



CURRENT STAGE:

UNPRODUCTIVE
MATURITY LEVEL

ADEQUATE
MATURITY LEVEL

MENTORING STEPS

REQUIRED TO REACH THE **STRUCTURED** LEVEL

1. LEARNING THE FOUR PRINCIPLES OF DISCIPLINE

- **Focus**
 - ✓ Establish 1-2 Priorities ONLY. Keep your plate manageable
 - ✓ De-clutter your brain. Everything that's not urgent, unimportant or irrelevant to your priorities should drop through the cracks
 - ✓ Establish simple milestones initially
 - ✓ Treat everyday equally. Priorities come first everyday. Plan everything in advance including days off and vacations. Be prepared for obstacles and emergencies - it's NOT if, it's when.
- **Commitment**
 - ✓ Use the Man in the Mirror technique to train the mind for continuous self-motivation
 - ✓ Establish routines until they become habitual
- **Management**
 - ✓ Manage milestones NOT goals. Consistently accomplishing milestones are CRUCIAL - failure is UNACCEPTABLE
 - ✓ Manage time in minutes. Forecast wasted time in weeks/months/year-it's eye-opening
 - ✓ Manage energy (mind and body) for peak performance
 - ✓ Learn how to push yourself harder than ever before by thinking with a sense of urgency. Live life like you know when your last day on this planet is – obviously no one knows, however play a mind game by telling yourself REPEATEDLY it's one year from now – perhaps on your next birthday – do you

want to sit on the couch and waste the rest of you life away or accomplish more than ever before

- **Control**

- ✓ Learn to say no with grace. Time is scarce so take a strong stance. Before charging forward you must realize that you can't have it all – or do it all. if you try you will ALWAYS fail.

2. PRACTICING THE FOUR PRINCIPLES OF DISCIPLINE

- Begin training the mind
 - ✓ To complete milestones ahead of schedule
 - ✓ Must have **whatever it takes** attitude to complete milestones. Missing a milestone's due date is unacceptable
- Develop and manage a daily task list of action Items. Action items should only be associated with your milestones/priorities
 - ✓ Submit status of action items daily
- Begin putting structure in your life
 - ✓ Organize surroundings
 - ✓ Establish and maintain a daily routine from the time you get up until the time you go to sleep

STRUCTURED MATURITY LEVEL

CONGRATULATIONS!

Consistently completing milestones (without failure) and being more productive.



The average duration to reach the **STRUCTURED** Level is 4-6 Months; however you will begin to see results within 30 Days.