Finding Your Rhythm

GETTING *TO* HABITS

FINDING SPACE IN THE NOISE TO GET TO YOUR DESIRES

❑ Knowing your CATEGORIES or AREAS of life & Finding Your Rhythm to get them done

❑ TRACKING time to find WHEN you are best then protecting it thru BLOCKING

❑ HABITS FOUND

Small steps to a storm of action day by day, how might you hold on from lost to found

❑ HELP ALONG THE WAY – Lesson's Learned & Simple tools

LET US BEGIN

DESIRE TO HABIT

Suggestions & Preparation

❑   EXERCISES to establish your A System … putting it all together, DB#12

How can you visually connect your daily planner, overall goals, significant categories of your life & your currently working projects, in ONE sheet that you can carry with you?

❑   EXERCISES for FOCUSING YOUR LIFE, DB#11

A system to help you find what you are looking for, so you might spend your life there
Select the significant CATEGORIES of your life
Place your projects withing these CATEGORIES, then Reflect, Review, Renew & Commit for each of these CATEGORIES

❑   EXERCISES on FINDING YOUR CRITERIA, DB #10

Guidelines for Your life. Values, Principles, Lessons, Themes … Finding Your Criteria.

KNOWING YOUR CATEGORIES OR AREAS OF LIFE & FINDING YOUR RHYTHM TO GET THEM DONE

TRACKING your time:

❑   How to? Simple Daily, Weekly & Multi-Week summaries to lead you to begin

❑   What are the benefits? Obvious yet simple assumptions in relation to reality

❑   When to stop? Learning for 3 weeks vs. 14 weeks results

❑   From Tracking to Blocking? How might you approach Habits

TRACKING TIME TO FIND WHEN YOU ARE BEST THEN
PROTECTING IT THRU BLOCKING

How to? Simple Daily, Weekly & Multi-Week summaries to lead you to begin

Daily Tracking
Category
Action
Estimate time   vs. Actual time
Totals & Deep Work
Learning

Weekly Summary
Category
Day of Week
Total in each Category
Total & Deep Work %
Learning

Larger View
Examples of
each to follow
→

Daily Tracking table:

DATE --> Thursday 2/28/19

Category	Action	Plan	Actual	Learned
LEG	Morning routine including Read + Blue light	0.5	1.1	try many elements need to adjust est
SP	Drop my bride off at the Airport	0.5	0.5	off to TX!
MCV	Work on building car checks, failed gauges, etc.	2	3.5	need ~3+ hr blocks in shop
LEG	Meeting w Mentee	1.5	0	cancelled last min
LEG	Meeting w Leader	2	0	cancelled last min
MCV	Research weld tanks, gauges, stands, purchase	1	1.5	off list, research min time 1.5 hrs
PHY	Weights Bench, Military, Bent Row, Tri-push, Dips	1.1	1.1	good progress
PHY	Ride 2 X 30 min steady totals for Feb 39.5 X 30 min blocks	1.3	1.3	looking back now steady HR high
LEG	Cook w Son then TV	0.8	0.8	
	TOTALS	10.7	9.8	

notes: LEG = Legacy, SP = SPIRIT, MCV = My Chosen Vocation, PHY = Physical   delta ~ -0.9 hr, ratio = 0.9 GOOD

Weekly Summary table:

Week 3/3/19

Category	Sun		Mon		Tue		Wed		Thur		Fri		Sat		Totals		NOTES
	9.1	Total	11.5	Total	10.1	Total	8.8	Total	12.7	Total	9.4	Total	9.0	Total	71	71	DEEP WORK % (below)
	3.6	Deep Work	7.6	Deep Work	1.0	Deep Work	4.2	Deep Work	8.6	Deep Work	5.3	Deep Work	4.0	Deep Work	34	71	49%
MCV					2.8	build car									MCV 2.8	4%	+ budget
																	+ 8 wks of track
																	+ some build car
LEG	1.8	Read + Blue light	2.8	work trn course	0.8	Read + BL	0.8	Read + BL	1.0	Read + BL	1.9	3X meeting summaries			LEG 21.7	31%	+ trn course complete (CPT)
			0.8	phone w mentee	3.0	trn program	0.3	Elevator sp trn	2.7	w Leader + w Mentee	0.6	TRN class takes ~12hr					+ ride 30 X 14
			1.5	plan w Son for him			0.4	trn program	0.4	trn program	0.5	trn program					+ weights - sub pull-ups for upper for time
	0.8	read @ night	0.6	research 3X @ night					1.0	think focus							+ continued medical diet
SPIRIT	2.0	Church	0.8	discuss life w friends					1.0	w daughter Peru	0.6	discuss w friends	0.5	work trn course	SP 11.9	17%	+ Stopped FIN class pursuit
	0.5	Stack w Son	2.5	Men's small group					2.0	bride Peru plan							+ Deep Work ~1.2, typically ~1/3
	2.0	small group MERGE															- sell built car ad still not up
FIN	0.4	Org FIN folders					1.5	budget trip			2.3	budget trip	3.5	budget overall	FIN 12.8	18%	LL - w/o focus day will not work on build
							0.9	stock stop loss			0.7	stocks					LL - w course trn CPT need another focus
							3.5	plan Peru trip									
PHY			0.4	weights-legs 3 of 5 sets	0.3	weights-legs 2 of 5 sets			1.1	weights - upper	0.4	weigts	4.4	ride 30 X 6	PHY 15.7	22%	
			1.0	yoga - adv	2.6	ride 30 X 4			2.9	ride 30 X 4	1.0	yoga - yin	0.3	pull ups			
					0.3	pull-ups					1.0	med + sleep					
REV	0.8	Review week	1.1	now 8 weeks track			1.0	Get org	0.6	org/rev trn mat1					REV 4.3	6%	
	0.8	Reflect week															
Other					0.3	email	0.4	order			0.4	Cook high protein bars	0.3	order	Other 1.4	2%	

notes: my selected Categories or Areas of Life - LEG = Legacy, SP = SPIRIT, FIN = Financial, MCV = My Chosen Vocation, PHY = Physical, REV = Review

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TRACKING TIME TO FIND WHEN YOU ARE BEST THEN PROTECTING IT THRU BLOCKING – HOW TO TRACK

DATE --> **Thursday 2/28/19**

Category	Action	Plan	Actual	Learned
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Daily Tracking
Category
Action
Estimate time   vs. Actual time
Totals & Deep Work
Learning

I originally started this just to 'track where I spent my time'. I found that it also allowed me to improve my task estimation capability by making a 'gut feel' estimate on how long each task might take prior to starting. This proves very useful in large project completion. For example: it takes me 2 weeks to pull & install an engine my gut originally said about half of this time.

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TRACKING TIME TO FIND WHEN YOU ARE BEST THEN PROTECTING IT THRU BLOCKING – HOW TO TRACK

Weekly Summary
Category
Day of Week
Total in each Category
Total & Deep Work %
Learning

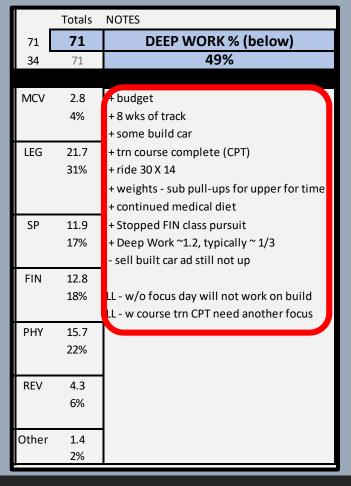| Week		Sun		Mon		Tue		Wed		Thur		Fri		Sat		Totals		NOTES
Category																		
	9.1	Total	**11.5**	Total	**10.1**	Total	**8.8**	Total	**12.7**	Total	**9.4**	Total	**9.0**	Total	71	**71**	**DEEP WORK % (below)**
	3.6	Deep Work	7.6	Deep Work	1.0	Deep Work	4.2	Deep Work	8.6	Deep Work	5.3	Deep Work	4.0	Deep Work	34	71	**49%**
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TRACKING TIME TO FIND WHEN YOU ARE BEST THEN PROTECTING IT THRU BLOCKING – HOW TO TRACK

How to? Simple Daily, Weekly & Multi-Week summaries to lead you to begin

	Totals	NOTES
71	**71**	**DEEP WORK % (below)**
34	71	**49%**

MCV	2.8	+ budget
	4%	+ 8 wks of track
		+ some build car
LEG	21.7	+ trn course complete (CPT)
	31%	+ ride 30 X 14
		+ weights - sub pull-ups for upper for time
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	18%	LL - w/o focus day will not work on build
		LL - w course trn CPT need another focus
PHY	15.7	
	22%	
REV	4.3	
	6%	
Other	1.4	
	2%	

Weekly Summary

Summary of what I learned

My definition of 'Deep Work' = time spent in focused thinking, discussing & creating

Question: Is this how I want to SPEND my time & energy?

Summary

CATEGORY	% time	CHANGES!
MCV	4%	too low, add 12 hours!
LEG	31%	high, lower by 5 hours
SP	17%	good
FIN	18%	high, unusual typical 3 hrs
PHY	22%	good
REV	6%	good
Other	2%	good, yet usually higher

NOTES: my selected Categories or Areas of Life

LEG = Legacy, SP = SPIRIT, FIN = Financial,

MCV = My Chosen Vocation, PHY = Physical, REV = Review

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TRACKING TIME TO FIND WHEN YOU ARE BEST THEN PROTECTING IT THRU BLOCKING – HOW TO TRACK

Making CHANGES!

How to? Simple Daily, Weekly & Multi-Week summaries to lead you to begin

| Question: Do you need to track for more than 3 weeks? |

3 weeks to 14 weeks

Total 64 to 68 hours/week → 'WORK ~ 70 hours/week   about the same

Deep Work average 31% to 35% → 'DEEP WORK' ~ 1/3 of time   about the same

Best Days Total Work Thurs/Fri to Thurs/Wed → Mid/End of week better   about the same

Best days Deep Work (DW) Thu/Mon/Sat to Tue/Wed/Sat → Best DW days Mid & Late week   significant change

14 weeks →

date	SUN		MON		TUE		WED		THU		FRI		SAT		SUM		% DW
	total	deep work													total	deep work	
average - all 14 wks	9.0	1.9	9.5	3.4	10.9	3.6	10.1	4.5	9.6	4.6	9.5	2.9	9.7	2.2	68	24	35%
		22%		35%		33%		45%		48%		31%		23%			

3 weeks →

average - 3 wks	8.7	1.6	9.2	2.3	9.0	2.3	8.8	2.9	10.2	4.4	9.1	3.8	9.0	2.3	64	20	
		19%		25%		25%		33%		43%		42%		26%			

TRACKING TIME TO FIND WHEN YOU ARE BEST THEN PROTECTING IT THRU BLOCKING – HOW TO TRACK

| 3 Weeks vs. 14 Weeks Learning |

Overall Learning from TRACKING time

TOTAL 'WORK'	~ 70 hours/week
'DEEP WORK'	~ 1/3 of Total 'Work' time
BEST TIME of WEEK	Mid/End of week better
Best days for 'DEEP WORK'	Best DW days Mid & Late week
BEST TIME of Day	~10 to 2 PM with short break @ noon & lunch after
Earlier over later	Get important project done by mid-day or will have to push very hard later
Wasted time	Becomes very apparent very quickly – TV, online, complaining, etc.
Mondays	Great & excited to get started, but never as productive
Estimates vs. Actual	Very useful for large projects, develop your factor of Actual X FACTOR
	My factor is at least 2 (shop) & at times 4 (written) over initial estimate
Your Rhythm	Becomes very clear, do you support & embrace it or fight

TRACKING TIME TO FIND WHEN YOU ARE BEST THEN
PROTECTING IT THRU BLOCKING – HOW TO TRACK

WHAT I
LEARNED

When to STOP tracking – *drawing this detailed look to an end*

This rigorous system of DAILY, WEEKLY, Multi-WEEK Summary could become a method to structure your days.
Pro: It well captures what you have done & allows you to review & adjust.
Con: You might spend more time in looking at what you have done, instead of creating something else.

What my DAILY/WEEKLY/Multi-WEEK system looks like *NOW*

For important projects I need to have better estimates for business assumptions get tracked:

For Example:
- The time to Replace an engine is 2 weeks, to Rebuilt and Replace is 3 weeks, my gut was ~1 week.
- The time to Create a Deeper Blog is ~ 6 to 12 hours from thought to publish, my gut was ~ 3 hours.
- The time to Create a 2 hour class from EXERCISES to REVIEW to TEACHING is ~ 60 hours, my gut was ~15 hrs

Time BLOCKS are now created to accommodate these new & better estimates as demand flows in.
RRR+C is crucial to understanding of what has happened & what might be next.

RRR+C = Reflect, Review, Renew & Commit – see Deeper Blog #12, ' A System…putting it all together 'for 'H
For Overall System see Deeper Blog # 11, ' Focusing Your Life ' for 'How To'

TRACKING TIME TO FIND WHEN YOU ARE BEST THEN
PROTECTING IT THRU BLOCKING - WHEN TO *STOP*

Time Blocking looks like

KEY: Maximizing the > = 1.5 hour BLOCKS of time

I typically block 2 hours for writing & 4 hours for shop work with two (2) to five blocks per day.

Habits found starts with making things easier by making them automatic

Even a small step towards a project can help

Now time slots are there you just need to fill them well

Treasure & protect your BLOCKED time, learn to say no

Habits found

- You forget that you need the reminders and they are no longer needed.
- You are thankful of the rhythm that your repetition provided.

For example: My history of writing these Deeper Blogs says, one (1) block of 2 hours on Saturday gets me started, two (2) BLOCKS on Monday of 2 hours each under the LEGACY CATEGORY and I am~ ½ way through the project with the 'creat___' piece complete. One more BLOCK of editing & uploading and I can publish.

TRACKING TIME TO FIND WHEN YOU ARE BEST THEN PROTECTING IT THRU BLOCKING - **TIME BLOCKING**

Habits – some examples

Morning Routine (many pieces: Read + Blue Light, Meditation, Stretching, Breakfast for my Bride, Write a little, etc..)
Weekly with RRR+C (see deeper blog # XXX)
Closer review of larger projects creating summaries of Time, Energy & Thoughts to complete
Weekly Men's Small Group
Batch email & texting as much as possible
Daily lunch with my Bride
Physical training two weeks on & one week off for periodization
Weight training 2 times upper & 2 times lower body per week
Yoga 2 to 3 times per week
Maximize BLOCKED time per day – 2 to 5 two (2) hour sessions with BREAKS
Monthly Dashboard for financials with rule based decisions to take actions
Vitamins prior to sleep
Actions written for next day in evening
Kneemail at bedtime

Working on improvements:

None of this is 'perfect' the key is moving forward to what might be NEXT.

 - BLOCK time for SHOP to BUILD
 - DASHBOARD for other key areas

We all struggle to change & than is OK.

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TRACKING TIME TO FIND WHEN YOU ARE BEST THEN PROTECTING IT THRU BLOCKING - **HABITS**

Habit Lesson's

- ✓ You don't really get rid of the 'bad' habits, your replace it with a 'better' habit
- ✓ It is easier for me to start something if I know it is for Others &/or it is linked with the larger plan
- ✓ Physical habits are easiest because they have such tangible & visible periodic results
- ✓ Social habits, such as improving a character trait, are hardest due to the feedback is complex & inconsistent
- ✓ To determine your motivation at the start will allow you to understand how much support this will require
- ✓ Just when you think it will not become a habit, you will have forgotten you have it.
- ✓ Even with 'good' habits you need to re-examine their use when your life changes &/or you have new learning
- ✓ Vacations tend to 'break' habits and this is a good thing to prompt needed change when life re-starts
- ✓ Admire someone not for what they look like or have done, but their ability to continue to change in tough times
- ✓ Ask, observe & deconstruct what others do to find how you may lead your life better

NEXT Practical applications

Finding your Motivation for a project or task
The case for GRIT
Better & Better EXERCISE

HELP ALONG THE WAY – LESSON'S LEARNED

A Motivation EQUATION

Actual final number is not that important
Assign each number from 1 to 10
For all High number is Good

(EXPECTANCY) X   (VALUE)
--- = MOTIVATION
(IMPULSIVITY) X (DELAY)

SOLUTION

If overall number about 1 or less, usually I have trouble & therefore need to move up in visibility/priority for Commitment of next week

EXAMPLE – I have recently struggled with getting Taxes done:
EXPECTANCY = 10 yes, the law says I need to complete them.
VALUE = 4 likely with my prior estimate for taxes paid will be about even
IMPULSIVITY = 5 I will be focused once started
DELAY = 8 still due in about 8 weeks & will take days to complete
So (10 X 4) / (5 X 8) = 1 and I will NOT be motivated to complete now

HELP ALONG THE WAY – LESSON'S LEARNED

A MOTIVATION EQUATION

a case for GRIT

There are times when you just don't want to do 'it',
you just do not want to get started

I find that I need to:

1) Revisit the WHY's of my overall plan

2) Reframe my PERSPECTIVE

3) Roll-up my sleeves & grunt 'it' out

      or show some *GRIT* →

All of these are elements of GRIT.
See REFERENCES to better understand:

 - Where you rate for GRIT
 - How you might learn & develop grit

Yes, life is at times very hard.
You need the 'grit muscle' to push throw what you
know you need to do, sacrificing now to the benefits
of later.

Work hard + smart & prosper along the way!

HELP ALONG THE WAY – LESSON'S LEARNED - **GRIT**

Better & Better EXERCISE – small steps are great!

After being trained in KAIZEN techniques in the business world I began to think how could I apply this to everyday life.

Life is a Marathon, so find your pace & stick with it.

BETTER & BETTER EXERCISE is a simple list of what went well this past week and what needs improvement.

It is meant to both encourage progress & find opportunities.

This is meant to mostly be a quick 'pat on the back' session for moving towards your soon to be Habits

BETTER & BETTER EXERCISE

An example from the past week:

+ Woke 3X without alarm at 5:30 AM to 'new' schedule
+/- Still in bathroom with electronics, but loading video's for ride later today
+ Created, Edited & Published Deeper Blog #12 ... A System
+ Researched & Coach 2X people, uplifted after
+ Building Block #5 for Base on bicycle, felt strong
+ Coaching teaching of others for class, joy in watching them perform well
+ Gave constructive feedback to someone I admire, clear & concise
+ Created method to understand what investments best after downturn
+ Prepared & sent out presentation for feedback for upcoming class
 - Did not get AD up to sell product
+ Met with person to brainstorm on upcoming programs
+ Agreed to mentor new person
+ Celebrate anniversary with bride & friends
+ Broke record for forward curl of legs at 1.2X body weight

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HELP ALONG THE WAY – LESSON'S LEARNED

BETTER & BETTER EXERCISE

Some REFERENCES

One Small Step Can Change Your Life – The Kaizen Way by Robert Maurer, Ph. D.

An excellent way to just get started.

I read this book and have also been trained & involved with Kaizen events for continuous improvements in multiple business settings.

The Power of Habit – Why We Do What We Do in Life and Business by Charles Duhigg

Routine, Reward, Cue & Crisis and the finding & making keystone habits.

I found ideas for how habits are formed to what keystone or hugely beneficial habits might look like.

Mini-Habits – Smaller Habits, Bigger Results by Stephen Guise

Similar to Kaizen, it is very important just to start and continue.

Watch conclusions on Willpower, more recent data suggests and I have found that willpower is a muscle and can be trained & used accordingly.'

GRIT – THE POWER of PASSION and PERSEVERANCE by Angela Duckworth

Talent? More Interest, Practice, Purpose & Hope.

A fun Grit test to see where you are.

What struck me is the statement, 'Jeff didn't just go looking for his passion – he helped create it.'

The Motivation Hacker by Nick Winter

Methods on how just start now & track your habit development. Motivation equation credit to: Piers Steel research into TMT

WHERE ELSE MIGHT YOU TURN TO LEARN MORE?

❏ CATEGORIES or AREAS of life & Finding Your Rhythm to get them done

With understanding of what is most important to you, carving time to begin

❏ TRACKING time to BLOCKING your weekly calendar

Find your best days of week, best time of day, estimate vs. actual time in ~ 3 weeks

❏ HABITS FOUND

Created BLOCKs form HABITS & allow creativity to flow naturally

❏ Lesson's Learned & simple tools

Motivation Equation, Grit + Better & Better EXERCISE

FINDING YOUR RHYTHM - **CHECKLIST**

For your use
Please see MS EXCEL
spreadsheet for download of
DAILY, WEEKLY & MULTIWEEK
Totals