

Time Management for Introverts

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Hats

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Chapter 1 - How Many Hats Do You Wear?

If you're like most, you wear 15-20 different hats. Another way of saying it is that you're playing many different roles. I use the words hat and role interchangeably. The challenge is that each role requires different skills and parts of your personality. If you're a drill sergeant for the Marines, you have to be unrelenting and intimidating but that approach isn't going to work at home. We transition between our many roles all day long. The most powerful time management skill you'll ever learn is to identify the roles you play then dedicate your life to crafting each role into a masterpiece work of art.

I believe that if you want a joyful, productive, and fulfilling life, you need a system for managing your roles. This book will teach you that system.

Welcome! My name is Scott and I'm a Meditator, Spiritual Being, Healthy Body, Sage, Wealth Builder, Giver/Philanthropist, Husband, Dad, Family, Friend, Happy Hobbyist, Movie Buff, Chef, Joker, Writer, Journaler, Willy Wonka of Creativity, All the Hats We Wear CEO, Visionary, World-Class Problem Solver, Productivity Expert, Support Group Facilitator, Sales Pro, Life Coach, Marketing Guru & Social Media Participant, Podcaster, Professional Speaker, Musician, and Music Therapist.

Oh, and I'm definitely an introvert. I think that the bad-ass introverts of the world need our own time management system - one that's jam-packed with introspection, reflection, recharging, delicious creativity, clear goals, project management, and purposeful action.

An introvert is someone who prefers interacting in smaller groups and needs time alone to recharge.

So, what is a role?

A role is a major area in your life that requires daily, or at least, weekly quality time for you to be fulfilled.

Roles make up are the richness of life. Have you ever noticed how proud we are of our roles? Take a look at social media profiles - we love to boast about all of the roles we play.

Jazz legend, Wynton Marsalis, described himself on Twitter as an “Internationally-Acclaimed Musician, Composer, Educator, Leading Advocate of American Culture, and Artistic Director of Jazz at Lincoln Center.”

Arianna Huffington said she is a “Mother, Sister, Huffington Post Founder, and CEO of Thrive Global, whose mission is to end the stress and burnout epidemic.”

Ayesha Curry’s said she’s a “Believer, Wife, Mommy, and Two-Time New York Times Best-selling Cookbook Author” on Instagram.

Think of people who’ve been highly successful over many years. They’ve re-invented themselves over and over again - through the evolution of their roles. Jennifer Lopez started as a Backup Dancer then transformed herself into a Singer, Actor, Icon, Writer, Director, Producer, and now Entrepreneur. Wow!

You Need a Killer Setlist

Imagine seeing your favorite musician live in concert. The crowd is wild and you’re having the time of your life. As you get closer to the stage, you see a setlist taped to the stage floor. A setlist is the order of songs for the concert. Most songs on a setlist are tried-and-true classics but there are always a few new songs tucked into the mix. Maybe they’re songs the band is trying out. Your setlist will be similar but your setlist won’t be made up of songs, it’ll be a list of the roles you play.

Think Big

Perhaps you want to be a philanthropist, business owner, entrepreneur, expert, or visionary. I’m giving you permission to become these big roles today - even if you’re not actually doing them yet. Think big as you clarify the roles you play (or the roles you want to be playing). Decide you’re an entrepreneur, then get business cards printed. Decide you’re a millionaire, then begin living the belief systems and habits of a millionaire. Decide you’re a visionary, then read biographies about inspirational people before bed, consume the news with a

focus of connecting your purpose with what the world needs, and take daily action to move you closer to realizing your vision. Presto! You're a visionary.

Watch children play – it's serious business! They focus intensely and make distinctions – their rules for their game. Think of a child emptying a box of her favorite toys in front of her to play with. Identifying your roles is a similar process. Your roles are the key areas in your life that you must explore, nurture, and expand. They must become your favorite toys to play with! Strive to reach the point where your collection of roles fills you with excitement and gratitude. Bring a child's sense of wonder and play into your life. Relish the act of tinkering with the building blocks of your life - your roles.

Imagine you're a master sculptor chiseling your roles out of blocks of clay. If your roles were sculptures in front of you, how defined would they be? How well-crafted? How refined? Do they excite you? Most people have a bunch of ugly blobs of clay running into one another as their roles. Turn those lumps of clay into gems! The only way an artist creates a masterpiece is through sustained attention. You need to nurture and feed your works of art. We all have roles that are more challenging than others and it's quite possible you have at least one role that is in crisis.

Passions, Hobbies, & Interests

Did you know Steve Jobs was passionate about calligraphy? His interest went on to affect the appearance and aesthetic of Apple. Martha Stewart created an empire from our love for hobbies. Never underestimate your passions, hobbies, and interests. Your passions, hobbies, and interests will flow in and out of your roles. Before you start identifying your roles, it helps to brainstorm a list of your passions, hobbies, and interests.

A **passion** is profoundly important to you – its something you can't live without. If it isn't playing a vital role in your everyday life, you're going to be miserable.

A **hobby** is an activity or subject that immediately engages you and enriches your life.

An **interest** is an activity or subject that you find yourself focusing on periodically. It may fizzle out altogether. However, it could build into a hobby or maybe even a passion someday.

Your Turn: Passions, Hobbies, & Interests

Let's create some momentum by brainstorming a list of your passions, hobbies, and interests. Let those ideas fly. Come up with as many items as you can. Don't worry about which category the items will be grouped under. You can organize them later. Strive for at least 10 items per category. What are you curious about? What's something you've always wanted to experience but haven't had the opportunity yet? What are your hobbies? What makes you smile and laugh? What gives you the chills? What are the things you can't live without?

Passions	Hobbies	Interests

Benefits of Creating a Role List

- * You'll have a bird's-eye view of your busy life. You have to see the moving parts of your life from above. It's impossible to manage your life while you're knee-deep in it!
- * When you have a crisis, you'll see that it is just one area of your life and not all of you.
- * It'll give you a vision for your future and steer you towards it.
- * It gives you permission to spend time in areas that are deeply important to you.
- * It adds beauty and joy into your life as you begin to curate the roles you want in your life.

- * It helps you make purposeful transitions between the different areas of your life.
- * Your role list is an evolving, constantly changing document and it'll guide you through the changes of life year to year.
- * It clarifies what you value most so you can communicate it with others.

Example of a Role List

I shared my roles earlier but here they are broken down by role type:

<p style="text-align: center;">MIND/BODY/SPIRIT</p> <p>1. T.M. Meditator (Transcendental Meditation) 2. Spiritual Being 3. Lean Body/Healthy Eater 4. The Dude/Sage</p>	<p style="text-align: center;">GIVING/RECEIVING</p> <p>5. Wealth Builder 6. Giver & Philanthropist</p>
<p style="text-align: center;">PERSONAL</p> <p>7. Husband 8. Dad 9. Family & Friend 10. Happy Hobbyist 11. Movie Buff 12. Chef 13. Joker 14. Writer & Journaler 15. Willy Wonka of Creativity</p>	<p style="text-align: center;">PROFESSIONAL</p> <p>16. All the Hats We Wear, CEO 17. Visionary & World-Class Problem Solver 18. Productivity Expert 19. Support Group Facilitator 20. Sales Pro 21. Life Coach 22. Marketing Guru & Social Media Participant 23. Podcaster 24. Professional Speaker 25. Musician/Music Therapist</p>

The 4 Types of Roles:

Mind/Body/Spirit Roles

Mind/body/spirit roles define YOU as an individual. Before you're a friend, parent, employee, or business owner – you're a human being! The stronger you are, the more you can give to others. Most people ignore self-care. Flight attendants remind us to put on our own oxygen masks before helping others. Naturally, I'm not suggesting you schedule a spa getaway during an important family event.

Examples: Visionary, Lean Body, Meditator, Buddhist, Christian, Mental Health, Spiritual, Genius

Your Turn: What are Your 3-4 Mind/Body/Spirit Roles?

Giving/Receiving Roles

Examples of giving roles: Philanthropist, Giver, Board Member, Committee Member, Little League Coach, Volunteer at Animal Shelter, Soup Kitchen Server, Math Tutor.

Examples of receiving roles: Wealth Builder, Investor, Millionaire, Billionaire, or Abundance.

Your Turn: What are Your 2-4 Giving/Receiving Roles?

Personal Roles

Personal roles make up the bulk of your roles. They are what you would usually think of as roles: relationships, community, friends, family, sexuality, gender, ethnicity, and hobbies. You might have personal roles related to your personality like Adventurer, Provider, Problem Solver, Creator, or Dreamer, too.

Examples: Yoga Instructor, Cancer Survivor, L.G.B.T.Q.I.A. Advocate, Musician, Social Activist

Your Turn: What are Your 5-8 Personal Roles?

Professional Roles

In addition to your current occupation, consider defining roles that will help you grow in years to come. For example, Business Owner could be one of your roles and the roles of Influencer, Sales Pro, Professional Speaker, Consultant, Manager, Team Leader, Expert, Director, Founder, CEO, Master Mind Group Facilitator, Marketer, Podcaster, Networker, and Coach may also be essential roles you need to adopt.

Your Turn: What are Your 3-8 Professional Roles?

When you have a great role list, you'll feel like everything important in your life is represented. What new roles would you like to be living five years from now? Consider which roles you need to create now to get there. It's best to adopt fun, energizing roles! Many people have uninspiring roles! That's like having a box of rusty toys!

Your Turn: Create Your Role List Quadrant

MIND/BODY/SPIRIT	GIVING/RECEIVING
PERSONAL	PROFESSIONAL

Your Turn: Role Assessment

Now that you have your role list, rate each one with a score of 1-10. Jot down a number next to each role. Be honest - this is for you! Don't worry - it's very common to have one or more roles that are in crisis mode. Remember that roles are only parts of you, not all of you. Focusing on all of your roles helps you diversify - just like investing in the stock market!

Role Transitions

How effectively do you transition between your roles? We shift between roles all day long. Consider a Marine Corps Drill Sergeant. She has to be intimidating, ruthless, and unforgiving. When she's doing her job, she saves soldiers' lives. But would you want an intimidating, ruthless, and unforgiving wife? Mother? Co-worker? Friend? She needs to make major adjustments when she leaves work. We all have roles that require adjustment. The attributes that make us effective in

one role often don't work in a different role. The drill sergeant is an extreme example. Awareness is the first step in improving role transitions.

I remember fondly listening to the Wiggles while dropping my sons off at day care. As soon as I got back into my car I switched to Metallica. With a press of a button, I transitioned from Dad to Business Owner since I use music to get into state to brainstorm ideas for the business. This doesn't mean I stopped being a Dad - I'm always a Dad but the focus changed.

Sometimes, we need to consciously change our focus as we go into a social setting. It might be a family gathering or business networking. Sit in silence for a few moments and focus on what you're about to walk into. You're about to enter an arena - at least you can start with a clear head and the right mindset! What can you prepare yourself for? Get ahead of things by being purposeful.

Here are some sample strategies for transitioning between key roles:

- * Become more aware of the transition
- * Take deep/relaxing breaths
- * Meditation
- * Silence
- * Listen to music
- * Connect with your mission statement
- * Commit to being positive
- * Prepare to be open to gratitude

Around the World

Have you ever played the basketball game Around the World? Each player has to make a shot from a series of locations around the perimeter of the court. Try these exercises:

10-Minute Meditation

Make an audio recording of yourself reading a role title followed by 20 seconds of silence. Do this for your entire role list. Sit comfortably and have a notebook at hand. Play the recording and during the silence, jot down main themes for each role. It could be reminders, intentions, or simply sit quietly with the feeling of each role as it is named.

60-Minute Intentional Web Surfing

Get an app that beeps at 10-minute intervals. Indulge in exploration on the internet for 6 roles. If you do this daily, you'll cycle through all of your roles. Ask lots of quality questions! I have a Chef role, so I've looked up recipes, asked about healthy meal planning, looked up Michelin-star chefs, etc... I use the

software program Scrivener (a writer's program) to list the links I visited. It's ok to go down rabbit holes in this exercise.

Chapter 2 - Clarify Your Goals

Now that you know your roles, you need some inspiring goals. If done right, goals can be exhilarating. They can give you a zest for living and create massive momentum for your life. Goals can set you on the path to a brighter future. Goals should be specific and measurable but also cause you to stretch. Not all of your goals need to be achievable, - it's ok to think big. You should write down your goals because it greatly increases your chances of achieving them. It's important to have just enough goals, but not too many. The hardest part of goalsetting, is thinking up the goal!

Review your goals every day to make progress toward them. We've all created New Year's resolutions that feel great in the moment but we soon forget all about them.

The 3 Types of Goals:

Action Goals - An action goal is a rule for how you're going to live your life. It is a specific action step. Make these actions a part of your routine since they're not on autopilot yet. Once you make an action goal a habit, remove it from your list of goals.

Action goals can be daily, weekly, or monthly. Most of your action goals should be daily and require 15 minutes or less. You can't create a 30-minute action goal for every role, there's not enough time in the day to do it all. Later in the chapter, you'll learn the Make It Liquid concept to help integrate your action goals into a relatively painless routine.

Examples:

D: Floss before bed for 2 minutes

D: Listen to an audio recording of my mission statement and goals for 10 minutes

D: Complete goal checklists each night for 5 minutes

D: Do Transcendental Meditation for 20 minutes twice per day

D: Exercise for 45 minutes

D: Read for 30 minutes before bed

W: Work on project for 90 min.

M: Contribute \$300 to S & P 500 index fund (automatic withdrawal)

Action goals put us in the driver's seat. All we have to do is complete the action written down! You'll be revising your goals regularly. Once you make a solid habit of your daily goal, replace it with a new one. I wanted to start flossing every night but wasn't following through, so I created a daily goal for it. After a few weeks, I was flossing nightly without fail, so I deleted it as a daily action goal.

Your Turn – Write an Action Goal for Yourself:

Deadline Goal - A deadline goal is a specific outcome with a deadline – a snapshot in time.

Examples:

By June 1, I weigh X pounds

By April 1, I'm certified in scuba diving

By May 15, I have completed X project

By December 31, I have \$X in my retirement account

Your Turn – Write a Deadline Goal for Yourself:

Sky's-the-Limit Goal - A sky's-the-limit goal is something you're passionate about experiencing one day. Jim Collins, author of *Built to Last: Successful Habits of Visionary Companies*, created the term B-HAG - big, hairy, audacious, goals. So, what are your big, hairy, audacious goals? Think big - create goals that light your fire and activate your creativity!

Examples:

Ride in the Presidential Motorcade and flew on Air Force One

Introduce Saturday Night Live by yelling "And live from New York – it's Saturday Night!"

I'm a New York Times best-selling author

I'm a black belt in Brazilian jiu-jitsu

Bring the family to the Super Bowl

Start a weekly cult movie club

Attend the Carnival in Rio de Janeiro, Brazil

Your Turn – Write a Bucket List Goal for Yourself:

Your Turn: Roles and Goals

Now that you know the 3 types of goals, create a mix of goals for each role. Connecting goals to your roles is a powerful way to generate goal ideas.

Example:

Role # 10 - Happy Hobbyist

D: Play backgammon at lunch time for 10 minutes

D: Practice guitar for 60 minutes

W: Cook a new Japanese meal

W: Train in Jiu-Jitsu for one hour (Monday, Wednesday, & Friday)

W: Take a guitar lesson for 30 minutes

By December 31, earn my blue belt in jiu-jitsu

By April 15, I'm scuba-certified and have booked a trip to dive in the Bahamas

By April 1, compete in my first regional jiu-jitsu tournament

Sky: Take a calligraphy class

Sky: Earn my black belt in jiu-jitsu

Sky: Play golf with Bill Murray

Sky: Have a showing of my photography at an art museum

Sky: I'm a black belt in jiu-jitsu

List Your Roles and Goals Starting on the Next Page

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Your Turn: Fill Out Your Goal Checklist

Fill out the goal checklists at the end of this guidebook to track your daily, weekly, and monthly progress of your action goals.

Top 10 Goals

Compiling a list of your top 10 goals is an excellent way to connect with your most important goals and priorities. Don't let your written goals languish in the shadows. Wink at them, smile at them, and show them love often. Listen to an audio recording of your top 10 goal list every day to renew your inspiration. What are your top 10 measurements that would show you're living your best life?

Example:

1. I'm a VISIONARY and world-class problem solver with my company All the Hats We Wear so we can improve the lives of millions of customers
2. I'm a meditator & practice Transcendental Meditation twice a day
3. I have a lean, strong body, weigh 180 pounds, and train in jiu-jitsu 3 times per week
4. I'm in a loving, positive, and sexy relationship
5. I'm the best Dad I can be
6. I'm a professional speaker and in-demand life coach
7. I earn \$X per month, give 10% of my income to those in need, and have a net worth of \$X
8. The core values of my company are to be joyful, productive, and fulfilled and I embody them in my every day life
9. I enjoy abundance in every role I play
10. I BELIEVE more every day!

Your Turn – Top 10 Goals

3 Techniques to Help You Take Action on Your Goals:

#1 No Opinions Needed

Our inner critic is often our worst enemy. I'm not saying you shouldn't have opinions but take a close look at the amount of inner chatter that's happening throughout the day. Rid yourself of the weight of your constant opinions and inner critic. You'll find in most instances – the chatter is slowing your progress.

Exercise: Fold the Towels

An exercise to help you master this technique is folding towels from the dryer. Clear your mind then grab the first towel you see and fold it. Make sure you have no opinion about which towel you select as you fold the rest of the towels. If you catch yourself having an opinion about which towel you're going to grab next, start the exercise over! The goal is to get into a flow of moving efficiently without thinking about the details.

Exercise: Tidy Up a Room

Set a timer for 2 minutes. During that time, tidy up the room you're in. Only do tasks that take 5-10 seconds to complete. Move slightly faster than usual. If you hesitate your flow of movement or catch yourself questioning whether you want to do the task, re-start the timer. Your goal is to do all of these little actions with a clear mind: no hesitating which task to do first, wondering if you did it correctly, or telling yourself you don't feel like doing it - even for a split second! Make instantaneous decisions for every action. When you're not dragged down by a constant stream of inner judgment and mental sludge, you can be much more productive.

#2 Make It Liquid

One of the biggest challenges of goalsetting is finding the time to take action! This is why I recommend creating action goals that can be done in 15 minutes or less. Oddly enough, the concept of Making It Liquid came to me while doing yoga. To be honest, I've only done yoga two or three times in my life. In class we were doing this series of poses and I guess I wanted to be done with yoga quickly because I began daydreaming about the possibility of doing a single, slow movement that could stretch every muscle in one fell swoop. I know it' wouldn't be very helpful to do a single movement to stretch every muscle but I think the idea of massive efficiency stuck with me. While driving home I thought it'd be helpful to fit all of the actions you want to take (action goals) in as short amount of time possible.

Making your action goals liquid makes them more flexible. You might be able to complete some action goals by recording them and listening to them while driving. Maybe you chunk related actions into a single larger action. Perhaps there are ways you can brainstorm to work on multiple roles simultaneously. All of these approaches would contribute to making it liquid. It's taking a seemingly

unproductive period of time and energizing it with something more productive. An example, Tony Robbins gave a perfect example in his Personal Power audio program. He described a person who was ironing clothes. Someone asked, "Isn't it boring - ironing clothes?" The person responded, "Absolutely not! While I iron, I pray for my kids." Isn't this a beautiful example of transforming a seemingly dull, thankless job into a spiritual experience?

3 Drop the Needle

When my jazz history professor gave listening exams, he'd roll out a record player and drop the needle at different places on a vinyl record and students had to guess the artist. I like to think when you "drop the needle" in life, there's silence one moment and you're at 100% the next. One mantra that will help you to drop the needle is: "I'm at my very best RIGHT NOW." And you have to believe it! Unless you're unwell physically, there's no reason you can't be at your very best whenever you want. Of course, it doesn't mean you'll do perfect work. Being at your very best in this moment may mean you're slogging away at an unfinished project. But you've got to have faith that this messy work is the winding path you have to take to reach your outcome. Creative thinkers often claim the need for a magical muse and perfect conditions to spark inspiration. Don't wait for divine inspiration. Everyone can be creative! Carpenters, graphic designers, and surgeons have to start working at 100% when their shift begins regardless of their "mojo" and so can you.

For years, I've had a Yoda white board in my office and on it I scribble motivational phrases. I always see it when I walk into my office. One of my favorite messages to display is "I.N.T.F.H." (It's Not that F-ing Hard). It helps!

Chapter 3 - Uncover Your Mission

You're going to create a mini-mission statement for each of your roles. Defining your mission is a powerful tool for helping you live on purpose each day. We've all been told we should write a mission statement, but in most cases, they're filled with fancy language and end up gathering dust - never to be read again. Your mission statement will be different – it will be a lifeline that will recharge you every day. When you connect with your mini-mission statements, you are working on your masterpiece! What do you want to be your legacy?

Example of a Mini-Mission Statement

Meditator - I'm a meditator. Transcendental Meditation brings beautiful depth to my life. When I'm deep within silence, I catch BIG FISH ideas. I experience bliss whenever I want. Meditation helps me find my center and gets me in the zone for the rest of the day. T.M. is my magic reset button. Being a lifelong meditator helps me share my soul with a world that desperately needs it.

How to Write a Mini-Mission Statement:

Step #1 - Brainstorm a list of words, phrases, nicknames, heroes/idols, and desired emotional states that you associate to a role.

Example: centered, depth, stillness, Transcendental Meditation, Maharishi Mahesh Yogi, David Lynch, beauty, power, in the zone, wisdom, spiritual, profound, peaceful, strength, flow, imagination, creativity, and catch the big fish.

The most important question to answer is why each role is so vitally important to your well-being. You've got to know your whys! Imagine you're at your very best in each role – get in peak state when you brainstorm.

Once you've brainstormed ideas for your role, write the first draft.

Guidelines: (40-60 words)

- The first sentence should contain only a few words: "I'm a (insert role)."
- Describe WHY the role is one of the most important areas in your life
- Make sure you trigger empowering emotional states. Listening to or reading these words should make you feel like you are at your very best in that role.
- The last sentence should state the nickname and/or primary function of the role: "This is my _____ role."

More Examples of Mini-Mission Statements

Aaron, age 32

1. Spiritual: I'm a spiritual person. I experience God's love throughout the day in nature, beauty, and love. Spirituality is kindness in the face of negativity and self-reflection in a sea of turmoil. It is much bigger than I. It reveals my authenticity. This is my sacred role.

2. Body: I have an attractive, lean, & strong body. I'm in the best shape of my life and love looking great in pictures. I act with discipline and will power every day. I practice mindful breathing. I eat clean & nutritious food. My body is my fuel tank for living the 10x lifestyle - so I can get 10x results.

3. Visionary: I'm a visionary. The sky's-the-limit here - logic isn't allowed. I'm proud to be a world-class dreamer. My imagination is the Incredible Hulk - smashing through limiting beliefs and obstacles. I think big everyday. Creativity is my greatest gift. I'm a lookout tower and lightning rod. This role is the Willy Wonka engine that drives everything good in my life.

4. Family: I'm part of a family. I'm a brother, son, and grandson. My family is love, support, limitless, safe, and reliable. My family constantly evolves. It shows me the beauty of ritual and tradition. It is my lighthouse and beacon through good times and bad. It is love prevailing through difficulty. My family saved my life. This is my unconditional love role.

5. Lover: I'm a lover. Ani is my soul partner. She is my greatest gift from the heavens. She's fun, strong, sexy, wild, reliable, and an inspiration. Our love is forever and our friendship grows stronger every year. Our passion is electric. She gives meaning to my life and gives me something to celebrate each morning. This is my forever role.

6. Friend: I'm a friend. Friendship represents my past, present, and future. Time flies by when I'm with friends. I can be myself and share my feelings with close friends. We laugh, cry, and listen to one another. We surf, eat sushi, attend Alcoholic Anonymous meetings, and go skiing together. My friends accept me for who I am. This is my strength role.

7. Hobbyist: I'm a happy hobbyist. Passions, hobbies, & interests make my life colorful and keep me smiling. I love: all things tech, cyber security, programming, travel, surfing, nature, hiking, skiing, rock climbing, playing guitar, drones, photography, Japanese cooking, pizza, Fenway Park, Bruce Springsteen, the U.S. Secret Service, indie movies, and reading. This is my fun role.

8. Social Activist: I'm a social activist. I take immense pride in using my expertise in cyber security to make a difference in global warming, human rights, and poverty. I love living for a greater purpose. I fight for underdogs and raise awareness so others can join me. My social activism is a vehicle for me to live my values. This is my purpose role.

9. Surfer: I'm a surfer. When I am riding a wave on my board, I am present - my soul is purified. Surfing is explosive, exhausting, and cleansing. It is life-

affirming and thrilling. I face my fears with my body, mind, and spirit. I am at one with nature. This is my adventure role.

10. Recovering Alcoholic: I'm a recovering alcoholic. Each day I renew my commitment to being sober. I know that progress beats perfection. I'm gradually earning back trust. I overcome temptation each day with the support of my sponsor and Alcoholic Anonymous. This is my commitment role.

11. Investor: I'm an investor. My abundance is the spark for all of my other roles. Money brings speed and choices. Each disciplined action I take compounds over time. I'm a millionaire. I enjoy a positive and vibrant relationship with money. My wealth is a vehicle to help others and create change on a large scale. This is my abundance role.

12. Philanthropist: I'm a philanthropist. I'm constantly planting seeds for the future. I give time, money, and resources to worthy causes I'm passionate about. Giving has become a habit. Bill Gates is my model for living a generous and wonderful life. This is my legacy role.

13. Chief Information Security Officer (CISO): I'm a Chief Information Security Officer. I protect my clients and help make them impenetrable to criminals. I manage risk, prevent worldwide catastrophes, and maintain confidentiality. I bring peace of mind and overcome threats. I use my intelligence in a global chess match. This is my protection role.

14. Entrepreneur: I'm an entrepreneur. I'm the founder of many new successful technical companies and have many other innovative and mission-driven companies in development. I'm a business student - always refining the mechanics of running a profitable business. I seek out mentors and role models to deepen my Warren Buffet-like business mastery. My authenticity shines through and I'm in complete alignment with my goals, values, and mission in the work I do. This is my contribution role.

15. Master Mind Group Member: I'm a mastermind group member. Connecting with my group helps me to clarify my strategies for my business. We think big, set goals, encourage one another, and create a vision for our companies. I love being in the hot seat with this group because I know I'll get the truth and be better for it. This is my accountability role.

16. Speak Japanese: I speak Japanese. Learning Japanese represents the next level for my business and networking. It means deepening relationships with key people and serving others on a global scale. Speaking Japanese is respect for another culture. It is elegant, invigorating, and a welcome challenge. This is my next level role.

Your Turn: Brainstorm Keywords for Your Mini-Mission Statements on Scrap Paper then Write Your Final Draft in the Spaces Provided:

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Chapter 4 - Unleash Your Creativity

Start a Daily Audio Journal

Journaling is one of the greatest habits you can have. It ignites your creativity and gives you time to reflect on your life. With a journal, you capture life's special moments: good and bad. Life's special moments aren't just big events - tiny observations can be just as meaningful. Research shows that great leaders take the time to reflect. The *Harvard Business Review* published an article relating the vital role of journaling and reflection to effective leadership.

Benefits of Journaling:

- become more mindful
- increase your emotional intelligence
- clarify your thinking
- develop an attitude of positive expectation
- improve your writing/speaking skills
- document your life experiences to revisit in the future
- enhance decision-making
- connect you with your inner world
- boost problem-solving skills
- develop leadership skills

I've been writing in a written journal since I was ten. However, for the past three years, I switched to keeping an audio journal. I didn't have enough time to sit down and write or type as much as I wanted every day. I've always listened to music while falling asleep so I've been using the same music to do my end-of-the-day debriefing for my audio journal. So, after jotting ideas down throughout the day and then doing the debriefing before bed, I record my audio journal the following day. My entries are 5-10 minutes long. In five minutes, the average person speaks 625-750 words and types/writes around 150-180 words. So, you're quadrupling your output by dictating your journal.

Creative Snippets

The first step for starting a daily audio journal is to pay attention to what you're thinking and experiencing throughout the day. As soon as something intriguing happens, jot it down so you can recall it. Before bedtime, start a routine of listing anything of note from the day's events. You'll be amazed at how many intriguing things happened to you if you slip beneath the usual surface layer of thinking. For

“Willy Wonka’s Golden Ticket” is an example of a memorable creative snippet I spoke about in my audio journal when I first started my business. I saw a Wonka bar at the store and it reminded of how much I loved the movie Willy Wonka & the Chocolate Factory as a kid. Although it’s fictional, it was always a symbol of unlimited creativity for me. Willy Wonka was unique and he appeared to have no competition. So, I bought the chocolate bar and hung the golden ticket wrapper on my office wall. It gave me the positive vibe I needed to get going with my new business venture. I looked at that golden ticket and felt like I couldn’t fail! And that’s what I explored in my journal.

Examples of creative snippets:

- 6-year old playing with grandfather says: “Grandpa...you’re my favorite old man”
- Worst meal of my life
- Inspiring phone call with my business mentor, Ellen
- Dreamt about being in the 1980 movie Flash Gordon
- Made chocolate chip pancakes for the kids at the campground
- Timmy hit game-winning basket at the buzzer
- Backgammon by the pool
- Wasabi in my tackle box - this was inspired by a conversation with a fisherman. He used to fish right off the beach at the ocean. He’d catch stripers, fillet them, and eat them with the wasabi he kept in his tackle box! Now that’s fresh!

Start by announcing today’s date. I use a voice recorder app on my phone. When I started my audio journal, I was concerned I might miss out on the emotional connection you have with writing in a physical journal but I haven’t missed a thing. By gabbing about the events of the day, you get an enormous amount off your mind. When you get home to your loved ones, you don’t feel the need to vent so much about your day – you’ve already done it!

After recording your entry, I suggest listening to it so you can list key phrases. I have a Word document called the Audio Journal Index. It’s fun and informative to listen to past audio journal recordings. You’ll be able to search keywords. It’s an invaluable resource to refer back to see what happened on a particular day.

Process for Keeping an Audio Journal

Use this simple process because the days will fly by faster than you expect!

1. Capture the creative snippets of the day
2. Before bed, do your debriefing of the day and list anything else you want to mention in your dictation on the following day.
3. Record your entry from the previous day.
4. Open your Audio Journal Index Word document and add today's keywords with the date.

As you make daily audio journaling a habit, you'll find yourself seeking out new experiences simply for the sake of having something unique to write about! Order the scary looking octopus soup. Remove all the cushions in the living room and make a massive fort with your kids. Open the sunroof and turn up your favorite song on the way home from work. Give someone a fifty-dollar bill as a tip for no reason other than how it will make you feel – then journal about it!

Questions to Help You Get Started Journaling

- What's the most unique experience I've had today?
- What did I think about today that I haven't thought about in a long time?
- What was funny about today?
- What am I grateful for?
- What's something specific that I was mindful of today?
- What was the biggest annoyance of the day?
- What happened today that was very unexpected?
- What was the best quote of the day?
- What's something special that happened today but I didn't realize it until now?
- What energized me today?
- What is the most surprising thought I had today?
- What happened today that could be the start of something big?

Expand Your Vocabulary

Do you find yourself using the same boring words? Which description is more intriguing: the party was fun or the party was **magical**? The food was good or the food was **scrumptious**? Be on the look out for new words; it's great fun! Whenever I encounter a new word, I write it down in a 5-subject notebook. I list 5 words/phrases in the upper margin of each page. I'm a word nerd! Develop your fondness for uncommon words and phrases. I call them color words. It's important to use new words organically; don't crowbar new words into conversations just because they are new words. I collect color words from books, newspapers, podcasts, and tv shows.

Here are a few uncommon words I came across in daily reading over the last few months: Abscond, bamboozle, befuddle, behoove, besmirch, bric-a-brac, brouhaha, bucolic, cantankerous, churlish, claptrap, cloister, cobble, cod swallow, cogent, cornucopia, crystallize, cull, deluge, dodgy, doldrums, doleful, dreck, festoon, flout, fritter, galvanize, glower, grouse, harangue, hardscrabble, hobnob, hoity-toity, irascible, jocular, juggernaut, kerfuffle, kowtow, linchpin, mellifluous, milk toast, mollycoddle, moxie, nefarious, nubile, opulent, panache, panoply, pariah, penchant, persnickety, pithy, platitudes, poppycock, prattle, quagmire, rancor, roil, scuttlebutt, slipshod, sprightly, stymie, teetotaler, tomfoolery, trundle, unflappable, unfurl, upshot, usurp, well-trodden, and wizened. Come on now - who doesn't want to use the word hoity-toity in conversation every once in a while?

Word Salad Exercise

Select 12 random color words or phrases. Write a stream-of-consciousness story using all of the color words. Pick a theme or setting that inspires you. Allow your story to take you where it wants to go and give it a snappy title.

Example:

Fishing with a Ghost

My son and I didn't want to fritter away the last weekend of the summer, so we booked a deep sea fishing trip. We loaded the vessel, stored our bric-a-brac, and grabbed a few pails of gooey brown bait. My son, Jasper, and I prattled on about which types of fish we'd catch. All of a sudden, there was a kerfuffle at the stern of the ship. We raced back to investigate and overheard a passenger describing the ghost of President Abraham Lincoln! We gawked at one another and I said, "This sounds like utter claptrap!" My ten-year old nodded in agreement. We overheard a deck hand grousing about the added distraction caused by the visiting ghost. And then it appeared – a translucent image of Abe Lincoln glowing green. He began telling stories to anyone who would listen. We weren't sure if we should approach. He seemed cantankerous. I couldn't pass up the opportunity to hobnob with one of the most famous figures in history! We made our way up to him and although it felt a bit dodgy, I offered my hand to Mr. Lincoln. We shook hands and he could tell we were spooked. I inched closer and said, "I've always heard ghosts are evil." He responded, "Oh, poppycock – I'm a good ghost." Suddenly, he announced that he wanted to do some fishing. A deck hand trundled down with an armful of fishing gear. The hardscrabble laborer nodded respectfully to Abe and seemed nonplussed. It appeared as if old Abe was a regular aboard the Yankee Spirit. Despite all the brouhaha, we had a glorious day of fishing. Abe even culled a few haddock for himself. By nightfall, our ship approached the shore. We passed a gorgeous house festooned with Tiki torches. We asked Abe if he had any advice. He was pensive for a few moments then told us, "Never kowtow to nitwits."

Word Salad One-Year Story

For the past few years, I've taken the word salad exercise one step further. I have a 5-subject spiral-bound notebook and when I come across color words/phrases I jot them down in the top margin of the notebook. Each notebook page has 5 color words/phrases. I write a 2-page story (front and back) every day using the color words on each page. I rotate between 10 different story threads. For example, one thread is a fancy restaurant that has magical powers and arranges dinner dates between the living and the dead. Imagine the conversation between Beethoven and Nicki Minaj! The key is to write quickly - don't fret over the quality of the writing. This is meant as an exercise - it's a fun way to expose yourself to new vocabulary. I think of it as my version of a daily crossword puzzle.

Think in terms of chapters. So, chapter one contains one short tale for all ten story threads. Next, will be chapter 2 for all threads. I make an audio recording of myself reading the story for each day. So, when I'm about to write the magical restaurant episode for chapter 8, I listen to the recording of the story from chapter 7 to take up where I left off in the story to continue that thread.

Show, Don't Tell

I took a poetry class in college and the professor harped on me for telling instead of showing. Include details in your journaling. Appeal to the senses (touch, sight, smell, taste, sound) to communicate and capture as much as possible.

Example #1 (Telling) - Dessert was excellent.

Example #2 – (Showing) - Dessert was crème brulee in a delicate Godiva chocolate cup topped with a drizzle of raspberry sauce and a fresh sprig of mint.

**“Don't tell me the moon is shining; show me the glint of light on broken glass”
- Anton Chekhov**

#4 - Identify Your Obstacles

Obstacles are barriers preventing you from achieving your goals, projects, and mission. The truth hurts! But it's a great starting point. Although many of your obstacles can be overcome by identifying them and working on them on your own, there may be obstacles you can't get past without professional help. Regardless, you must begin by getting clarity for what's holding you back. First identify your challenge then list the obstacles.

Example:

Challenge: I know that daily meditation will help me but I can't get into the habit of doing it.

Obstacles:

- I don't think I'm doing it right.

- I can't get any peace and quiet in the morning.
- I'm not completely sold on its benefits.
- I'm not getting up early enough.
- I feel like others might think I look silly doing it.

Many times, when you list the obstacles you have you realize how petty they are. Heck, I'm 52 years old and I'm not meditating because I think I look silly doing it? Come on now, big boy! Brainstorm your obstacles so you can begin to wear them down. Also, I suggest journaling about your journey of overcoming your obstacles. Write about how things are different for you now that you're improving your habits. Once you've exposed your challenges and obstacles you can begin working on them to get rid of them for good.

Be strong! Use a password-protected Word Document so nobody will see it - if that helps you. Call it the shit list. These things you're sick of having in your life.

#5 Become a Peak Performer

When my jazz history professor gave listening exams, he'd roll out a record player and drop the needle at different places on a record and students had to guess the artist. I like to think when you "drop the needle" in life, there's silence one moment and you're at 100% the next. One mantra that will help you to drop the needle is: "I'm at my very best RIGHT NOW." And you have to believe it! Unless you're sick, there's no reason you can't be at your very best whenever you want. Of course, it doesn't mean you'll do perfect work. Being at your very best in this moment may mean you're slogging away at an unfinished project. But you've got to have faith that this messy work is the winding path you have to take to reach your outcome. Creative thinkers often claim the need for a magical muse and perfect conditions to spark inspiration. Don't wait for divine inspiration. Everyone can be creative! Carpenters, graphic designers, and surgeons have to start working at 100% when their shift begins regardless of their "mojo" and so can you.

When a musician gives a peak performance, she has practiced her scales and exercises and can now infuse emotion and aesthetic into the music. She's not focusing on technique. In a way, we practice technique so we can forget it during the performance. The same goes for writers, artists, and dancers. Learn your craft technically, then perform with heart and emotion.

Imagine how you would feel if this happened to you. I had my first performance with the Boston Crusaders Drum & Bugle Corps at age seventeen. The crowd was thunderous and the stadium's lights made it seem like I was playing in the final seconds of the Superbowl. I stood petrified in the opening formation of our show. My mind went blank! The drum major started the show and on the first move I forgot to stop marching and crashed into the player next to me. I choked!

I wasn't focusing on anything I was taught – I was mindlessly reacting to things after they had happened to me. I still have dreams about it.

Now let's fast-forward five years to my final performance. The 14-minute show became a mental script that I followed as it unfolded. I was completely in-the-moment and in control yet I performed with energy and emotion. I savored every moment because it was my last performance. It was as if I had a gentle dose of the right information streaming through me during the show. I'd think: watch the drum major for the starting tempo (speed of the music) – CHECK, watch the front of the drum line on this move, so it's straight – CHECK, listen back to the bass drums for the tempo of the next section – CHECK, enjoy the crowd's response – CHECK, move my feet fast so this section lines up with the brass section – CHECK, and so on. Quite a difference, hah?

Technique #6 - Ask Quality Questions

Ask questions that are empowering, open-ended, and solution-focused. In other words, ask great questions and you'll get great answers!

Did you know there are good and bad questions. Here are some bad ones:

Why am I always broke?

Why can't I ever catch a break?

And here are some good questions:

If I could have anyone as my mentor, who would it be?

What could I give up to save an extra \$300 per month?

What would be a perfect day for me?

Here are some examples of great questions related to roles:

Healthy Body Role

What are two easy and healthy recipes I can start making this week?

Hobbyist Role

Who do I know that's into fly-fishing?

Parent Role

What's the biggest challenge my kids are struggling with and what are some resources to help?

Start a weekly routine of taking 15 minutes to brainstorm as many amazing questions you can for each of your roles at the same time each week.

Chapter 5 - Finish Your Projects

Managing projects can be extremely stressful. We underestimate the time required, then wait until the last minute to get started. Most of us don't have a timeline to stay on track with our deadline and we don't have a system to follow. When I thought about the projects that I completed that I was especially proud of, I realized they moved through 7 stages.

The stages of project management are:

1. Identify the Spark
2. Gather
3. Brainstorm
4. Structure
5. Action
6. Refine
7. Celebrate

Apply these stages to all of your projects: large or small. Whether you want to launch a business, write a book, or create a daily yoga routine; this process will help you finish your projects.

Stage 1 – Identify the Spark

The first step in any project is to light the fuse! You need a strong emotional connection to your project. Having an emotional spark with your project will give you the momentum you need to get through the inevitable challenges you'll come across. What positive emotion does this project give you? If you're working as a group, what positive emotions do your team members have in common? The smallest idea can grow into a masterpiece – consider Beethoven's simple four note idea that became his Fifth Symphony. If there's no spark, the project is dead in the water. But when you have that spark – you're ready to go!

Many corporate project management books I've read would call this stage – Identify the Problem. I disagree. We want to engage our imagination! Let's pursue a project like a composer would create a beautiful piece of music. Identifying your spark shifts your creativity into high gear, identifying a problem feels like an energy-draining pursuit of mediocrity.

Stage 2 - Gather

In the gathering stage, you lay the groundwork for your project. Become a collector! Be open to anything that comes your way related to the subject. Inspiration may come quickly or sporadically. Have a system to capture thoughts, conversations, pictures, film, music, art, books, and articles that surface. Twyla Tharp, famous choreographer, described her process in her book *The Creative Habit*. In essence, she grabs a box, slaps a label on it, and starts tossing stuff in there related to her project.

Stage 3 – Brainstorm

Brainstorming is the process of generating lots of ideas. Editing has no place here – strive for quantity not quality. Ask as many questions as you can! Your project will begin to have some focus.

Examples:

Why is this project important to me?

Who is this product for?

When do I need to have my first draft done?

Who else has done this?

What are the key challenges that could come up?

How many pages will this book be?

Do we want to have a theme for the party?

Stage 4 – Structure

Here is where you make large-scale structure decisions and begin to visualize your project in its entirety. Here is where you would write an outline for your project. You'll be choosing the form and parameters of your project. Is there a logical thread throughout the work? Is there variation? Contrast? A beginning-middle-end? If you're working on a book, how many chapters will there be and what are their titles?

Stage 5 – Action

It's time to drop the needle and create! Whether you're writing, creating, or taking action on your plan; this is the stage where you'll do the bulk of the work for the project. Use centering to get into your most efficient mindset and practice the mantra "I am at my very best – right now." Navigate between detailed and big picture work.

Stage 6 – Refine

This is the detail work. The refining stage is often skipped over and it's a shame. It's fulfilling when you can dig in and enjoy the process of making your project sparkle. Stephen King said it best while describing a well-written poem. King said the inner-workings of the poem were so tightly connected that one could almost hear its support cables hum. And that's how you should feel about your project after you've refined the heck out of it and made it shine.

Stage 7 – Celebrate

The project is complete. It's time to celebrate your accomplishment.

Case Study - The Mad Scientist Book Project

Here's how I used the 7 stages of project management to write my book: "Just What the Doctor Ordered: Technical Studies for the Beginning Drummer."

Stage 1 – Identify the Spark

This project began organically. I was teaching a lot of drum students and found that most of them had the same challenges. Like a doctor, I diagnosed my students' technical problems and came up with the perfect antidote – a customized solo. I remember writing a solo called “The Mad Scientist” and it quickly became a hit with the kids – they were performing the music with feeling instead of only playing the notes. This caused me to start focusing on the whole idea of mad scientists. Soon, I became obsessed with the image of a mad scientist in his colorful lab concocting powerful antidotes to every drummer's problems. The idea of mad scientists really inspired me! It made me think of boundless creativity, precision, and fun. I had my spark!

Stage 2 – Gather

I collected dozens of pictures of mad scientists in laboratories, watched mad scientist movies, and imagined the bubbling sounds of simmering potions. I covered my bedroom walls with pictures of mad scientists wearing overcoats and maniacal expressions. I had a blast! Also, I started researching other drum methods and created my own curriculum.

Stage 3 – Brainstorm

Next I began asking questions. What is the purpose of this book? Why am I interested in mad scientists? How can I inspire my students to practice? Should it be broken up into multiple volumes? What are my resources? What are some exciting titles for these compositions that will capture the imagination of young drummers everywhere?

Stage 4 – Structure

Next, I created the rules for my project! I made a huge poster and labeled it with columns like rhythm, skills, title, theme, and grade level. I started with themes that would appeal to my younger students. Titles like *Grand Slam Homer* and *Swing for the Fence* were part of my baseball theme for the little kids. A pirate theme followed with titles like *Shiver Me Timbers & Treasure Chest*. Older students had compositions like *Slippery Slugs*, *Attack of the Horrid Fungi*, and *Serenade for a Dung Beetle*.

Stage 5 – Action

At this point, I had everything I needed to start writing the compositions. You know what? I wrote 65 compositions in 4 days! I realized I was making the mistake of jumping into action mode right away. And because of that, I became frustrated and blamed writer's block. Now I know to lay the foundation beforehand.

Stage 6 – Refine

It was time to get the drumsticks and play through each solo over and over again and make revisions until they were perfect.

Stage 7 - Celebrate

I gave the book to Mrs. Hooper for publication so I can create an army of little drummer minions and then I went to *Six Flags* to celebrate!

Projects-at-a-Glance

Use this handy table to list all of the projects – large and small – on your plate. The best thing about this grid is that you’ll know which stage each project is in currently. Even better, you’ll know which kind of work is required for each project. If a project is in the Brainstorming Stage, ask a lot of questions, if it’s in the Structure Stage, think about the big picture. You’ll be able to hit the ground running and assume working on a project where you left off.

Project	Not Started	1 Spark	2 Gather	3 B-St	4 Structure	5 Action	6 Refine	7 Celeb.	Due Date

Chapter 6 - Plan Like a Visionary

If you've completed the assignments from the first five chapters, you have the building blocks for a joyful, productive, and fulfilling life. You've done your deep dive and it's time to start turning your roles into masterpieces.

Step #1 – Capture Your Ideas

I use a 5-subject, lined notebook to capture my thoughts throughout the day. I keep it near me at all times. I call it my anarchy notebook because there aren't any rules for inspiration. Begin by writing today's date on the first page then scribble your ideas whenever inspiration strikes. You'll have ideas for your audio journal, reminders, to-do's, meeting notes, brainstorming notes, key questions, goals, project work, to-do actions, daily expenses, etc...

Consider it your scratch pad. Be sloppy and fast! Don't worry about getting coffee stains on it. Capture ideas as soon as they come. It may sound trivial, but if you hesitate even for a moment, you're likely to lose your idea or worse, convince yourself it's not worth capturing. It's alright if the idea goes nowhere – but you'll never know unless you let it live. Even if an idea fizzles, it may indirectly lead you to your desired result. Also, when you jot down an idea, three or four more usually pop up in quick succession. Use that!

Review Your Day

Before bed, close your eyes and replay your day. Use your idea notebook to jot down last-minute snippets from the day to use as talking points for tomorrow. Each day, you'll record an audio journal post for the previous day.

Here are questions to consider: What did I learn? What was unique about today? What was the feeling during my key moments of the day? What was the most challenging moment of my day? What was your most joyous moment? What was I thinking? Which magic moments did I overlook until now?

Step #2 – Store Ideas

Your anarchy notebook is for capturing ideas, whereas, your 3-ring binder is for storing ideas and actions you didn't complete that day. I use an 8.5 x 11" leather, 3-hole binder (planner) with tabbed sections to store ideas that I gather with the idea notebook. Good time management practice tells us to avoid writing the same content twice. However, I believe so strongly in capturing ideas as quickly as they come, I feel it's worth rewriting. Each night, you should clear the day's content in your idea notebook. You do this by reviewing the content and either complete the task, decide the idea needs no further action, or transfer the info into your storage binder. I used to type unfinished tasks to my laptop (Scrivener

software program) but I found I can do it faster with pen and paper using the binder.

Once I write thoughts down in the correct TAB in my planner, I circle the item in my idea notebook so I know it's saved in the planner. Once I dictate a day's audio journal entry, I add a checkmark to the first page of that day in my anarchy notebook. When I have all line items circled and have a checkmark on the first page of that day, I rip a small corner off of the top of the page that is cleared. This tells me I don't need to do anything more with it.

I prefer the 8-tab per section tabs and use the planner to store content.

Here's how I set up my tabs:

WK - Week - Reminders for the current week

HATS - Ideas to use in my social media posts

WOTD - Word of the Day - words and phrases to explore in my social media posts

TO-DO - Action steps and reminders

WORK - Ideas for music therapy job

NEED - Things to pick up or order

QQ - Quality questions

GOALS - Checklist of your goals

\$ - Weekly financial reports

WS - Word salad ideas

B-ST - Subjects or questions you need to brainstorm about

M-ST - All of your current mini-mission statements

PC - Podcast ideas

PROJ - Have a tab for each of your current projects

Congratulations!