



1. Let's extract the top priorities

1. What would free up my mind the most?

Which task(s) have I been resisting? What tasks cause stress?

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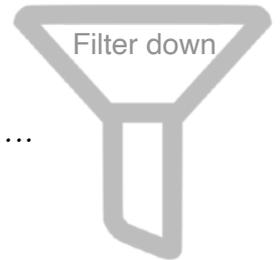
2. What task will bring me the most towards my vision?

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3. Optional: What can I declutter and organize?

... inbox-zero, organizing those accumulated computer files & notes, setting up a centralized to-do list (GTD), eliminating dragging projects...

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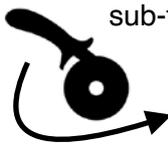


2. What are my top 1-2 tasks for today?

These are the tasks you will commit publicly to the group. They will go up on the flip-chart right after this first focus-session.

Be bold: Aim for at least 20% higher than you think you usually can achieve!

Break down your tasks in easy sub-tasks, each 5 min to max 30 minutes. Taking a few minutes to carefully break down our tasks can significantly help to make the tasks easier to complete.

TASK NAME (in 2 to 3 words only)	PHYSICAL RESULT (e.g: 3 pages, list of 5...)	PERFECTIONISM LEVEL (V1, V2, Final/Sent/Online)
<p><i>Examples:</i></p> <p>1. Write proposal.....</p> <p>2. Brainstorm ideas.....</p> <p>3. Clear inbox</p>	<p><i>2 pages</i></p> <p><i>list of 10</i></p> <p><i>zero emails left</i></p>	<p><i>V1 (draft)</i></p> <p><i>—</i></p>
<p>1</p> <p>sub-tasks</p>  <p>.....</p> <p>.....</p> <p>2</p> <p>sub-tasks</p>  <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>

3 . Reward / Penalty

A dose of tangible incentive for your mind for completing your tasks, or not. This is self-enforced.

Reward - what would make you happy?	Penalty

4 . Time-boxing my tasks

Allocate your subtasks to the focus sessions below

55min	Focus session #1	Tick me off!
10min	Break	
55min	Focus session #2	Tick me off!
Break 15min	Movement (7min) Break (8min)	
55min	Focus session #3	Tick me off!
30min	- Goal checking - Review and integration of the day	





Active Reframing

Diffusing the resistance to a task

The less we like a task, the harder it is to concentrate on it, let alone enter Flow.

A task is never in itself boring, annoying, or on the flip side, exciting and fascinating. It is only our mind that makes it so. We are held back not by the task, but by our feelings & thoughts about the tasks.

We can learn to reframe tasks to remove emotional obstacles, and boost motivation about it. Ultimately this results in doing the task with minimal effort.

Choose a task that you have to or want to do for which you feel some resistance.

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In which way do you feel resistance about this task ?

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Reframing examples: if you have to do taxes, think how this will lift weight of your shoulders and free space in your mind. If you have to write a report, see how this report is a cog in the system of tasks that will move you forward with your work, help someone, move your team or business forward. If you have to mark student papers instead of doing your research, think how the students are the reason for the university to exist so that you can do research in the first place.

In which ways can you see your task to be aligned with your wellbeing and your vision?

Be creative and spend 2-5 minutes writing about it. Continue on a new page if needed.

The deeper we go with the writing, the more resistance tends to vanish, and the more motivation tends to arise.

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Setting up your Flow-space

"Give me six hours to chop down a tree and I will spend the first four sharpening the axe."

I turned up today.

"80 % of success is showing up." Woody Allen



Switch you phone completely off
(not just airplane mode)
so it takes time to turn it back on.



OFF

30s



We are all here to support each other to be more effective with our work and **to get deeper into Flow!**

1. **We don't get up from our chair during the focus sessions - unless it is to go to the toilets. Anything else (getting drinks, making any calls, plugging in laptop, etc) must wait for the next break.** Why? We do this for 2 reasons: 1- to not create disturbances in the room 2 - to not give our subconscious options to walk away when, for instance, the task becomes challenging.
2. **After a break, we come back to our desks about 1 min before the focus session starts,** so we can start the session on time, without people still moving around.



Close all browser tabs and windows on your desktop
(yes, it may be hard at first!) or at least those you won't need.
Fresh desktop, fresh mind.

1 min



Put those sexy earphones on to tune out the noise. Focus sounds help get the brain into Flow. Try it for yourself on iawakepro.com or brain.fm (free trial period)



5 min



Well done!

It's now time to get into the warm waters and start surfing your tasks!

