

Hello!
I'm Amanda

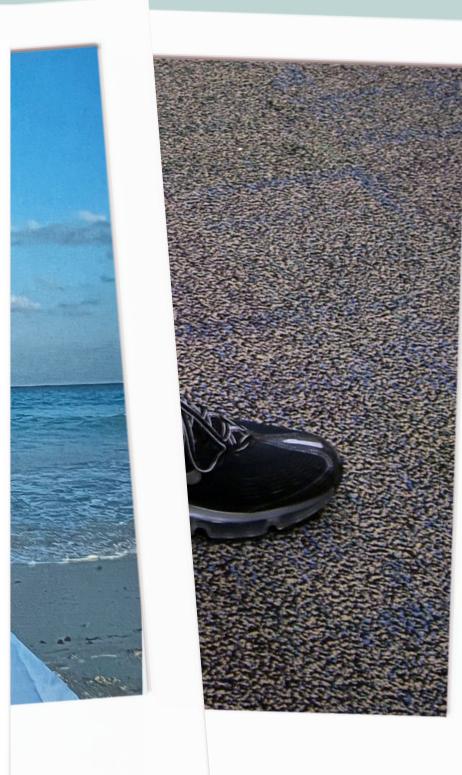
@HEY.AMANDAJ

Our time together today:

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



























Myth:

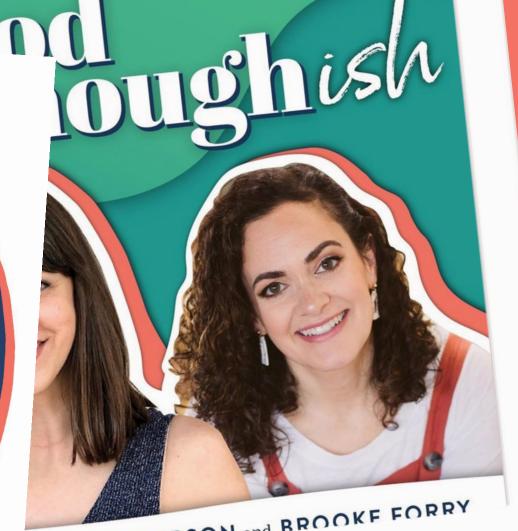
We should do what "they" say.

Reality:

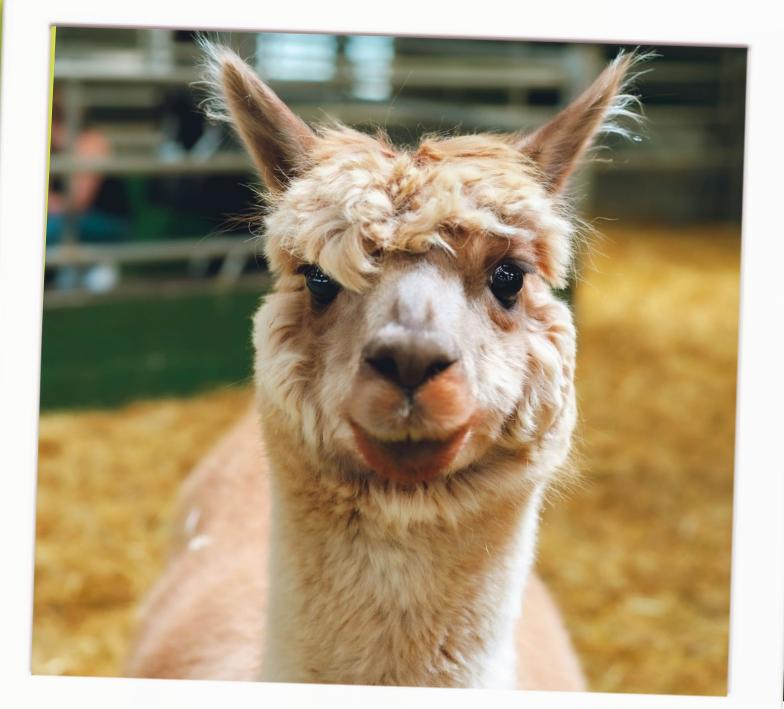
We're allowed to focus on what's fun & easy.

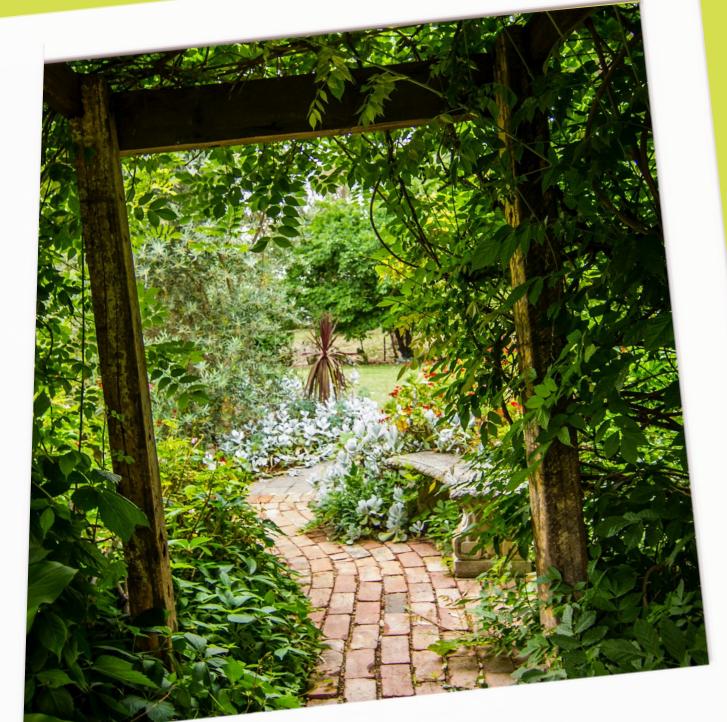






ANDA IFFFFRSON and RROOKF FORRY





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 MethodTM

F

Finish it.

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

0

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?

Remember to check off items as you go!	Choose broad categories like Work, Home, Self, Others. You might need to add Project X, Project Y if that helps.	Don't worry about making this too specific or clear. Just jot it down as it comes to you.	Is it fun and easy? Do I value it? Do I enjoy it? Does it come naturally to me?	Which FOCUS tool are you going to use?	nignesi priority.	submitted insurance. Email PTA and	What's the exact date and time you'll do it? Ideally, you group several of these tasks together so that you can just sit down and bang them out. (Double-click the cell to choose from the dropdown calendar!)	Add helpful notes, phone numbers, store hours, website, how-to links here.
Status =	Category =	Task 	Fun & 🔻 Easy?	FOCUS =	Priority =	SPECIFIC Next Step =	When? ▽	Notes =
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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.



There's an emergency brake on The Shoulds Express.



Give feedback to Amanda

Scan this QR code



2. Enter this code on the screen

THRIVE



Thank you!

Find me online at indigoorganizing.com

@HEY.AMANDAJ