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Clarity of Action. Peace of Mind.

18 Ways to Get Focused and Stay Focused on the Right Goals in Your Life

1. **Goals:** When you're clear on your goals, you're less distracted. Ever heard of tunnel vision? What are you looking forward to achieving? Use this goals setting template. <http://jimharshawjr.com/wp-content/uploads/2016/04/Goal-setting-worksheet.pdf>
2. **The Pomodoro Technique:** You can achieve a lot in 25 minutes of undistracted, hyper-focused work. No phone calls. No text messages. No email. No social media. Just focused work. Google it to learn more but all you really need to know is this. Work undistracted for 25 minutes. Take a 5 minute break. Do two to four of those before taking a longer 10 minute break. Save your phone calls, emails and checking social media for the breaks. Try this today. You'll get amazing loads of work done. Use this time: <http://tomato-timer.com/>
3. **The Harshaw Technique:** I'm calling this the Harshaw Technique because I've never heard anyone else talk about it. I set a looping timer that emits a gentle beep every 15 minutes. This is a simple reminder that my work is for a purpose (do you have your goals written down?) and to get back on task. I use: <http://www.online-stopwatch.com/loop-countdown/>
4. **15 minutes:** Wake up 15 minutes earlier and use this time to get into your zone. Elite athletes have a ritual to get them into their "peak performance state." So should you. Use this extra 15 minutes to journal, pray, stretch, meditate, write down your goals, read something positive or call the Success Hotline (see #9). Try different routines until you land on one that works for you. And don't feel locked into it. It will change and evolve over time and that's a good thing.
5. **In-Line Tasks:** Identify 2-3 what I call "in-line tasks." What can you accomplish while waiting in line at the grocery store or sandwich shop (checking social media doesn't

count unless it moves you toward your goal)? For example, I try to create one quote graphic or get through 3 emails.

6. **Notifications:** Turn off notifications on your phone and desktop. Studies show that short interruptions in the middle of a task (like checking a text message while writing an important email) affect cognition and your ability to complete a task effectively. If you're doing the Pomodoro Technique you'll need to do this anyway. I highly recommend it.
7. **Mastermind:** Start a Mastermind Group. Just like every elite athlete has a team of like-minded athletes around him, so should you... if you want to be an even higher performer. Here's how to start one:
<http://jimharshawjr.com/wp-content/uploads/2015/12/Mastermind-Group-Ebook.pdf>
8. **Keep your goals on you:** Write your goals and put them in your wallet. The back of my business card has a place for four goals.
9. **Success Hotline:** For a small dose of inspiration every day, call the Success Hotline. Dr. Rob Gilbert has posted a new message every day since 1992. 973-743-4690
10. **4:30 PM Rule:** Plan your day in advance. By 4:30 pm everyday, you know what you're not going to get done today and what you wish you did. While you're deep into your workload, plan tomorrow today. If you do this, you will start off the next day with focused action instead of wondering what you should start on first.
11. **Pause:** Nearly all of my podcast guests on Wrestling with Success do this in some way. Meditate. Journal. Pray.
12. **Drink water:** Your brain and body function better when hydrated and most people don't drink enough. High performers do.
13. **Use your drivetime:** Take an audio course, listen to an educational or motivational book, listen to a podcast (like Wrestling with Success), schedule calls for when you're driving (*Do that at your own risk. Focus on the road. Safety first!). Use your commute to your advantage and waiting in traffic will seem like a bonus.
14. **Say "no":** Saying "yes" to anything means you're saying "no" to something else. Here are three ways to say no:
 - a. "I can't commit to this right now."
 - b. "My schedule won't allow for it."
 - c. "I'd love to but if I say yes to this it means I have to say no to something else."
15. **Manage your energy, not just your time:** Do your most mentally taxing work when you have the most creative energy. For me, it's in the morning. Save the mundane tasks that you can do in your sleep for when your energy is at its low point, like scanning half-important emails, filing or doing basic administrative work.

16. **Avoid carbohydrates:** Especially at lunch. They make you sleepy and you won't be focused when you're sleepy.
17. **Workout regularly:** It's proven to increase energy, focus and productivity.
18. **Sign-up for Reveal Your Path:** RYP is the life-design program taken by Olympians, neurosurgeons, college head coaches, MBA's and others to help former athletes get clear on their goals and take massive action to lead their ideal lives. Check availability here: www.JimHarshawJr.com/APPLY