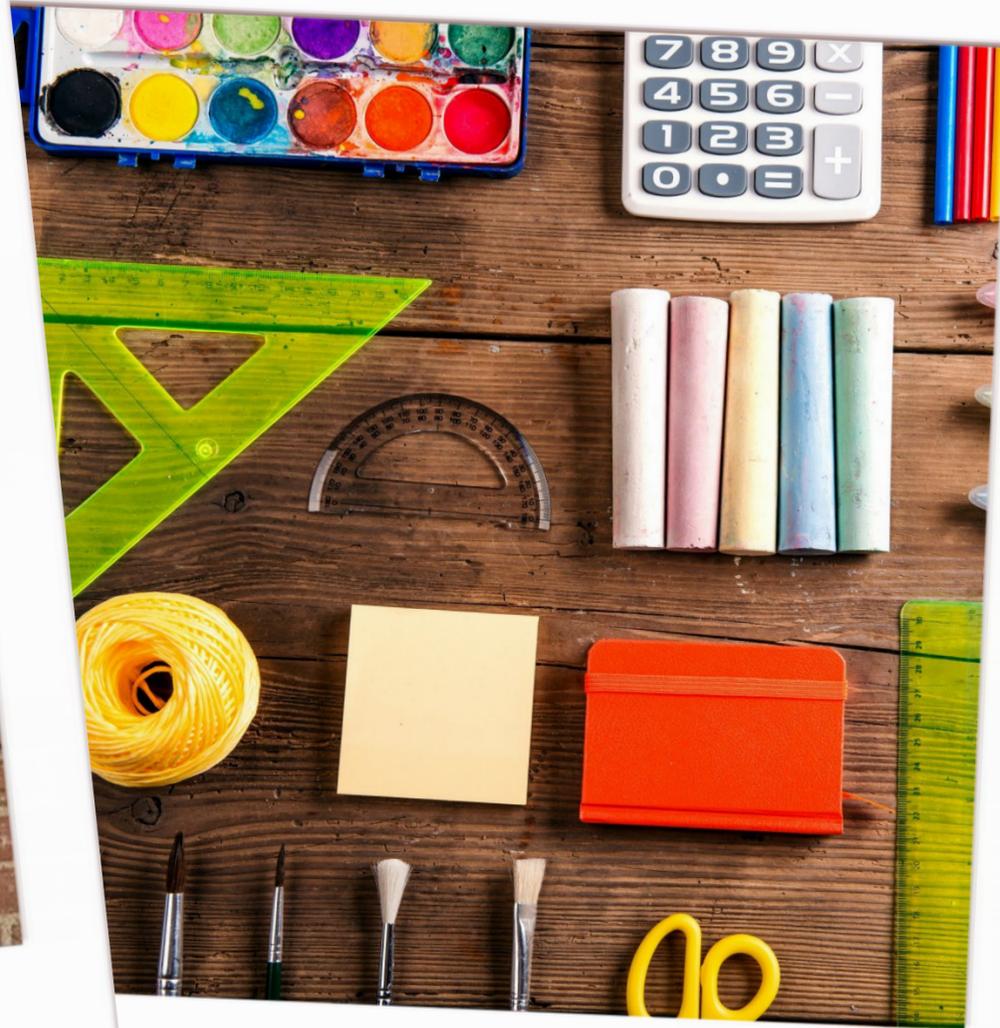


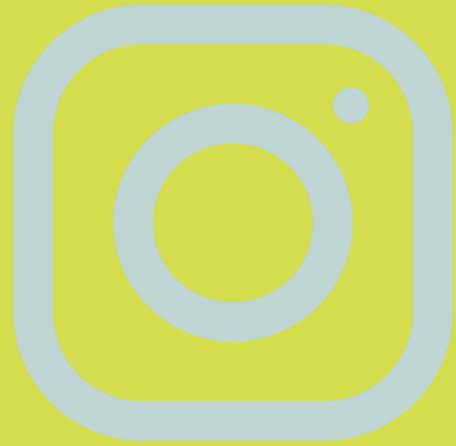
Our time together today:

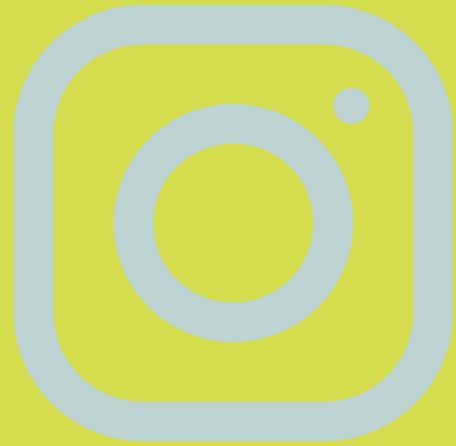
1. The Shoulds Express
2. Pulling the Lever
3. Fun and Easy
4. Brain Dump
5. The FOCUS™ Method
6. The Art of Saying No















Myth:

**We should do
what “they” say.**

Reality:

**We’re allowed to
focus on what’s
fun & easy.**

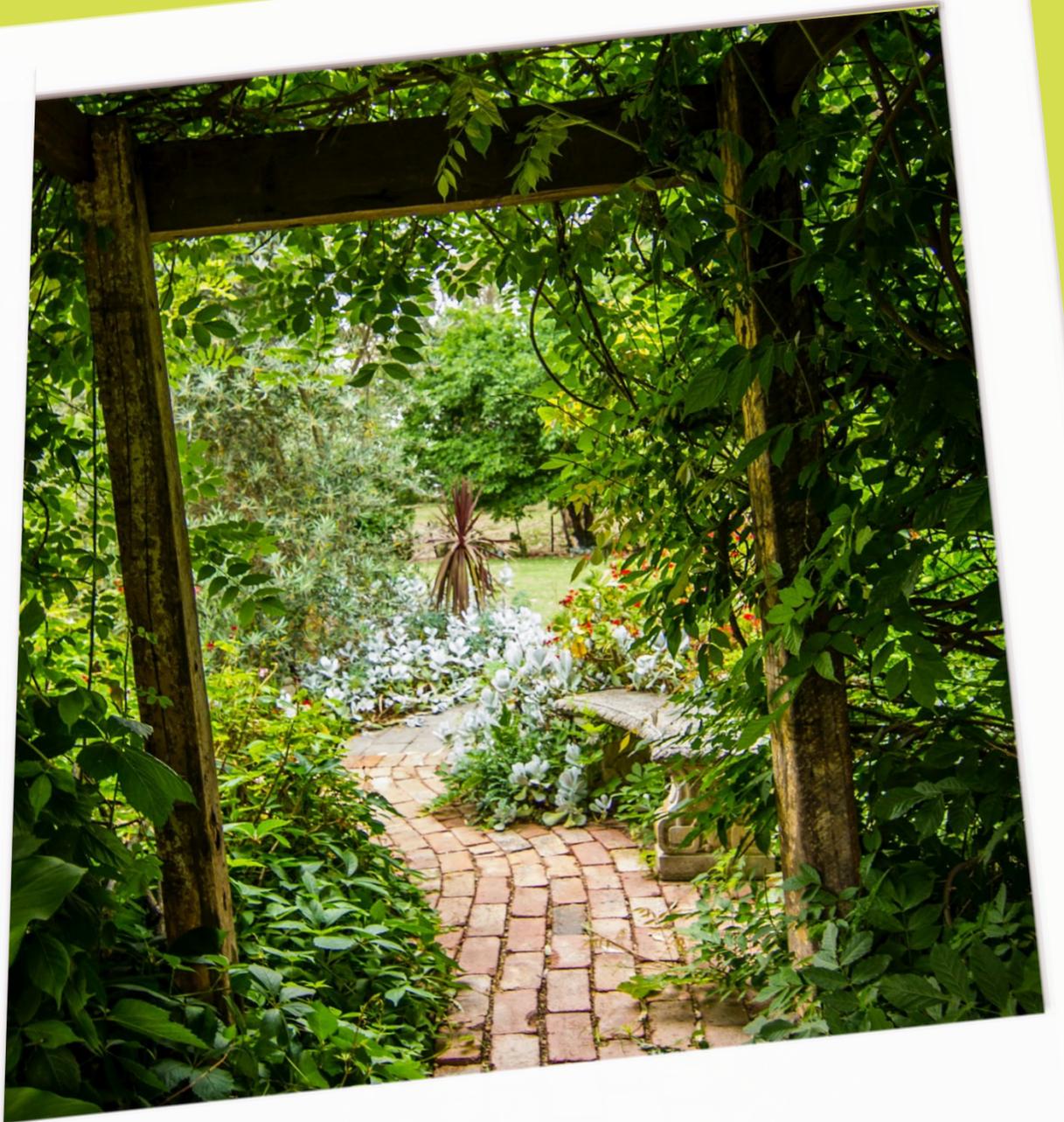


the
**GET IT
DONE**
club

SHAKE YOUR TO-DOS

*Good
Enoughish*

ANDA IFFERSON and BROOKE FORRY



Leader for Girl Scouts

Homeroom Mom for Kid's Class

On the board of XYZ Organization

Covering my grays

Baby shower gift

Take dog to the vet

Grocery shop for the week

Register for summer camps

Finish proposal for XYZ client

The FOCUS Method™

F

Finish it.

Time to get stuff done. These are the things that you're going to tackle head on.

O

Outsource it.

Become a delegation Jedi. Think partners, co-workers, grocery delivery services.

C

Cut it.

Ask: What would happen if I let this go? Do I need/want to do this?

U

Uncomplicate it.

Find the minimum effective dose. If you only had 15 minutes, what could you do?

S

Scooch it.

Find a better time. Do you really need to renovate your kitchen right now?

No is a complete sentence.

- ✓ If “no” is hard, make “maybe” your default.
- ✓ Do a 5-minute favor.
- ✓ In lieu of meetings, send videos.
- ✓ Practice saying no:
 - I’ve been looking at my priorities, and I have to let some things go.
 - I’m at capacity right now, but I appreciate you thinking of me.

my priorities & goals this week:

WORK

SELF

OTHERS

MONDAY

DECEMBER 28

TUESDAY

DECEMBER 29



**There's an emergency brake on
The Shoulds Express.**

@HEY.AMANDAJ



Give feedback to Amanda

- Scan this QR code



or go to talk.ac/amandajefferson

2. Enter this code on the screen

THRIVE



Thank you!

**Find me online at
indigoorganizing.com**

@HEY.AMANDAJ