

Smarter Faster Better

Action Steps

Improve Motivation

- Mentally choose to do your tasks and chores, avoid forcing yourself.

Plan Your Goals

- Dream for a moment and define your biggest, stretch goals.
- Choose one goal and break it down into smaller goals that you can realistically achieve within a few weeks or months.
- Each goal must be SMART: specific, measurable, achievable, realistic, and timely.
- Anticipate distractions and account for them.

Lead Your Team

- Defer judgement, give them a sense of control.
- Ensure each member feels included and valued.
- Genuinely listen without interrupting.
- Show that you care when someone seems upset.


Improve Your Focus

- Step back from your work and be aware of your surroundings.
- Understand your personal narrative and how your story is evolving right now.
- Decide what most deserves your attention in the moment.


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Make Better Decisions



Envision various future scenarios and hold contradictory events in your mind at the same time.




Try to develop an intuition about which events are more likely to come true.




Make your best attempt to calculate the odds.


Innovate



Pay attention to how things make you think and feel.




Welcome creative anxiety as it can push us to see things in new ways.




Retain your criticism: remember that a creative breakthrough can also stop us from seeing better alternatives.

Absorb Information



Actively do something with the knowledge you learn.



Engage with that new knowledge in a physical way.