



TOM ZIGLAR

THE INNER CIRCLE

YOUR INSPIRATION TO IMPLEMENTATION



HOWARD PARTRIDGE

Phenomenal Implementation Webinar Series



How to Get More Done in Less Time



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FTI

(Failure To Implement)



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The 4 Keys to Overcome F.T.I.

1. Inspiration
2. Organization
3. Training
4. Support





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“Desire is the #1 ingredient for success”
- Zig Ziglar

GOAL SETTING AND ACHIEVEMENT





GOAL SETTING AND ACHIEVEMENT

Five Steps to Qualifying Your Goals

Step One: Write down everything you want to be, do or have (the dream sheet)



GOAL SETTING AND ACHIEVEMENT

Five Steps to Qualifying Your Goals

Step One: Write down everything you want to be, do or have (the dream sheet)

Step Two: Ask yourself “why”



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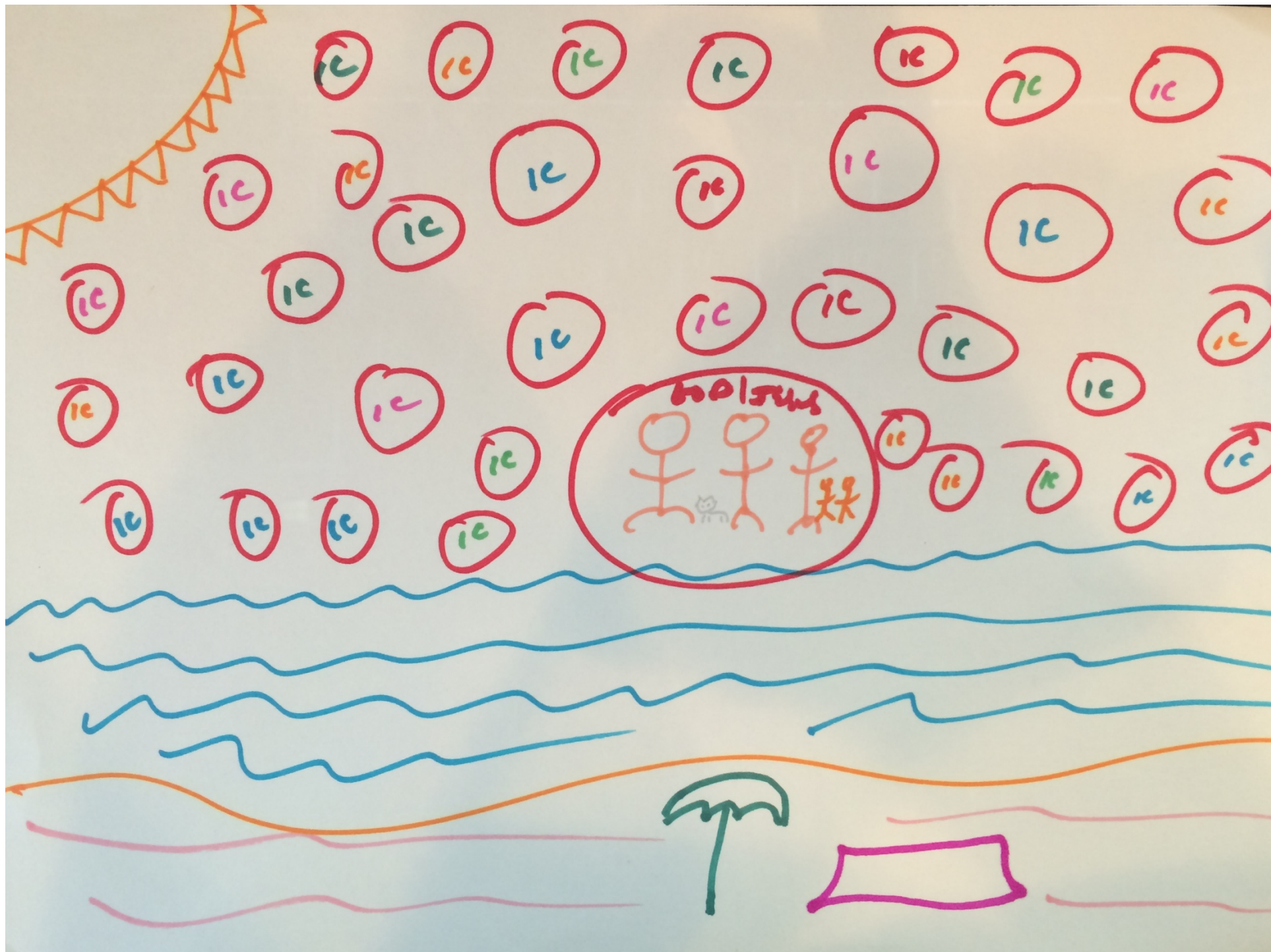
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**NEVER GIVE UP ON
A DREAM JUST
BECAUSE OF THE
TIME IT WILL TAKE
TO ACCOMPLISH IT.
THE TIME WILL
PASS ANYWAY.**

- E A R L N I G H T I N G A L E



GOAL SETTING AND ACHIEVEMENT

Five Steps to Qualifying Your Goals

Step Three: Ask these five questions, all of which must have a “yes” answer:

1. Is it really my goal? (If you’re a minor living at home, an employee or a team member, some of your goals will be set by the coach, director, parent or employer.)
2. Is it morally right and fair to everyone concerned?
3. Is it consistent with my other goals?
4. Can I emotionally commit myself to finish this goal?
5. Can I “see” myself reaching this goal?



GOAL SETTING AND ACHIEVEMENT

Five Steps to Qualifying Your Goals

Step Four: After each remaining dream ask yourself these questions:

Will reaching this goal make me happier?

Will reaching this goal make me healthier?

Will reaching this goal make me more prosperous?

Will reaching this goal win me more friends?

Will reaching this goal give me peace of mind?

Will reaching this goal make me more secure?

Will reaching this goal improve my relationships with others?



GOAL SETTING AND ACHIEVEMENT

Five Steps to Qualifying Your Goals

Step Five: Choose four goals to work on right now.





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Would You Like...

- To have a clean desk every day?
- To get MORE done every day?
- To reach more of your goals faster?
- To have everything you need in one place?
- To be the most organized person you know?
- Be able to operate from ANYWHERE?



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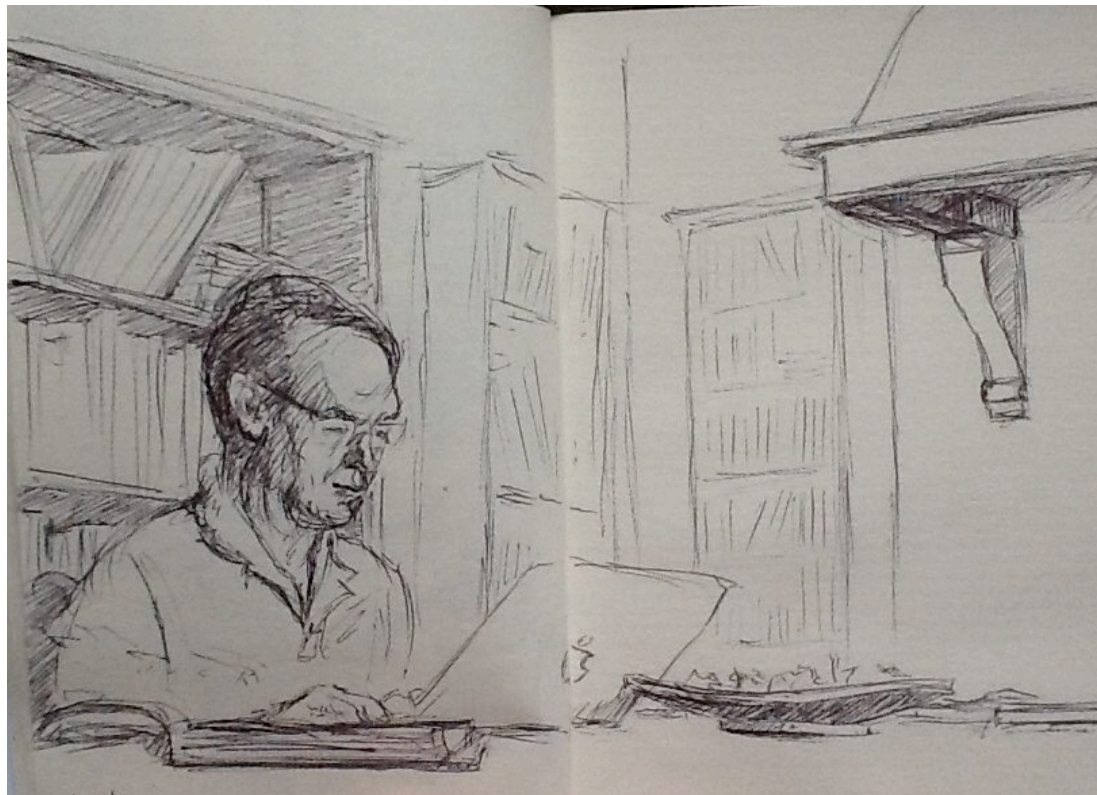
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The Daily Time Capsule





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JOHN C. MAXWELL

way to come alongside others—many of whom I would never have the opportunity to meet—and help them on an ongoing basis. It's something I have been doing ever since. Why would I want to do that? Because the secret to your success can be found in your daily agenda. If you make it your discipline to do a little bit of growing every day, in just a few years you will be amazed by your transformation.

Be All You Can Be was the first book I wrote to help Christian leaders stretch to their God-given potential. It contains many of the foundational lessons used by me and by many of the thousands of leaders I've taught over the years. Like all of my leadership lessons, each is based in the truth of Scripture. And these thirteen lessons include biblical references so that you can do additional reading and reflection to soak in the teaching the lessons the Bible offers on leadership.



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My DREAM LIST

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THINGS I REALLY WANT TO BE, DO, OR HAVE

*After each item on your dream list, articulate in one sentence **why**. This will eliminate those items which are frivolous whims but leave intact your serious goals and dreams.*

GOALS

WHY



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GENERAL GOALS PROCEDURE CHART

	GOAL #1	GOAL #2
STEP #1	IDENTIFY YOUR GOALS	
STEP #2	MY BENEFITS FROM REACHING THIS GOAL	
STEP #3	MAJOR OBSTACLES AND MOUNTAINS TO CLIMB TO REACH THIS GOAL	



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STEP #4	SKILLS OR KNOWLEDGE REQUIRED TO REACH THIS GOAL
STEP #5	INDIVIDUALS, GROUPS, COMPANIES, AND ORGANIZATIONS TO WORK WITH TO REACH THIS GOAL
STEP #6	PLAN OF ACTION TO REACH THIS GOAL
STEP #7	COMPLETION DATE

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PERSONAL PERFORMANCE RECORD

WEEK ENDING _____

MY GOALS FOR THE WEEK:	MY DAILY GOALS ACTIVITY		
#1			
#2			
#3			
#4			

NOTES, PROJECTS, REMINDERS & IDEAS:

MY DAILY PRIORITY LIST

DATE TIME MONDAY DATE TIME TUESDAY DATE TIME WEDNESDAY

PHYSICAL ACTIVITY →

MAKE TODAY WORTH REMEMBERING

WEEK ENDING _____

MY DAILY PRIORITY LIST

DATE TIME THURSDAY DATE TIME FRIDAY DATE TIME SATURDAY DATE TIME SUNDAY

PHYSICAL ACTIVITY →

TIPS FOR A MORE PRODUCTIVE WEEK:

1. EACH WEEKEND SCHEDULE PROJECTS AND ACTIVITIES INTO YOUR CALENDAR FOR THE NEXT WEEK.
2. EACH EVENING OR EARLY IN THE MORNING, LIST YOUR HIGHEST PRIORITIES FOR THE DAY AND CROSS OFF WHEN COMPLETED.
3. EACH DAY BE A "GOOD FINDER"...LOOK FOR THE GOOD IN OTHERS AND GIVE SINCERE COMPLIMENTS.

PERSONAL PERFORMANCE RECORD

Week Ending 1/1

MY DAILY GOALS ACTIVITY

WEEKLY GOALS		
#1 <u>OVERALL</u>		
#2 <u>DESIGN - SPOTLIGHTS</u>	<u>June 20 wrote</u>	
#3 <u>BW FAME</u>		
#4 <u>IC FAME</u>		

NOTES, PROJECTS, REMINDERS & IDEAS	MONDAY DATE: <u>6/9</u>	TUESDAY DATE: <u>6/10</u>	WEDNESDAY DATE: <u>6/11</u>
	MY DAILY PRIORITY LIST		
<u>INTRODUCTION VIDEO</u>	<input type="checkbox"/>	<input type="checkbox"/> <u>BW home</u>	<input type="checkbox"/> <u>VACLO RECALL</u>
<u>TRANSFORMER FROM RT</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>POF</u>
<u>SYSTEM VIDEO</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>VACLO VIDEO</u>
<u>FREE CO</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>VACLO SIRE</u>
<u>IC ON 400 AC</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>CORRE CLO STRIKE</u>
<u>VIDEO</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>SCANDAL PUP</u>
<u>NON-WASIT</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>VISIT REF JOURNAL</u>
			<input type="checkbox"/> <u>VACLO POLICE LINE</u>
			<input type="checkbox"/> <u>TECLO MURDER</u>
			<input type="checkbox"/> <u>MURDER ME MEAT</u>

MY DAILY SCHEDULE		
Time: Schedule:	Time: Schedule:	Time: Schedule:
<u>FREE CO TIME</u>	<u>9:10 AM</u>	<u>7:00 AM</u>
<u>SPC NRGTY</u>	<u>SUSAN SHULTZ</u>	<u>9:15 AM</u>
		<u>10:10 AM</u>
	<u>12:20 LEAVE</u>	<u>12:30 LEAVE</u>
	<u>FOR PUP</u>	
		<u>3:50 LEAVE FOR</u>
	<u>5:00 PM</u>	<u>DRIVING</u>

PHYSICAL ACTIVITY		
<u>BIKE</u>	<input type="checkbox"/> PHYSICAL	<input type="checkbox"/> FAMILY
	<input type="checkbox"/> MENTAL	<input type="checkbox"/> CAREER
	<input type="checkbox"/> PHYSICAL	<input type="checkbox"/> FAMILY
	<input type="checkbox"/> MENTAL	<input type="checkbox"/> CAREER

Success is not a destination, it's a journey, it's the direction in which you are traveling.

ASIDE
SOLD 6 PKTS, AND ABOUT 20 BOOKS. THEY HAD A RAFFLE AFTER ME. MAKE TODAY WORTH REMEMBERING

1.5 24. "BARRY" CATALAN when she started
* I AM THE TRUTH "IT BEEN VERY MUCH A WITNESS TO THE WAY SPIRIT
WAS THROUGH YOU"
ASTRA KEY NOTE: NOT KEYNOTE QUANTITY. NEED TO GET
BEFORE. A KEYNOTE WAS TO BE OVER THE TOP. NO MORE. BUT THIS
NOT STANDARD ORATION QUANTITY.
* USE ONLY ONE FORM - DO NOT BOOK - DO NOT PAGE.
* GLOBAL CENT WAS AN SUCCESS!!!

THURSDAY DATE: <u>6/12</u>	FRIDAY DATE: <u>6/13</u>	SATURDAY DATE: <u>6/14</u>	SUNDAY DATE: <u>6/15</u>
MY DAILY PRIORITY LIST			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>SHOOTING</u>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>PM</u>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MY DAILY SCHEDULE		
Time: Schedule:	Time: Schedule:	Time: Schedule:
<u>9:00 AM</u>	<u>9:00 AM</u>	<u>9:00 AM</u>
	<u>10:00 AM</u>	
	<u>11:30 AM</u>	
	<u>3:00 PM</u>	
		<u>12:50 PM</u>
		<u>NBA?</u>

TIPS FOR A MORE PRODUCTIVE WEEK:		
1. EACH WEEKEND: Schedule projects and activities into your calendar for the next week.	<u>PM NBA</u>	<u>PM DINNER AT</u>
2. EACH EVENING OR EARLY IN THE MORNING: List your highest priorities for the week and cross off when completed.	<u>SWAN</u>	<u>BBQ TEAM</u>
3. EACH DAY: Be a "Good Finder". Look for the good in others and give sincere compliments.	<u>PHYSICAL</u>	<u>PHYSICAL</u>
	<u>FAMILY</u>	<u>FAMILY</u>
	<u>PHYSICAL</u>	<u>PHYSICAL</u>
	<u>FAMILY</u>	<u>FAMILY</u>



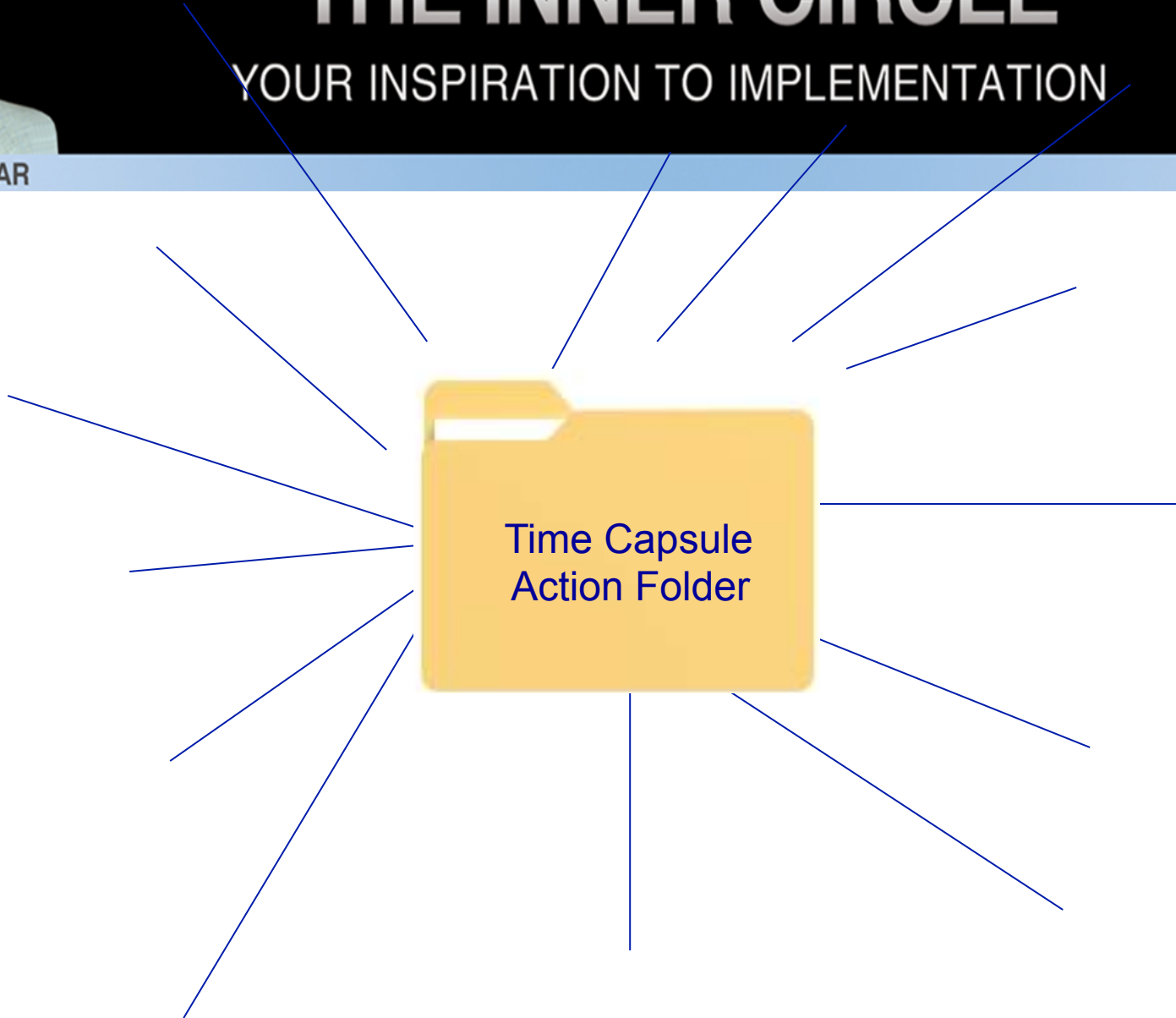
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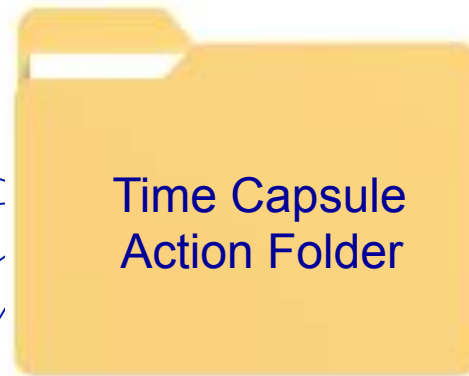
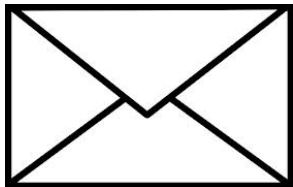
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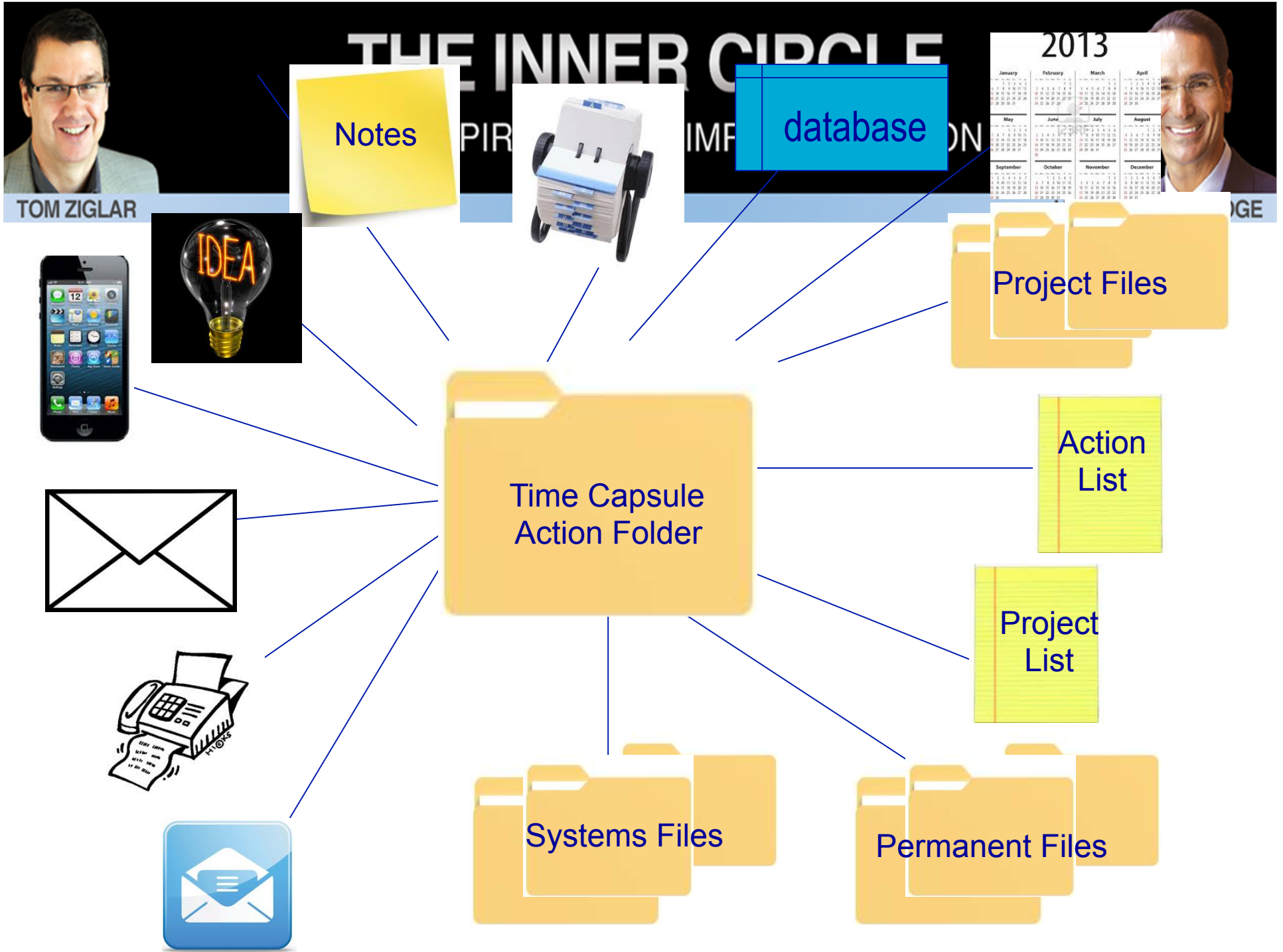
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Project File Examples

**New Admin
Assistant
Position**

Trade Show

Mailing Program

New Website



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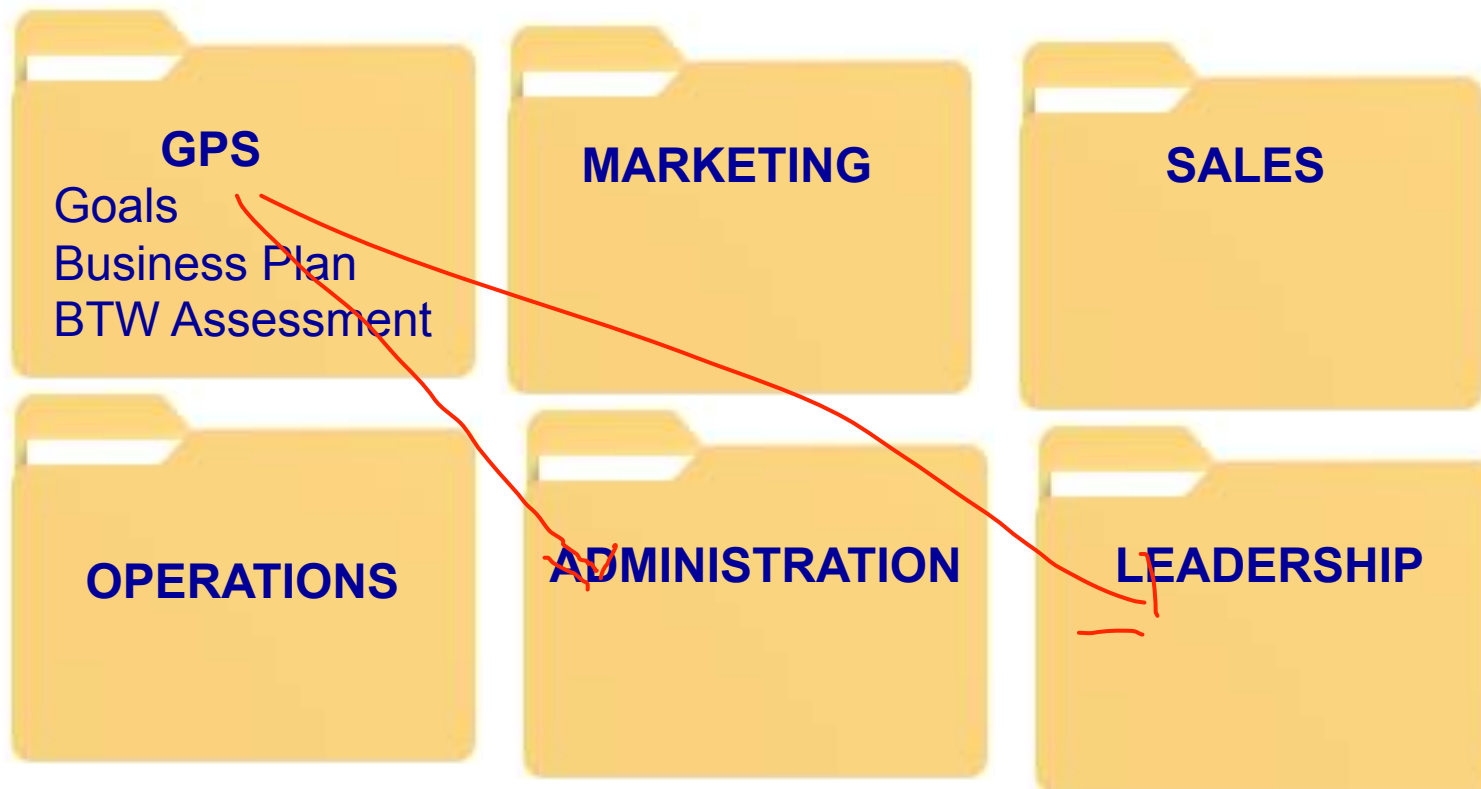
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Systems Files





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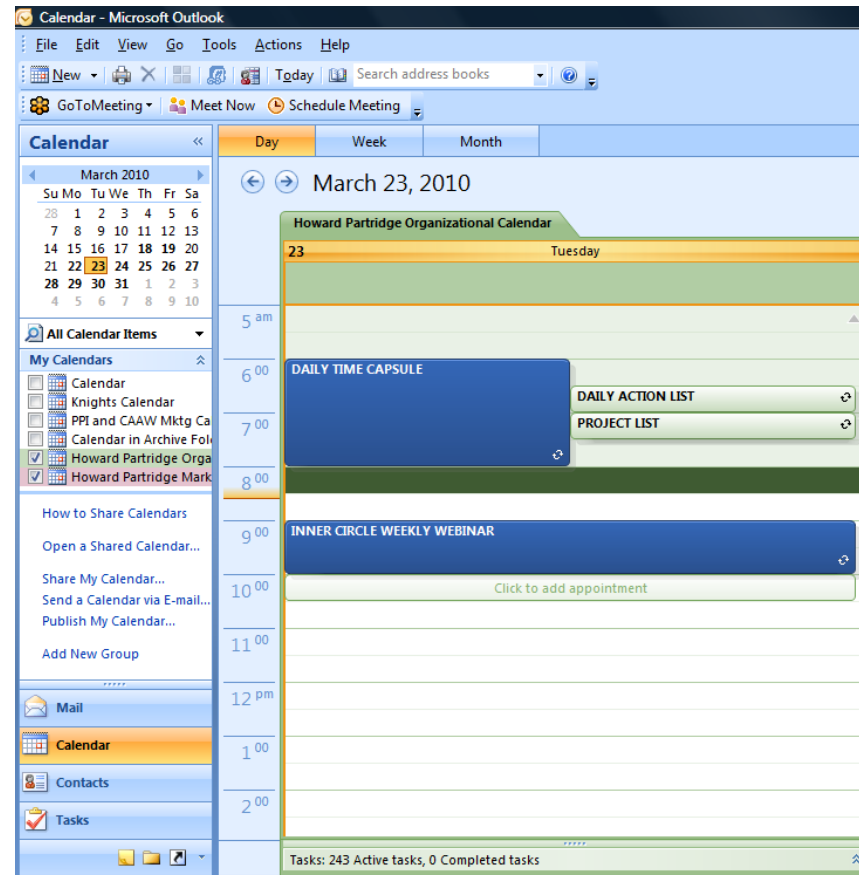
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Computer Calendar





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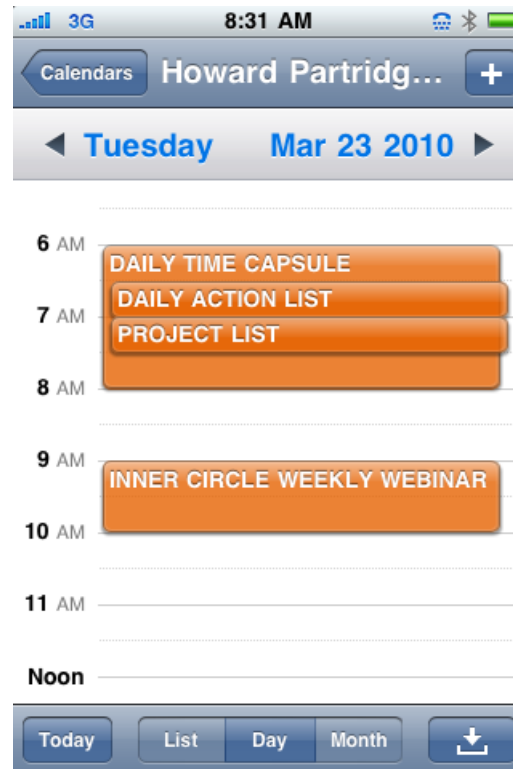
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Handheld Device





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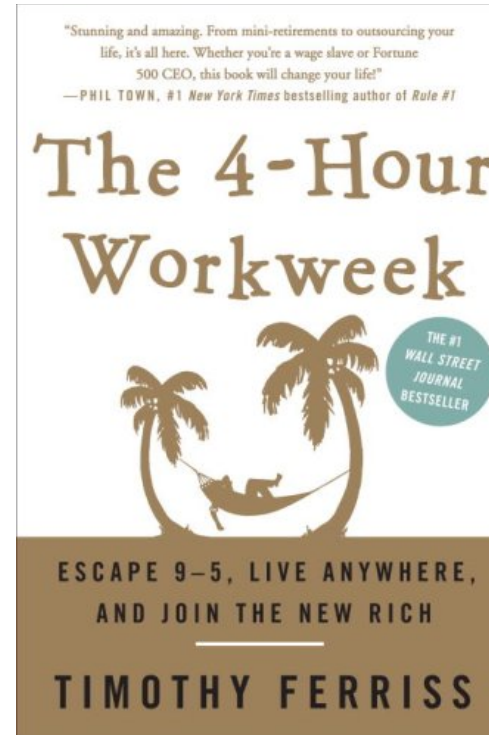
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D.E.A.L.

- Delegate
- Eliminate
- Automate
- Liberate





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“Time-Out”

Take time throughout the day to re-focus. Identify “time-robbers” with your planner



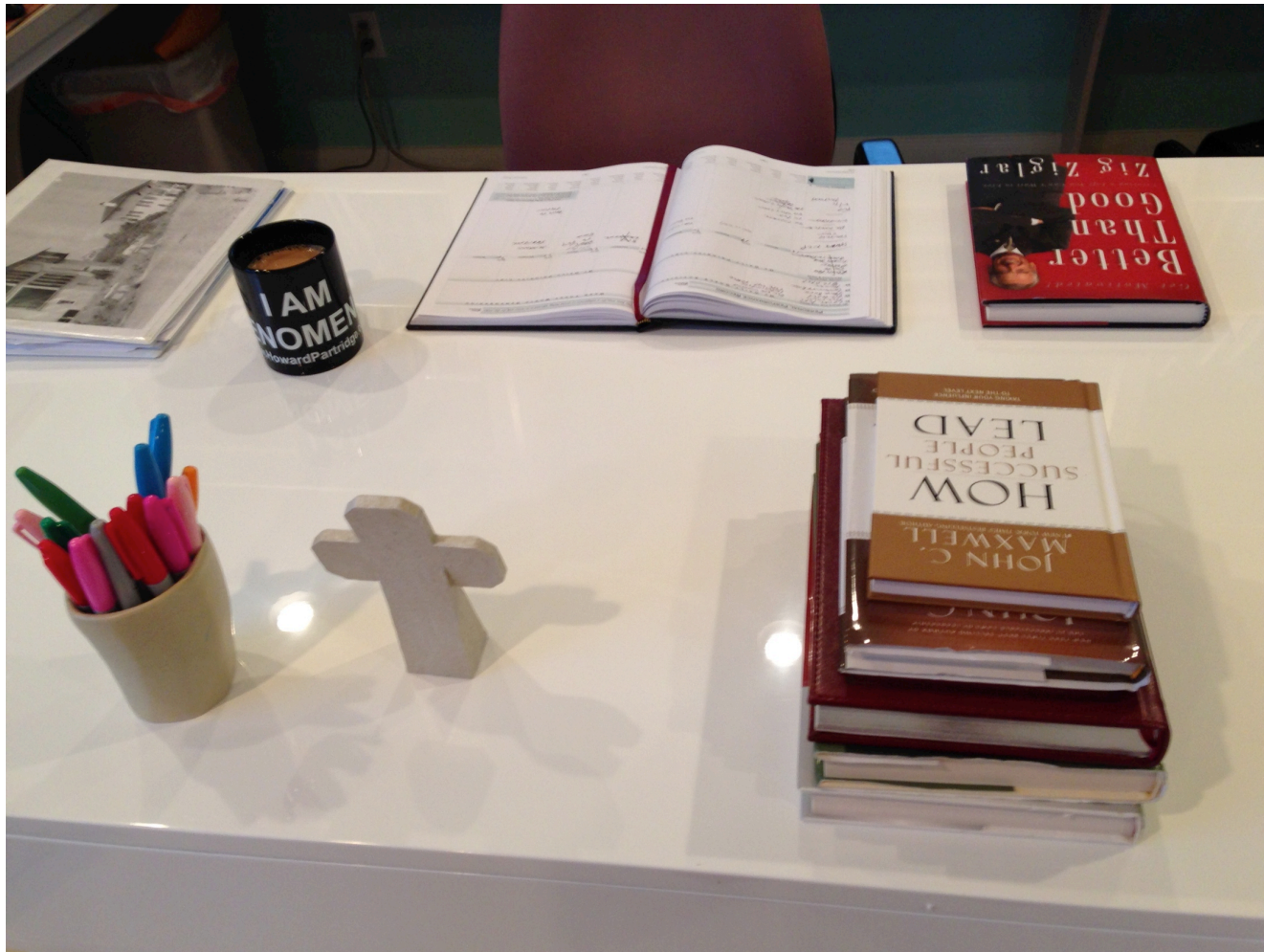
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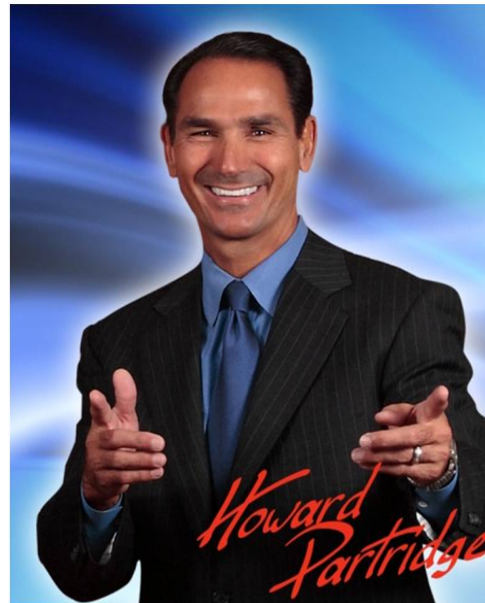
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Q & A



Please type in your questions now