

Michael Hyatt Focus

1. *BOOK: YOUR BEST YEAR EVER, A 5-STEP PLAN FOR ACHIEVING YOUR MOST IMPORTANT GOALS*
2. *ONLINE COURSE: FREE TO FOCUS*
3. *FULL FOCUS PLANNER*



Over the past 3 months, I have become obsessed with the wisdom of author Michael Hyatt and the practical tools he provides to cut through the noise in our lives, focus our energies on our top priorities, and enable us to remove the obstacles which prevent us from achieving our goals. In fact, I find him to be a worthy successor to Steven Covey, whose 7 Habits of Highly Successful People, has been the standard by which other leadership books are measured.

The 5-Step Plan that Hyatt shares in Your Best Year Ever begins with his online Lifescore Assessment, a holistic evaluation of the 10 key domains which impact the quality of our lives, so that the subsequent goals that you develop cover not only the traditional work goals, but also the relational/spiritual/emotional domains that are essential to a balanced life.

Steps 1/2: Before developing goals, Hyatt helps you to identify the “Limiting Beliefs” that are holding you back, encouraging you to replace them with “Liberating Truths” that stop us from sabotaging our own efforts. Hyatt then asks us to use the military’s “After Action Review” process to evaluate why we have struggled in the past to achieve our goals, to learn from our efforts and change our approach.

Step 3: Now properly prepared to approach goal setting, Hyatt offers a significant upgrade to the traditional “SMART” goals that we are familiar with. His SMARTER goals have several key differences. He recommends that,

to experience maximal success, our goals need to get us out of the Comfort Zone, into the Discomfort Zone, but not all the way to the Delusional Zone.

S	Specific: Identify exactly what you want to accomplish
M	Measurable: Quantify the result
A	Actionable: Start with an Action Verb
R	Risky: Get out of the Comfort Zone, into the Discomfort Zone
T	Time-Keyed: Specify a clear deadline
E	Exciting: Make your goals personally compelling
R	Relevant: Make sure your goals are appropriate to the season of your life

Hyatt recommends 7-10 goals/year, spread out in all of the 10 life domains, using a mix of achievement (for one-time accomplishments) and habit (for desired ongoing behavior change) goals, with great templates to help you meet all of the SMARTER elements.

Step 4: Find your WHY. Hyatt approaches “why” differently than Simon Sinek, who famously recommended that we “Start with Why.” Hyatt recognizes the importance of contemplating, writing down and frequently reviewing the “why” for each of our main goals, citing Donald Miller’s metaphor about crossing a stretch of water: anything meaningful we undertake is not just about leaving the shore and arriving at the other side, but also “the hard work

of the middle.” Pushing off gives us the excitement of beginning, but pretty soon we can get bogged down in the messy middle, wondering if we can succeed and why we started in the first place. His approach anticipates this problem and minimizes the risk of us abandoning another goal.

Step 5: Make it happen! Practical tips to move from planning to action:

- The Art of the Start: while we should set our Goals in the Discomfort Zone, the way to tackle a goal is to start with a task in the Comfort Zone, NOT to “eat that frog.”
- Quick wins boost your mood and help to build momentum
- Develop Activation Triggers that anticipate whatever contingencies or obstacles we might face, so we can prepare a desired response. Instead of relying on our decision making “in the moment” (when our mental and emotional resources might be at their lowest), Activation Triggers lock in our decisions in advance
- Regular Goal Review Process:
 - Daily Review: Quick review of your yearly goals, and the development of the “Daily Big 3” significant tasks

continued on page 34

that move you down the field to your goal

- Weekly Review: More in-depth review of goals, including the “whys” you developed in Step 4; a mini-AAR for how you did during the past week, and development of your “Weekly Big 3”
- Quarterly Review: Major review of each of your annual goals; OPTIONS:
 - REJOICE at reaching milestone or completion of goal
 - RECOMMIT to achieve it
 - REVISE the goal so you can achieve it (keep IN the Discomfort Zone)
 - REMOVE the goal from your list
 - REPLACE it with another goal you want to achieve.

Free to Focus: Your 21-Day Productivity Makeover, Online Course by Michael Hyatt

After establishing your goals, how do you actually get time to focus on them? How can you get off the “hamster wheel” of our email-driven, 24/7 work environment to achieve productivity at work and other areas of our lives?

Hyatt begins by defining **Productivity** as: how much progress we make on key initiatives/tasks; not about getting MORE things done, but getting the RIGHT things done.

True Productivity is found when we are doing what we are Passionate about AND have Proficiency in. Hyatt calls this our “Desire Zone,” distinguishing it from other possible zones:

- Distraction Zone: Passionate/Not Proficient, where we go to Escape
- Disinterest Zone: Proficient/Not Passionate, where we are Bored
- Drudgery Zone: Neither Passionate Nor Proficient, “the Grind”

The Freedom Compass is an amazing tool to help guide you on where you should spend your time (optimize how long you work in

the Desire Zone), while developing plans to address how you can leverage technology and other people to accomplish tasks in all the other zones, if you are not specifically required to complete these tasks. Imagine if everyone could spend the majority of their efforts in the Desire Zone, the confluence of our Passion and Proficiency! We could eliminate burnout and greatly improve the productivity of our workplace.

The remainder of the course describes how you can gain control of your work environment so you can focus on your goals while maintaining availability for those that need to contact you. You will learn so many practical tips, to include how to:

- Tame emails and overflowing “to do lists”
 - 41% of items on most worker’s To Do lists are NEVER accomplished!
- Set reasonable boundaries on your time from superiors, peers, employees, and customers
 - Saying NO to requests allows you to say YES to other priorities; you will be more respected with a properly formatted “NO” response
- Prioritize REJUVENATION into your schedule, to help manage your energy level and improve your productivity
- AUTOMATE repetitive tasks
 - Self-Automation, create rituals that free up your creativity, speed up your work and clean up your mistakes
 - Template and Process Automation
 - Technology Automation
- Multiply your output by Becoming a Master Delegator: One of the course’s essential highlights! While the Process portion is straight forward, the key to success is giving the delegated person very clear guidance on how much authority they have, which can also be a progressive way to develop your direct reports!
 - Delegation Process
 - ☑ Step 1: Decide what to delegate
 - ☑ Step 2: Select the appropriate



person

- ☑ Step 3: Communicate the workflow to your team member
- ☑ Step 4: Provide the necessary resources
- ☑ Step 5: Specify the delegation level
- ☑ Step 6: Give them room to operate
- ☑ Step 7: Check in and provide feedback as needed
- Delegation Levels:
 - ☑ Level 1: Do exactly what I’ve asked you to do
 - ☑ Level 2: Research the topic and report back
 - ☑ Level 3: Research the topic, outline the options, and make a recommendation
 - ☑ Level 4: Make a decision and tell me what you did
 - ☑ Level 5: Make whatever decision you think is best

Tool: **Full Focus Planner**: If you want help in doing all that I’ve talked about this far, the final item to use is Hyatt’s Full Focus Planner tool which helps you to do all the processes described above.

Check out Hyatt’s resources, and get started on your best year ever!