



GET FOCUSED

FOR GREATER SUCCESS

Digital Course Workbook

DESIGNED AND DELIVERED BY
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1 | SET GOALS

People that set goals increase the probability of their success by 3 times.



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2 | SET WEEKLY ACTION PLANS

People that set weekly action plans have a plan for achieving their goals.

Weekly action plans continued:

Decide where you want to go. Set a 3 to 5 year plan.

4. What: _____

Description: _____

Due Date: _____

Completed Date: _____

5. What: _____

Description: _____

Due Date: _____

Completed Date: _____

Prioritize your action plans:

Always focus on the most important things first. Prioritizing helps you avoid distractions and keeps your attention on the tasks that are most valuable.

Focus Questions:

Am I focused on the priority work?

What tasks are others depending on me for?

What tasks am I depending on others for?

Are my priorities aligned with my business partners?

Make weekly action planning a habit!

Notes: _____



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3 | ESTABLISH CONNECTIONS

People that are accountable increase the probability of achieving their goals by 10 times.

“Weekly accountability with a boss or mentor is the best way to keep your focus on what is important. ”

Tim Scholten, Focus5 Advantage

Weekly accountability meetings:

Spend 15 to 30 minutes per week reviewing your priorities and progress with your boss or mentor.

My Connection: _____

Regular meeting day: _____

Meeting time: _____

Focus Questions:

What progress have you made this week?

What felt good about this week?

What challenges did you face and overcome or fail to overcome?

What is your plan for making next week a success?

Notes: _____



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4 | EVALUATE YOUR PROGRESS

Learn from your past and you will improve your future.

“People pay more attention to what you do rather than what you say. ”

Tim Scholten, Focus5 Advantage

Questions to consider:

When am I most effective?

Day of week: _____

Time of day: _____

When am I least effective:

Day of week: _____

Time of day: _____

What are common obstacles?

What kind of things do I tend to procrastinate?

What can be delegated or hired done?

Am I making the progress needed?

How systems can help:

Systems like Focus5 can help you automate your planning process every week. Automated reminders keep you on track and help you measure your progress. Automated sharing and messaging with your boss or mentor will help keep them informed and help you make the most of your mentoring time. Using a system to stay on track will help you stick with it and turn planning into a discipline that will increase the probability of you achieving your goals by 30 times (3 times X 10 times). Productivity and focus improvements will result in substantial dollar savings and increased revenue and profits.

Check it out at www.focus5.io.

Notes: _____
