



JIM HARSHAW, JR.

Clarity of Action. Peace of Mind.

Success for the Athletic-Minded Man Podcast

Action Plan Episode #453

Systems to Simplify Your Life and Give You Back Your Time (and One System to Rule Them All)

Life's throwing you more curveballs than a star pitcher in the World Series: Your kid's got soccer practice, your inbox is exploding, and work is piling up faster than dirty laundry on a Sunday.

Hit that play button now because we're cracking the code on how to stay on top of it all one system at a time!

Now, I'm not just talking about any old systems here. We're talking about game-changing strategies that'll have you wondering why you didn't start sooner. We'll be taking cues from the masters like David Allen of "Getting Things Done" to learn how to streamline your life, reduce stress, and reclaim your precious time.

From wardrobe hacks inspired by Steve Jobs to meal planning made easy, I've got simple to execute tactics that'll have you saying, "Why didn't I think of that sooner?" Who doesn't love a good life hack, right?

So, if you're ready to reclaim your time, unleash your inner productivity, and live life with purpose, then listen now. Because by the end of this episode, you'll be armed with the ultimate system to rule them all: "Reveal Your Path."

Top Quotes From This Episode

"Having systems in place helps you free up your brain to be a creative device, not a storage container." (David Allen)

"Block time on your calendar for strategic work. Otherwise, you're going to get caught up in the day-to-day minutia."

"Plan your monthly micro goals. If you do just that, you will find yourself living with more clarity, more focus, more balance, and more freedom."

Show Notes

This episode touches on the following key topics and ideas:

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- **Key Points on Systems (0:41)**: Systems free up mental space for creativity and presence in personal and professional life. They provide stability and continuity, especially when unexpected events arise.
- **Examples of quick, simple systems examples that I use in my life (7:46)**:
 - Streamlining wardrobe choices like Steve Jobs
 - Simplifying sock selection by having a huge stash of the same socks
 - Having an oil change sticker on your windshield if you get your oil changed by somebody else
 - Having a grocery list
 - Having a key hook
 - Having a family Google calendar

Systems for the Four Areas of Your Life

- **Relationships (11:03)**:
 - Have monthly date nights with your spouse
 - Schedule meetings with a marriage counselor
 - Get your kids' events on your calendar
 - Go to church
- **Self (Growth, Impact, Fun) (12:53)**:
 - Join mastermind groups for professional and personal development
 - Join a book club
 - Volunteer or donate regularly to make an impact in the community

- Plan fun activities or trips to nurture personal enjoyment and fulfillment.
- **Health (14:57):**
 - Create meal planning routines to maintain a healthy diet.
 - Join workout groups or hire a trainer
 - Set app limits for social media usage to prioritize mental well-being
- **Wealth (Money, Professional Career) (16:56):**
 - Establish morning routines for strategic planning and [goal setting](#)
 - Schedule regular meetings with financial advisors or mentors
- **One System to Rule Them All (20:23):** [Reveal Your Path](#) is a system, a comprehensive framework for goal setting and life planning.

This system involves monthly resetting of your [micro goals](#) to maintain clarity, focus, balance, and freedom in life.

List of Resources Mentioned in the Episode

["Getting Things Done: The Art of Stress-Free Productivity"](#) by David Allen

["The E-Myth Revisited: Why Most Small Businesses Don'T Work And What To Do About It"](#) by Michael Gerber

["Work the System: The Simple Mechanics of Making More and Working Less"](#) by Sam Carpenter

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Want to consider executive life coaching? Claim a spot on Jim's calendar for your free one-time clarity call: JimHarshawJr.com/APPLY

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Other Episodes Referenced

[#116 A Process to Increase Productivity, Stay Focused and Get the Right Things Done with Worldwide Influencer David Allen of Getting Things Done](#)

[#439 \(Pt 1 of 5\) The Truth About Success: A Framework for How to Master Peak Performance in Business and Life](#)

[#441 \(Pt 2 of 5\) The First Step to Success: Clarifying Your Vision and Values](#)

[#443 \(Pt 3 of 5\) The Power of Aligned Goals: The Path to Purposeful Success](#)

[#445 \(Pt 4 of 5\) Excellence by Design: Crafting Your Environment of Excellence Using "MAPS"](#)

[#447 \(Pt 5 of 5\) Consistency and Follow Through: Mastering the Art of Sticking with Your Goals](#)