



## Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick & Dirty Tips)

By Stever Robbins

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Want to conquer your e-mail inbox once and for all? Need help getting organized and staying focused? Start reading! Millions of people already benefit from the innovative, time-saving tips that Stever Robbins dispenses each week in his #1 ranked *Get-It-Done Guy* podcast. Now he's come up with a 9-step plan to transform even the most overwhelmed into an overachiever. You will learn to:

**Beat procrastination by speed dating your tasks:** You'll face anything if it's just for three minutes; schedule small, finite periods of time for those tasks that seem too overwhelming to get started on.

**Give your technology a performance review:** Our smart phones, PDAs, and computers often make less work in one area while making much more work in others. Review your technology to make sure it's delivering on its promise.

**Cut out the small talk:** Small talk builds superficial relationships, which is a grand waste of time. Ask better questions to make instant connections that'll benefit you for years to come.

Written in the uniquely humorous style Stever is known for, *Get-It-Done Guy's 9 Steps to Work Less and Do More* will help you break the bad habits slowing you down and holding you back. Work less and do more?your free time is waiting!

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- Sales Rank: #382440 in Books
- Published on: 2010-09-14
- Released on: 2010-09-14
- Original language: English
- Number of items: 1
- Dimensions: 8.50" h x .2" w x 5.50" l, .49 pounds
- Binding: Paperback
- 240 pages



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### Editorial Review

#### Review

“Stever Robbins has written the handiest of guides -- *9 Steps to Work Less and Do More*. It's chock full of tips that will make you say, "Now, why didn't I think of that?" Read this fun and friendly little book and simplify your work and life.” ?Ken Blanchard, coauthor of *The One Minute Manager®* and *Helping People Win at Work*

“If you're serious about becoming successful, you not only need clarity around your long-term purpose, vision, and goals, but you need to organize your time, space, and attention to make success possible. This book will show you how to make sure all your efforts count, so every moment you choose to work brings you closer to your dreams. Stever's unique style makes this book not only highly practical, but a fun, engaging read.” ?Jack Canfield, Co-author of *The Success Principles* and *Chicken Soup for the Soul®* series.

“Whether you're a C-suite executive or just starting your career, you need to be able to produce results fast. Stever gives simple, practical advice for eliminating distractions, honing in on what's most important, and reaching your goals faster and with more fun. Put his advice into action and increase your impact! ” ?Keith Ferrazzi, #1 New York Times bestselling author of *Who's Got Your Back* and *Never Eat Alone*

“Building your MOJO in work and life means doing what makes you happy and gives you meaning. This book's nuts-and-bolts advice will help you concentrate your efforts on what matters most to you, and find ways to achieve it simply and quickly.” ?Marshall Goldsmith, *New York Times* and *Wall Street Journal* #1 best-selling author of *What Got You Here Won't Get You There*, and *MOJO: How to Get It, How to Keep It, and How to Get It Back If You Lose It*.

“Stever Robbins has taken a practical, useful topic--how to get more done--and applied it to getting more done at work, and more done in building a meaningful life. The book is packed with tips you can use immediately, and its humor, style, and irreverence makes it an easy, fun read. ” ?Marci Shimoff, *New York Times* best-selling author of *Happy for No Reason* and *Chicken Soup for the Woman's Soul*:

“For years, Stever Robbins has been giving me advice. His podcast and now his book are an important source of advice for me. What are you waiting for? You have to pick this up. ” ?Chris Brogan, author of *Trust Agents* and *Social Media 101*

#### About the Author

Stever Robbins hosts the Quick and Dirty Tips network's Get-it-Done Guy podcast, an iTunes #1 business podcast. An executive coach, professional speaker, and entrepreneur, Stever co-founded FTP Software and managed the creation of the Quicken VISA Card. He holds a Bachelor's from MIT and an MBA from Harvard.

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STEP 1

## LIVE ON PURPOSE

Here's the number one principle and our first step to working less in your life: Stop doing stuff that doesn't help you reach your goals. It sounds simple, doesn't it? It's a shame almost no one does it. The most common way we work more and do less is by working on the wrong stuff. We spend our time doing, doing, doing, even if the doing has nothing to do with our goals, business, or life. Surely I'm not the only one who has spent five hours a day spewing one-line nonsense "status updates" on my favorite social media Web site, and then wondered why I'm running so hard just to stay in the same place.

Of course, it's much easier to say "work on what's important" than it is to do it. In this first step to working less and doing more we will explore how lacking clarity about our goals both at work and at home can be our doom. I will help you overcome this problem so that you never waste time working on the wrong stuff ever again—or at least not when you follow my advice. In this chapter you will learn how to identify your ultimate goals for every situation. Then I'll explain how you can develop a life map so you'll know when you're on track and when you're just fooling yourself with busywork.

You can get hijacked into nonsense-land when you don't know what you want. Before you can streamline life, you must know your goals. If you don't know where you're going, you can't make getting there effortless. When you know your destination, you can chart a course in advance. Moment-by-moment, you can make sure you're doing things that take you where you want to go. Otherwise, all your activity is nothing more than busyness.

We'll start by making sure we're doing the right things. It's not always obvious, though sometimes your gut tells you there's got to be a better way. My friend Michael discovered that as a parent.

### MEET MICHAEL

Michael was mortified. His teenager Skyler's room was, to put it mildly, like an antechamber from the inner circle of heck: strange growths on the walls, mysterious smells belching forth from unidentifiable piles beneath the bed. At night, shrieking cries could be heard from behind the closed bedroom door (is that what kids today call music?). Michael's solution was simple: Ask Skyler to clean up. When that didn't work, he offered video games as bribes. And when that didn't work, he resorted to yelling. Soon, Michael was nearing a nervous breakdown. Skyler, however, just turned up the stereo one notch and went back to what ever it is that teenagers do inside their lairs.

As Michael told this story, I tried to imagine his life. My time is spent dancing through life, smelling daffodils and singing songs. Michael's time is spent obsessing about his teenager's room. He plots and plans and bribes. When we have lunch, he hardly notices my unbelievably witty and insightful conversation. Instead, he moans about his son the whole time. As if living with the youngster wasn't bad enough, he must relive every agonizing moment out loud. Michael realized something wasn't working about the situation, but he had no idea what to do. He was providing a living case study of the most important thing you'll ever learn: The key to working less is being on purpose.

Michael doesn't wake up thinking, "My life purpose is having a kid with a clean bedroom." At some point, he decided a clean bedroom was important. He thought it was the path to some other goal. Sadly, he's forgotten the other goal and is fixated on the whole room thing. This happens to all of us—we get distracted and lose sight of our ultimate goals. We decide we want to finish that project at work by tomorrow, so we e-mail our coworker Bernice to get her notes on the project. Her response is so engaging that six hours later, we suddenly realize we've had a fabulous bonding experience with Bernice and done no work on the report.

### YOU NEED TO IDENTIFY YOUR GOALS

The first step in living on purpose is to get really good at identifying goals. Big goals, little goals, medium-sized goals. Everything you do at any moment has a bunch of goals attached. You see, goals don't hang out alone; they travel in packs. Really big goals—like "be successful"—are made up of subgoals. Those are made up of smaller subgoals, and so on. Finally at the bottom are specific, concrete actions. But all these subgoals offer enticing diversions where we can conveniently get off course, giving us the chance to waste time and energy. If a subgoal wanders off course, so do we, and we never get what we want. If your highest-level work goal was to be successful at work, the following table will show you how your goals might break

down.

Michael's love of clean teenage bedrooms isn't one of his highest-level goals, it's a subgoal of some larger goal. My guess: Michael's high-level goal is to be a good parent. He believes he has to do that by teaching his son to be a responsible adult (which is a subgoal). And his parents brainwashed him into thinking that being a responsible adult means having a clean bedroom, which led to his action of yelling at Skyler to clean the bedroom.

Someone else with the same high-level goal of being a good parent might have different subgoals and use different actions as a result. Their subgoal might be to spend quality time with their kid and their action might be talking to their kid about school at dinner. Or perhaps they would play baseball together, or go out for manicures together, or play baseball and go out for manicures together. Heck, if it were me, I think teaching your kid to be a responsible adult means letting a kid keep their room however they want it, and letting them deal with the consequences when the pizza grows legs. Whatever your subgoals and actions, they'd better match your big goal. Otherwise while trying to be a good parent, you risk pulling a Michael. You'll spend your quality together-time yelling at your child and making them hate you.

This mismatch between goals and actions is hardly limited to parenting. One company I worked with had an overall goal of making it easy for an entire industry to adopt a new technology. A subgoal was raising funds from the board of directors, which included some prominent financiers. Their fund-raising subgoal's action was developing a prototype product to show the board. The investors would be so dazzled that they would write a big fat check. The prototype took on a life of its own, however. Even after money was raised, it lived on as an entirely separate project. It kept sucking up time and resources without contributing one bit to the original goal of building a product customers would buy. Here's how their goals broke down:

#### MAKE SURE YOUR ACTIONS MATCH YOUR GOALS

Living on purpose means stopping to make sure your actions still match your big goals. But you need to keep the big picture in mind to do this. Without knowing your higher-level goals, you don't know whether your actions are helping.

To understand why the big picture is important, let's consider the time-honored, time-wasting tradition, the status meeting. You might think its purpose is obvious: Share status. Yes, but what's the goal of sharing status? What's the higher-level goal here? Is it to coordinate when one person's work depends on another's? Is it to build team cohesion? Is it to brainstorm solutions to project emergencies? Is it to have an excuse to eat fat-free, low-cal, diet donuts and decaf coffee? Without knowing the goals above "share status," it's hard to know if the meetings are even useful. If we're sharing status to coordinate—a higher-level goal—but people are already coordinating via e-mail, then the meeting is useless. Knowing the higher-level goals helps make sure our actions are still moving us forward.

If you know your higher goals off the top of your head, great! Knowing that will clue you in about what your lower-level subgoals and actions should be. It doesn't work in reverse, though. Knowing a lower-level action or subgoal gives you no clue about the larger goals. At least not until you ask "Why?"

When you get buried in details is when you risk wasting time on actions that won't actually help you reach your subgoals, high-level goals, or both. Asking why you are doing something serves as a check and always moves your focus back to the big picture. Asking why helps you find out if your actions have come unglued from your goals. In theory, you could do this as often as every day, reviewing your to-do list to make sure it ties to your bigger goals. In my perfect fantasy world, I check my actions against my goals every day. In real life, once a week or once every other week is more realistic.

#### Use a Goal Ladder to Check Your Actions and Goals

You can build a goal ladder around your actions to check them. A goal ladder is a quick, written recognition of how your actions and subgoals link to your larger goals. It lists your actions, the goals the action is trying to reach, the goals of that goal, and so on.

Poor Michael is yelling at his kid. That tells us nothing about his goals. Maybe he's worried the room is a health hazard. Or he has extradimensional sensitivity to messy rooms within a one-hundred-yard radius. Or maybe he's seeking unconscious revenge for the years he spent as a father when he really wanted to be

pursuing an Olympic gold medal in squeegee juggling. We can build Michael's goal ladder by asking "Why?" to find his subgoals and highest-level goals.

"Why are you so concerned about Skyler's room?" I ask. "Because," Michael replies, "Skyler needs to learn to be responsible. That's my job as a parent, after all."

Aha! Michael just confirmed our earlier th...

## Users Review

### From reader reviews:

#### **Myrtle McDonald:**

This Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick & Dirty Tips) book is not really ordinary book, you have after that it the world is in your hands. The benefit you receive by reading this book will be information inside this book incredible fresh, you will get information which is getting deeper anyone read a lot of information you will get. This Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick & Dirty Tips) without we understand teach the one who reading through it become critical in thinking and analyzing. Don't possibly be worry Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick & Dirty Tips) can bring whenever you are and not make your bag space or bookshelves' become full because you can have it in your lovely laptop even phone. This Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick & Dirty Tips) having good arrangement in word and also layout, so you will not truly feel uninterested in reading.

#### **George Gentry:**

This book untitled Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick & Dirty Tips) to be one of several books this best seller in this year, that's because when you read this reserve you can get a lot of benefit upon it. You will easily to buy this book in the book store or you can order it by means of online. The publisher with this book sells the e-book too. It makes you easier to read this book, as you can read this book in your Smart phone. So there is no reason for you to past this e-book from your list.

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**Paul Jackson:**

This Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick & Dirty Tips) is completely new way for you who has interest to look for some information since it relief your hunger of information. Getting deeper you into it getting knowledge more you know otherwise you who still having little digest in reading this Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick & Dirty Tips) can be the light food to suit your needs because the information inside this specific book is easy to get by means of anyone. These books produce itself in the form and that is reachable by anyone, that's why I mean in the e-book type. People who think that in reserve form make them feel tired even dizzy this e-book is the answer. So you cannot find any in reading a reserve especially this one. You can find what you are looking for. It should be here for anyone. So , don't miss this! Just read this e-book kind for your better life along with knowledge.

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