

## CONCLUSION

Congratulations! You have taken the first steps to gain control over your productivity and are well on your way to achieving your goals. By completing this book, you have just proven to yourself that what you want out of your life is important and should be taken seriously. What you have already done by reading and putting to use the action steps provided in each chapter is an accomplishment of itself.

But it doesn't stop here. While you have

been doing the hard work over the past 21 days to make necessary changes, the work doesn't end once you close this book. The work must continue if you want to truly experience what it is like to have the life you dream of, to say you are going to do something, and then go out and do it. From this day forward, you will find new ways to use the tips and tools you have been provided with, and you are encouraged to review this material regularly to ensure you are being your most productive self.

Since I am so passionate about you continuing to work towards all those goals no matter how big or small, I put together some additional BONUS tips that will keep you on track. These tips

are to be used in connection with what you have already learned. They are meant to provide you with additional assurance that you will stay on your road to success. By adding these bonus tips to what you are already making use of, you will continuously see your productivity and progress move forward in the months and years to come.

## SEVEN BONUS TIPS TO HELP YOU TAKE ACTION NOW ON THE 21 MORALS

### **1. Start with a plan.**

Simply stating what you want to accomplish without a plan is just

throwing your dreams at the wind and hoping something emerges from the dust. When we don't sit down to calculate how we are going to get from where we are to where we want to be, we end up doing the convenient things. We focus on doing the things that don't need to be improved, aren't urgent, and have no positive impact on our progress. A plan doesn't just tell you what to do, it maps out the direct path you need to take to get to your end goal. Saying you are going to clean out your garage doesn't help you tackle the mounds of stuff that has accumulated over the years when you are standing in the middle of it. Knowing exactly where you are going to start, what you

are going to do along the way, and who will be there to support you through the process leads to more success than just winging it.

We've outlined how you can utilize the 21 habits in the previous chapters in all areas of your life. If you have been implementing each habit as you have read, you already know how easy it is to stick with them. A plan ensures that you continue to use the tools in the most productive ways.

## **2. Identify your gateway habit.**

Scale down your action steps to simple two-minute tasks. This is the gateway habit. The smallest step that you begin with is what pushes you to take the next step. Take exercising. Your goal

may be to lose 25 pounds by your sister's wedding or high school reunion. Or maybe you want to knock "run a marathon" off your bucket list. Your action plan may break down how many days a week you'd have to workout and for how many hours, as well as what you would be doing for exercise. What happens is we write in a workout in its appropriate time slot for the day and when that time comes the thought of having to get moving is so incredibly unmotivating.

This is where most people start to make excuses and push it back, which leads to never getting it done at all. If we took that task of working out and looked at the steps we need to take, it could be

broken down even further. We need to get running before we do that, we need to get out the door, just before that we need to get on our running shoes, and before that, we need to have our workout gear on. Your gateway habit can be one of two tasks. It can be the action of laying out your clothes the night before. You can also sleep in your workout clothes and be ready in the morning, so your gateway habit would be putting on your shoes just before you get out the door.

Your gateway habit is that simple two-minute habit that you can tell yourself, “all I have to do is put on my shoes.” It is this easily accomplished task that will negate any of the excuses,

distractions, and other things that pull at your attention. And it can be applied to any goal you have set. Want to start that blog? Your gateway habit is sitting at your desk with the computer opened and a blank document in front of you. Want to increase your sales, your gateway habit can be looking over the prior month’s revenue so you can identify your target market. Need to set up a home office so you can just begin working on those goals? Buy a comfortable chair for that office; once you have ordered the chair, you will be more inclined to make room for it in your home and it will be the daily reminder of when you sit on it, it is time to work.

### **3. Consistency is the secret sauce.**

Change doesn't happen overnight. The main reason why someone gives up on their dreams nine times out of ten isn't because of the amount of work it will take, it is because of the consistency it requires. You need to be disciplined and know when you should be passing on the instant gratification for the long term rewards. Do you go out with your friends now or stay in and study for an exam that can impact your final grade that will impact your chances of getting into a good school. Do you sit and relax on the couch for an hour or do you get to work writing out those blogs you've been putting off for a week now? You always have a choice to work on your

goals now or later. But remember, waiting until later can often cause you to put things off indefinitely.

When we are consistent with our actions and efforts, we will become more efficient at what we set out to do. If you haven't been applying these habits consistently for 21 days, I highly encourage you to choose one that you will make a non-negotiable. Apply that habit every single day over the next 21 days and see how much of a difference just taking advantage of one provides you. After you have stuck with one consistently for 21 days, imagine how utilizing all of them can have a profound impact.

### **4. Have a tracking system.**

Much like a plan, if you have no way of seeing the progress you are making, you won't be able to evaluate what is actually improving. We see the result of our efforts and we will be more motivated to continue to use what is working. When we have no proof that we are making more progress, we will be more likely to fall back into bad habits.

No matter what goal you are trying to accomplish, keep track of what you are doing to reach that goal. How much time are you spending each day working on important things as opposed to just the easy things? What tools are you using to move forward? Doing this small activity will also allow

you to see where you need to make adjustments. While continuing with a bad habit is obviously going to have a negative impact on your productivity, continuing with a new habit that isn't moving you forward can be just as damaging. If you are trying to implement a new way of doing things and it isn't working, you can easily become discouraged and unwilling to try anything else.

Remember what works for one person may not work for you. A tracking system will help you identify areas that aren't working so you can quickly make adjustments to stay on the right track and keep you motivated.

### **5. Review regularly.**

You need to carve out time to regularly check in with how you are doing. You need to be reviewing your progress on a weekly and monthly basis. You also want to review your action plan to ensure you are doing the things you need to get done to move on to the next step.

Another thing that many neglects to check-in with is their own values and beliefs. We can be working incredibly hard to achieve one goal and get thrown off of including the things that matter most to us. Listing out the areas of our lives and our ideal vision of those areas will keep us aligned with where we truly want to be going. It gives us a chance to see where we're going after

one goal can be completely hindering another. We can then make the necessary changes so we stay on track with our current goal while not completely derailing the others.

Finding the right balance will always be a work in progress. Reviewing your goals and seeing how far you have gone will ensure you keep making progress. It will keep you grounded and reduce the risk of becoming overly obsessed with making progress that you burn yourself out.

## **6. Keep your emotions in check.**

When we embark on the new and uncertain territory, our emotions can easily get the best of us. It is expected that you are going to make mistakes

and things aren't going to go perfectly according to plan. We can become consumed by the ill feelings we have when these things occur, or we can use these feelings to push us forward.

Whenever you find yourself using negative self-talk or you catch yourself getting caught up in a limiting self-belief like, "I'm not ready," we can combat them with something positive. The more we can look at the negative in a situation and see them as positives, the more our emotions will stay in check.

Incorporating meditation, journaling, and exercise can help you maintain control over your emotions. Recognizing when we need to take a step back

from a project to see the big picture will provide you with an opportunity to breathe and see things more clearly.

### **7. Celebrate the small wins.**

You will accomplish your goal not through one major act but the accumulation of many small wins. We tend to stay focused on how far we have to go and ignore all the things we have already overcome and accomplished. When we do this, we are more easily discouraged. We feel we should be further along or we should be making more progress. You don't set out to run a marathon on the first day, you set out to run for one minute, then one block, then one mile, and so on. Each small win deserves to be celebrated even if



someday the wins are much smaller than on other days. Each day, find something that you can celebrate.

### FINAL THOUGHTS OF ENCOURAGEMENT

Your goals, no matter how big, small, or impossible, are within your reach. No matter how many tell you, you can't do it, you ultimately get to make the choice whether you do or not. Though it takes effort and dedication to accomplish the goals you set, you now have the tools that will allow you to formulate the most effective and efficient system to make your dreams a reality.

This book has thoroughly examined the most detrimental habits that are causing you to stall on your biggest goals. You now understand that many of the habits you have defaulted to in the past have been keeping you stuck. Not only have the bad habits affected your quality and quantity of work, but they also affect many other areas of productivity as well. These habits have been taking your focus hostage, sucked the energy out of you, increased stress, and may have even had an impact on your overall health.

Replacing these habits will provide you with the ability to become the most productive and successful version of yourself. Now it is up to you. Having all