

TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR SYNERGIZE
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO FIND SOMEONE TO HELP.

Prepare for and participate
in meetings to ensure they produce maximum results.

Got A Minute?

Whenever possible, take brief meetings in the other person's office. That way, you can decide when to leave.

**It's easier to decide when to stop
if you have someplace to go.**

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be PREPARED! How many necessary meetings took place in your office today?

2 Choose to be RESPONSIBLE! Which meetings in your office usually take longer than you want?

3 Choose to be INVOLVED! Do you make it a habit to find out how much time everyone else has – before you start your meetings?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- _____ A B C
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Today's Schedule

- 5A _____
- 6A _____
- 7A _____
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- 8P _____

W E D N E S D A Y , O C T O B E R 1 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Prepared

MEDIOCRITY: Irresponsible

A meeting can either be valuable and highly productive or a complete waste of time. It all depends on the attitude and the preparation of everyone in the meeting. The key to a successful meeting is a highly focused agenda, advanced preparation, a skilled moderator and follow up on items requested and promises made.

October 2008							November 2008						
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CHOOSE TO MAKE EVERY MINUTE COUNT.

Value every precious minute in the day.

Finished? Already!

Learn to use unexpected bits of time productively. If your appointment ends early, use the extra time to catch up on reading or run an errand or make one more call.

Make extra time work for you. Every minute is unique and fleeting, so use your time accordingly.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be VIGILANT! Are you making the most of your "time gifts?"

2 Choose to be ACCOUNTABLE! How many "little things" could you take care of with a small chunk of extra time?

3 Choose to be WATCHFUL! What would you do if you had 15 minutes of extra time right now?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

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THURSDAY, OCTOBER 2, 2008

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Vigilant

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Unconscious

TIME

Desires

Intentions

Aspirations



Time is the most precious gift of all. Ask anyone facing a serious accident or illness, or an important deadline. Ask any parent watching their little girl all grown up and graduating from high school. You must learn how to become accountable for every minute in your day, because each day spent, is a day gone forever. Concentrate your time on only those things that produce the greatest reward and satisfaction to you.

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CHOOSE TO TURN DREAMS INTO TARGETS.

Create at least one clearly defined goal
for every major interest and role in your life.

What Good Is A Goal?

Having a goal gives you a leg up on everyone who doesn't.

Make goal setting your Number ONE goal.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be FULFILLED! Do you know any highly productive person who doesn't have goals?

2 Choose to be PURPOSEFUL! Don't be clueless. Get a goal! Are your energies focused on a goal today?

3 Choose to be WELL-ROUNDED! When you plan each day, do you prioritize your daily agenda by specific goals to be achieved?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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Today's Schedule

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F R I D A Y , O C T O B E R 3 , 2 0 0 8

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Fulfilled

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Aimless

Desires

Intentions

Aspirations



Creating an ideal life, where all of your roles are completely fulfilled, starts with setting clear goals. If you never define what you expect, you will only get what life gives you - and that may be a whole lot less than what you want. Why leave things to chance? Every major interest and role in your life deserves its own series of goals. Clearly defined goals for each of your roles provides a rewarding direction - and an ever-present purpose for each area of your life.

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GET FULL LESSON AT THINKTQ.COM/TODAY

TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR ACT NOW COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO MAKE IT HAPPEN.

Use fear as a call to action,
and act without delay to reduce the threat.

Are You Ready To Outwit Your Demons?

Action will increase your courage and self confidence, and will help dispel the four demons of fear, worry, anxiety and dread.

Fear comes from uncertainty and ignorance.

To reduce fear, get more information now -- and act on it.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be **COURAGEOUS!** What have you previously been afraid to do that you would be willing to take on right now?

2 Choose to be **UNDAUNTED!** What action can you take right now to subdue one of your demons?

3 Choose to be **BOLD!** What steps can you schedule right now to begin tackling your biggest fear?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

✓ EXPECT MORE—EXECUTE BETTER

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- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

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S A T U R D A Y , O C T O B E R 4 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Courageous

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Fearful

→ TIME

Desires Intentions Aspirations



When you are stopped by fear, you almost always fail. Every type of fear - physical, emotional or social - has the beneficial purpose of protecting you from harm. However, this does not mean you must always stop. Remember this: thought directs action. Confirm the value of your goal and the appropriateness of your actions. Then, consciously choose to focus on more productive thoughts. Master this and you can act in spite of your fear - and continue toward your desired goal.

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CHOOSE TO TRANSFORM PASSION INTO ACTION.

Persist with passion
until you succeed at whatever you do.

Will You Settle For Mediocre Success?

Determination and persistence are the characteristics that make the difference between success and mediocrity.

Determination and persistence will carry you to victories others proclaimed "impossible."

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be PERSISTENT! What task will you accomplish today, no matter what?

2 Choose to be TENACIOUS! What project will you accomplish this week, no matter what?

3 Choose to be DETERMINED! What goal will you reach this month, no matter what?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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Today's Schedule

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SUNDAY, OCTOBER 5, 2008

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Persistent

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Weak-Willed

Desires Intentions Aspirations



Setting a goal is never enough. To reach your goal, you must continue to take whatever actions are necessary until you finally succeed. While success is never guaranteed, if you don't persevere to the end, it will never come your way. Of all the skills to master, determination and persistence are two of the most important. You can have a perfect game plan but if you lack persistence, you may as well forfeit the game before you even start to play.

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CHOOSE TO COMMIT TO PEAK POWER.

Exercise for a planned amount of time,
on a frequent and regular basis.

Are You Prepared For What You Can't Prevent?

Eliminating all stress is impossible. However, you can improve the way you manage it. Take breaks, eat well, exercise and keep a positive perspective on the situation!

Stressful situations are the most important times to exercise, eat well and keep a balanced perspective. You can't be effective if you're worn out.

IMMEDIATELY BECOME MORE POWERFUL

- 1 Choose to be STRONG! How well are you taking care of yourself today?

- 2 Choose to be FIT! What are you doing right now to support your emotional, spiritual and physical needs?

- 3 Choose to be VIGOROUS! What can you plan today to help you better deal with stress tomorrow?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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Today's Schedule

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M O N D A Y , O C T O B E R 6 , 2 0 0 8

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Strong

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Tired

TIME

Desires

Intentions

Aspirations



A regular exercise routine guarantees higher energy, an improved mental state, weight control, increased stamina, improved health and reduced stress. What else do you need to know? Your personal performance depends on it – so get on it. Make your exercise program fun and rewarding. Schedule it into your day planner. Because it has such a positive impact on every aspect of your performance, regular exercise is the single most important personal appointment you can make.

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CHOOSE TO LIVE WHAT'S MOST IMPORTANT.

Clearly articulate the qualities you will portray and the part you will contribute to make each of your dreams come true.

Why Are You Doing What You're Doing?

When you clearly articulate what you want each of your roles to stand for, you give direction and power to your every moment. Your life has meaning and fulfillment because every minute is a purposeful and joyful step on your journey to a higher vision.

Make today the day that shows how much you can contribute to the fulfillment of your dreams.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be RESPONSIBLE! Where could you have made a greater contribution in the last 20 minutes?

2 Choose to be ACCOUNTABLE! Does your life have meaning right now? If you want your life to mean something more, what would that be?

3 Choose to be DEPENDABLE! What would you like to do next, to contribute more to your dreams?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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Today's Schedule

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T U E S D A Y , O C T O B E R 7 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Responsible

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Passive

Desires Intentions Aspirations



Every role - every part you play - deserves its own dedicated mission. Define what's most important to you in each role and make that your mission for the role. Nothing is more powerful than clearly identifying the contribution you will make to guarantee that each of your visions will come true. When you promise yourself, "This is what I will do," you define the roles that will make the biggest difference in your life.

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CHOOSE TO TRANSFORM PASSION INTO ACTION.

Embrace change,
and learn to grow from new ideas and experiences.

It's Only The First Time Once.

When you do something you've never done before, you're bound to feel some discomfort and anxiety. The good news is, after you've done it once, the fear of the unknown will be gone forever.

The extent to which you remain inside your comfort zone is the extent to which it controls you.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be PROGRESSIVE! How uncomfortable do you feel when you're trying new things?

2 Choose to be GROWING! If you knew you would succeed, what would you be more willing to try?

3 Choose to be FLEXIBLE! What can you include in tomorrow's To Do List that will challenge your comfort zone?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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- 5 _____ A B C

Today's Schedule

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W E D N E S D A Y , O C T O B E R 8 , 2 0 0 8

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Progressive

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Conventional

Desires

Intentions

Aspirations



There are no limits to who you can become. The only constant is change - and the only way to keep up with change is to learn and grow. The more you learn and grow, the more progressive and effective you'll become. Keep expanding your possibilities by being open and receptive to new ideas. If you're not constantly improving your learning power, you're falling farther behind - and your earning power may be falling even faster.

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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR SET GOALS
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO TURN DREAMS INTO TARGETS.

Make all your dreams real by first identifying and then focusing on specific, tangible targets for what you want.

Want Some Help Setting Your Goals?

Answering the Who, What and Where in your life will help you set your goals and create the life you want.

To set your goals, ask the ultimate question
"Exactly, what do I want?"

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be REALISTIC! What does your future look like? What results do you want to achieve?

2 Choose to be PROACTIVE! Why are you here? What value will you deliver? What service can you offer?

3 Choose to be EXPLICIT! Who do you want to be?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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Today's Schedule

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T H U R S D A Y , O C T O B E R 9 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Realistic

MEDIOCRITY: Wishful

You'll never make a dream real until you have something specific to aim at. There is no way you can plan for - to say nothing of work toward - a "better life." You can, however, stipulate a list of conditions that would define a better life. Each of those items can then be made into a precise target you can aim for, and immediately begin to work towards. So, dream your dreams, then identify specific examples in the real world that best represent the desired qualities of your dream. Once you do this, you'll be well on your way to creating that "better life" you desire.

October 2008							November 2008						
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GET FULL LESSON AT THINKTQ.COM/TODAY

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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR PRIORITIZE
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO FOCUS ON #1 FIRST.

Prioritize your life by choosing
what's most important rather than by what's most urgent.

**Do You Use Yesterday's Criteria
To Determine Today's Schedule?**

To focus on your priorities means to make daily decisions based on what's most important, rather than on all of the other criteria for decision making you've used in the past.

**Make certain that today's choices
represent today's commitments.**

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be FULFILLED! What criteria did you use to decide how you would spend your time in the past?

2 Choose to be SELF-DIRECTED! What criteria are you using to make today's decisions?

3 Choose to be PURPOSEFUL! When can you take time in the next 24 hours to reassess your commitments?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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Today's Schedule

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F R I D A Y , O C T O B E R 1 0 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Fulfilled

MEDIOCRITY: Reactive

When you prioritize your life, you determine where your time will produce the most rewarding and satisfying results. Base these priorities on your personal list of values, goals and commitments. Urgency is a quality given to something requiring immediate attention – regardless of its relative value. You can spend years chasing down one urgency after another. Or, you can focus on top priorities and ensure that what's most important to you actually shows up in your life. By choosing priorities over urgencies, you stop reacting to circumstances and start creating a life of power, passion and purpose.

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GET FULL LESSON AT THINKTQ.COM/TODAY

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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR MAKE PLANS
COLOR.



CHOOSE TO MAP FUTURE STEPS.

$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

Work your plans
until you succeed or you find a better way.

Is It Time To Abandon A Sinking Ship?

Good leadership means knowing when to cut your losses and move on.

Look over this week's schedule. Differentiate between where you are hanging on to a project for personal pride, and where you are hanging on to a real possibility.

IMMEDIATELY BECOME MORE POWERFUL

- 1 Choose to be DETERMINED! Is there anything you're still putting effort into that you shouldn't be?

- 2 Choose to be INDUSTRIOUS! How often are you frustrated by exercises in continued futility?

- 3 Choose to be PERSISTENT! Do you have a project that needs to be cut loose now?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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SATURDAY, OCTOBER 11, 2008

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Determined

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Unreliable

Desires Intentions Aspirations



The best plan in the world is useless until it's put into action. How well you follow through with your plans – ultimately determines your success. You only make things happen when you act on your plans and see them through to the end. Master this skill, and the achievement of any goal is just a written plan away.

October 2008							November 2008						
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GET FULL LESSON AT THINKTQ.COM/TODAY



CHOOSE TO AUTOMATE & CONQUER.

Keep your work area organized to support and assist you in maximizing results.

How's The View From Your Desk?

The view from your desk is important to your productivity. Look around and judge if each item you see adds to or detracts from your enjoyment and your productivity.

**You spend a great deal of time at your desk.
Do anything possible to make it more supportive.**

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be METICULOUS! What items in your view detract you from maximizing your results?

2 Choose to be ORGANIZED! What's one thing you could do to make your work area more supportive?

3 Choose to be EFFICIENT! What items can you add to your view to assist you in feeling better at your work?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- ✓
- 1 _____ A B C
 - 2 _____ A B C
 - 3 _____ A B C
 - 4 _____ A B C
 - 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
- 7A _____
- 8A _____
- 9A _____
- 10A _____
- 11A _____
- 12 NOON _____
- 1P _____
- 2P _____
- 3P _____
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- 6P _____
- 7P _____
- 8P _____

SUNDAY, OCTOBER 12, 2008

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: *Meticulous*

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: *Messy*

Desires

Intentions

Aspirations



You'll never approach maximum productivity in a disorganized workspace. Make sure your work environment supports and assists you, rather than detracts and resists you. Keep it clean, orderly and well stocked. Invest in the best equipment and furnishings you can afford. Keep them in top condition. Remove anything that impedes your ability to stay at the top of your game. Add anything that improves your attitude or productivity.

October 2008							November 2008						
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GET FULL LESSON AT THINKTQ.COM/TODAY



CHOOSE TO TRANSFORM PASSION INTO ACTION.

Constantly maintain
a positive expectation for every action you take.

Is That An Affirmative?

Write your affirmations down, so that you can read and review them daily. The commitment you make by putting them on paper helps you focus on the activities that make them real.

**Affirmations are vehicles
that instantly carry you to where you want to be.**

IMMEDIATELY BECOME MORE POWERFUL

- 1 Choose to be POSITIVE! If you were in need of a helpful affirmation today, what would it be?

- 2 Choose to be PROACTIVE! How have you always wished you were? Why not start today?

- 3 Choose to be CONFIDENT! Try writing down a desired affirmation. How does it feel?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

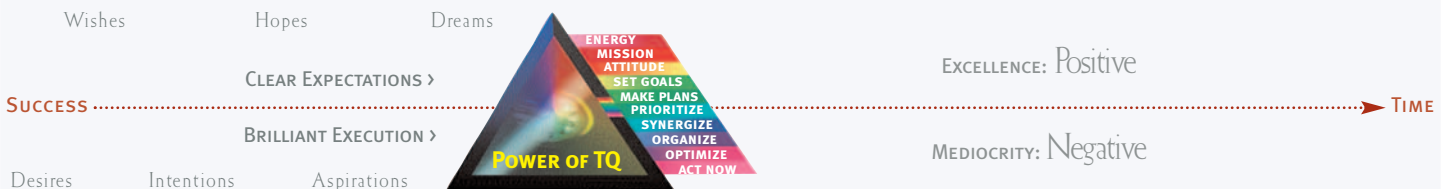
EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

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- 8P _____

MONDAY, OCTOBER 13, 2008



This factor is the core building block of a positive attitude. You cannot have a positive attitude in general, and a negative expectation for the individual things you do. It's all or nothing. A positive attitude depends on having an optimistic expectation for every task, every role, every meeting, every errand – every day. No one has a positive attitude all the time. However, once you notice yours beginning to slip away, you can stop the negative spiral and create a positive expectation for the very next thing you do.

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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR SET GOALS
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO TURN DREAMS INTO TARGETS.

Absolutely, unconditionally commit
to hitting each of your targets -- or create new goals.

What's The Use?

Don't give up on your goal! Sheer stick-to-it-ness is the most important asset you have.

**You increase the probability
of success as you increase your commitment.**

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be DETERMINED! How often do you let yourself off the hook too soon?

2 Choose to be WHOLEHEARTED! How many "no's" do you tolerate before giving in to "I give up?"

3 Choose to be PASSIONATE! What would be one more thing you could try, that you haven't already tried?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
- 7A _____
- 8A _____
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- 6P _____
- 7P _____
- 8P _____

T U E S D A Y , O C T O B E R 1 4 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Determined

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Ambivalent

Desires Intentions Aspirations



The best predictor of success is your degree of commitment to your goals. Whenever you set a goal, write out why you're committed to accomplishing it. The "why" is far more important than the "how." Commitment - sheer passion and will power - can help overcome any deficiency in time, money or education. Make sure each of your goals is worthy of the time and effort necessary to achieve it. Then, make sure each of your goals is getting the absolute, unconditional commitment it deserves.

October 2008							November 2008						
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GET FULL LESSON AT THINKTQ.COM/TODAY

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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR SYNERGIZE
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO FIND SOMEONE TO HELP.

Delegate as much as possible and communicate your expectations clearly.

Is Anyone Going Into Overload?

Make sure when you delegate tasks to others that you know their current workload. Don't overwhelm them.

Give as much advance notice as you can to whomever you are going to delegate the responsibility for a major project.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be EMPOWERING! Is there anybody approaching overload today?

2 Choose to be EXPLICIT! When today can you review the workload of everyone to whom you have delegated something?

3 Choose to be SUPPORTIVE! How will you make sure the next task or project is delegated to someone who has time for it?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

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W E D N E S D A Y , O C T O B E R 1 5 , 2 0 0 8

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Empowering

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Withholding

Desires

Intentions

Aspirations



Delegation done poorly is worse than doing everything yourself. However, you can multiply your productivity when you become an expert at delegating duties and authority to others. By issuing a clear request, and receiving a commitment in return, you can leverage your time and accomplish far more – rather than working alone and accomplishing less. The secret is to reach a clearly established agreement of exactly what needs to get done, by when and by whom.

October 2008							November 2008						
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GET FULL LESSON AT THINKTQ.COM/TODAY



CHOOSE TO LIVE WHAT'S MOST IMPORTANT.

Make daily decisions based upon your values, vision and mission.

Have You Made A Wrong Turn?

When you live by your values, you live up to your true self. This eliminates the waste that accompanies indecision, and the frustration and self recrimination that follow wrong action.

Your best answer can always be found in your value system. Keep your list of values in view throughout the day.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be PRINCIPLE-BASED! How much time have you wasted so far today?

2 Choose to be DELIBERATE! When was the last time you wanted to bang your head against the wall?

3 Choose to be DEDICATED! What will you do the next time you feel frustration building?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

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THURSDAY, OCTOBER 16, 2008

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Principle-Based

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Shallow

Desires

Intentions

Aspirations



Your values, vision and mission mean absolutely nothing unless they are put into play. Your fundamental values and principles are the core elements that determine if a decision is the right one for you or not. Your values should be your reference – and your guide – for every action you take, and every decision you make. The only decision you need to make is to live your values. Once you do, your list of values will automatically make the right decisions for you.

October 2008							November 2008						
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GET FULL LESSON AT THINKTQ.COM/TODAY

TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR MAKE PLANS
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO MAP FUTURE STEPS.

Consistently schedule
your day around your most productive time periods.

When Do You Have The Best To Give?

Learn when your prime time is -- your optimum operating hours. Use that time to work on your most challenging tasks.

Schedule your prime concerns into your prime time.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be PRACTICAL! Can you set aside time at the end of each day to analyze when you were at your best?

2 Choose to be EFFECTIVE! What deserves your time most, when you're at your best?

3 Choose to be FORSIGHTFUL! What will be the best time for you to take on that hot potato tomorrow? Schedule it that way!

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
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- 5 _____ A B C

Today's Schedule

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F R I D A Y , O C T O B E R 1 7 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Practical

MEDIOCRITY: Ineffective

No one is at their best all the time. Study your daily performance and discover when you tend to be the most and least productive. Schedule your top priorities for when you are at your mental and physical peak. Assign the rest for less energetic periods. Don't try to take on your toughest tasks when you're only capable of running at half speed. And don't waste your prime hours on your least productive chores.

October 2008							November 2008						
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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR PRIORITIZE
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ___
(1-10)

CHOOSE TO FOCUS ON #1 FIRST.

Concentrate your time on the activities that produce the greatest rewards in each of your roles.

Good, Better, Or Best?

Learn to discriminate between the somewhat important and the most important.

It's all relative, until you focus only on the best.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be RESULTS-ORIENTED! Isn't this the essence of prioritizing?

2 Choose to be EFFECTIVE! Are all of your A's of equal value today?

3 Choose to be PRODUCTIVE! Are there any "sort-ofs" on your To Do List that you could replace with "most-definitelies"?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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- _____ A B C

Today's Schedule

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SATURDAY, OCTOBER 18, 2008

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Results-Oriented

MEDIOCRITY: Unproductive

Some of your activities produce greater rewards than others. When you focus more of your time on those activities with the highest return for your time, you naturally become more productive. After identifying the activities that will make the greatest impact, concentrate your time and energy on them. Remember the 80/20 rule. When you can focus your time on the 20% of the actions that produce 80% of the rewards, you'll multiply your results fourfold!

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GET FULL LESSON AT THINKTQ.COM/TODAY

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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR SYNERGIZE
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO FIND SOMEONE TO HELP.

Coach and support others to get their work done as well, and as quickly as possible.

Can You Butt Heads Later?

Unresolved conflicts undermine group synergy and productivity. If you find yourself confronted with conflict and don't have time to handle it immediately, schedule a time to deal with it as soon as possible.

**Conflict is an inevitable by-product of any synergistic group.
Use this conflict constructively as a positive catalyst for
greater creativity and further improvement.**

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be SUPPORTIVE! What did you do the last time you were confronted with a conflict in your group and couldn't address it immediately?

2 Choose to be EMPOWERING! What, if any, unresolved conflicts are still hanging over your head? Do you have a meeting to resolve them scheduled yet?

3 Choose to be NURTURING! How will you handle the conflict you dread most in this week's agenda?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

- ✓ EXPECT MORE—EXECUTE BETTER
- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
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SUNDAY, OCTOBER 19, 2008

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Supportive

MEDIOCRITY: Unsupportive

SUCCESS

BRILLIANT EXECUTION >

TIME

Desires

Intentions

Aspirations



When managing others, your primary responsibility is to do whatever you can to help them accomplish their tasks – to the best of their abilities – in as short a period of time as possible. Your productivity is not measured by how much you can get done in a day, but by how much your team accomplishes as a whole. You must learn how to coach and support co-workers without taking on their duties and responsibilities. No one learns if you do their work for them. Create an environment where everyone's performance is raised to their highest potential possible – and mutual goals are achieved timely.

October 2008							November 2008						
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GET FULL LESSON AT THINKTQ.COM/TODAY



CHOOSE TO TRANSFORM PASSION INTO ACTION.

Focus more of your time
on seeking solutions rather than staying absorbed in the problem.

Who's Your Role Model?

Learn as much as you can from those who've already accomplished the things you strive for. Their knowledge and experience can inspire you and show you the way!

If you have rivers to cross, hang out with bridge builders.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be UNSTOPPABLE! Who has already accomplished goals similar to yours?

2 Choose to be UNDAUNTED! Who's at the top of your field? What did he or she do to get there?

3 Choose to be PROACTIVE! What preeminent authority in your field can you look to as a mentor?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
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Today's Schedule

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MONDAY, OCTOBER 20, 2008

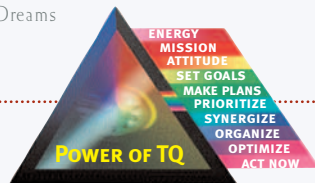
Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Unstoppable

MEDIOCRITY: Stressed

You will always be more productive when you focus on what you CAN do, rather than on what you CAN'T do. Keeping problems in perspective is essential to solving them and moving on. Remember to differentiate between what you can and can't control. Focus your time and energy on those things over which you have control. Don't live with problems. Seek a solution to every problem as soon as possible – and enjoy the immense sense of freedom that comes from moving on.

October 2008							November 2008						
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CHOOSE TO MAKE IT HAPPEN.

Take immediate action
on whatever's next without procrastinating.

E-Mail From J. Caesar

I came, I saw, I conquered. - Julius Caesar

<p>

Now there's efficiency and effectiveness.

Be Caesar this week. Show up. Observe. Take action.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be ACTION-ORIENTED! Success requires you to show up first and then _____?

2 Choose to be DYNAMIC! Success requires you to first show up, next be observant of the current conditions and then _____?

3 Choose to be SPONTANEOUS! If you were Julius Caesar, how would you approach your next task?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

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Today's Schedule

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T U E S D A Y , O C T O B E R 2 1 , 2 0 0 8

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Action-oriented

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Procrastinating

Desires

Intentions

Aspirations



Personal power is measured by your ability to take action. Power is a function of how fast you can take an idea and make it a reality. The more proactive you are, the more productive you will be. Until an action is taken, nothing happens, and nothing is created. Think in terms of consequences. If you choose to delay an action, what will you gain? What will it cost you? When you act without delay, you immediately increase productivity and accelerate success.

October 2008							November 2008						
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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR MAKE PLANS
COLOR.



CHOOSE TO MAP FUTURE STEPS.

$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

Plan every day from your Master List,
to your To-Do List, to your Schedule... to Done.

Can You Fix Your Unexpected Stresses?

Keep your stress level down by scheduling in flexibility. Plan time into your schedule to handle last minute situations.

Unexpected things are always going to come up during your day. Plan time for them.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be **METHODICAL!** Is there enough flexibility in your schedule today?

2 Choose to be **PREPARED!** When was the last time some "flex-time" saved your day?

3 Choose to be **DETAIL-ORIENTED!** What will you do with your flex-time today if no emergencies come up?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
- 7A _____
- 8A _____
- 9A _____
- 10A _____
- 11A _____
- 12 NOON _____
- 1P _____
- 2P _____
- 3P _____
- 4P _____
- 5P _____
- 6P _____
- 7P _____
- 8P _____

W E D N E S D A Y , O C T O B E R 2 2 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Methodical

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Haphazard

Desires Intentions Aspirations



Maximum personal productivity is entirely dependent upon how quickly you can go from a concept to a completion. To be as productive as possible, you must have an organized system for keeping track of all data, dates, numbers, people, goals, plans and to-do's. You need a single system that helps plan this entire flow of detail - from idea to implementation to completion in the least amount of time - without losing anything through the cracks - or driving you crazy in the process.

October 2008							November 2008						
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CHOOSE TO MAKE IT HAPPEN.

Use clever and imaginative ways to get started on difficult tasks or projects.

It's Easy. Just Do Your Best.

All you can do is do your best. When you've given it your best shot and the task is done, it is done. Move on.

Give your best to the next task and you'll never have any regrets.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be **TENACIOUS!** Do you ever find a nagging doubt hanging over you after a project is completed?

2 Choose to be **COMPETENT!** Is there one task you've "finished" that still haunts you?

3 Choose to be **PROLIFIC!** Do you know others who simply need to move on? What would be the best thing you could say to them?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- ✓
- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
- 7A _____
- 8A _____
- 9A _____
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- 7P _____
- 8P _____

THURSDAY, OCTOBER 23, 2008

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Tenacious

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Undependable

Desires

Intentions

Aspirations



If a project was worth starting, it deserves to be completed. Don't lose your momentum. Make some progress on every plan started. You've already put out some of the effort; now complete it so you can reap the rewards. Success builds success. Find all those half-finished projects lying around and finish them one-by-one.

October 2008							November 2008						
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26	27	28	29	30	31		23	24	25	26	27	28	29
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CHOOSE TO COMMIT TO PEAK POWER.

Consistently eliminate energy drainers and replace them with energy gainers.

What Pumps You Up?

Your productivity will soar today when you have a motive driving every action. Doing what's important will increase your energy, your willingness and your effectiveness.

Motivation = Motive + Action.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be **ENERGETIC!** What's the motive behind your current task?

2 Choose to be **REFRESHED!** Why are you engaged in your present task?

3 Choose to be **INVIGORATED!** Who could also use a positive motive to drive the day today?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- ✓
- 1 _____ A B C
 - 2 _____ A B C
 - 3 _____ A B C
 - 4 _____ A B C
 - 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
- 7A _____
- 8A _____
- 9A _____
- 10A _____
- 11A _____
- 12 NOON _____
- 1P _____
- 2P _____
- 3P _____
- 4P _____
- 5P _____
- 6P _____
- 7P _____
- 8P _____

FRIDAY, OCTOBER 24, 2008

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Energetic

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Drained

Desires

Intentions

Aspirations



Some things boost your energy level, while others drain it. You need to know which is which. What drains your energy? Worry, medical or dental concerns, work piled on your desk, not enough sleep, diet, unfinished tasks, negative people, angry coworkers... anything else? Once identified, take action to eliminate these drainers and replace them with energy gainers: Exercise, high energy foods, more sleep, medical attention, friendly faces - anything that makes you feel better, perform better and increases your energy rather than depletes it.

October 2008							November 2008						
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19	20	21	22	23	24	25	16	17	18	19	20	21	22
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CHOOSE TO TRANSFORM PASSION INTO ACTION.

Look for the best in every situation,
and the opportunity in every problem.

Can You Say, "Wasn't That Valuable?"

Mistakes and failures are learning tools -- not reflections of your overall character, intelligence or identity.

**Mistakes are a natural part of the learning process.
Make the most of the next one!**

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be OPTIMISTIC! How do you choose to define your progress: by your failures or by your successes?

2 Choose to be UNDAUNTED! How will you deal with your next mistake to support your identity as an intelligent, empowered person?

3 Choose to be UPBEAT! Who else needs to be reminded of the positive side of mistakes today?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
- 7A _____
- 8A _____
- 9A _____
- 10A _____
- 11A _____
- 12 NOON _____
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- 2P _____
- 3P _____
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- 5P _____
- 6P _____
- 7P _____
- 8P _____

S A T U R D A Y , O C T O B E R 2 5 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Optimistic

MEDIOCRITY: Pessimistic

There are facts, and then there's your interpretation of these facts. The actions you take – and the results you produce – are completely dependent on how you see the facts. You can focus on the best in every situation or you can focus on the worst. There's a problem in every opportunity and an opportunity in every problem. Interpret the facts negatively and you're left with little power and fewer opportunities. Change your point of view and you're empowered to create the best results possible – no matter the circumstance.

October 2008							November 2008						
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19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR MAKE PLANS
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO MAP FUTURE STEPS.

Integrate the steps
of your plans into your schedule every day.

The A-B-C's Of Day-Planning.

First schedule your items for your most productive time period of the day, then your B's, and if any time remains, enter in your C's.

Don't assign a value to the items on your schedule; instead, schedule your items by their value.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be DEDICATED! Do you clearly understand which of your To Do items are A's, versus B's and C's?

2 Choose to be SELF-DETERMINED! Which items on your list today will give you the greatest return for your time?

3 Choose to be DILIGENT! Are you making sure to spend the bulk of your time on your A items?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
- 7A _____
- 8A _____
- 9A _____
- 10A _____
- 11A _____
- 12 NOON _____
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- 7P _____
- 8P _____

SUNDAY, OCTOBER 26, 2008

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Dedicated

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Uncommitted

Desires

Intentions

Aspirations



The steps in your plan never schedule themselves. They don't automatically show up as the next thing to do. If you want to move your plans ahead, write each action step as an appointment in your calendar - and dedicate an appropriate amount of time to get it done. If you don't reserve time for step-by-step planning in advance, everything else in your life will fill up the available time slots - and your plans will never get completed.

October 2008							November 2008						
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CHOOSE TO AUTOMATE & CONQUER.

Use efficient routines to complete recurrent tasks as quickly as possible.

Is Your In-Box Overflowing?

If you have an in-box, go through it daily. At that time, do the task or schedule it, and put the paper in the file where it belongs.

Your in-box is not a filing bin. Empty it once a day, every day. Preferably, the same time everyday.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be **SYSTEMATIC!** Which items in your in-box need to be scheduled and filed away?

2 Choose to be **ORDERLY!** Which items from your in-box can you address right now?

3 Choose to be **PROCEDURAL!** Which items currently in your in-box can be delegated?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

✓ EXPECT MORE—EXECUTE BETTER

1 _____ A B C

2 _____ A B C

3 _____ A B C

4 _____ A B C

5 _____ A B C

Today's Schedule

5A _____

6A _____

7A _____

8A _____

9A _____

10A _____

11A _____

12 NOON _____

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8P _____

MONDAY, OCTOBER 27, 2008

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Systematic

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Haphazard

TIME

Desires

Intentions

Aspirations



A routine is a series of actions that are performed the same way every time – usually at the same time. Routines ensure that every important action or step in a process will always be completed without fail. Make it a habit to do the right thing the right way – every time, and you'll become vastly more productive.

October 2008							November 2008						
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19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR PRIORITIZE
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO FOCUS ON #1 FIRST.

Handle urgencies as required without losing focus on your preplanned priorities.

Should The Squeaky Wheel Get All The Grease?

Prioritize the time you spend helping others; don't just give in to the one screaming the loudest. Make your first priority the work you most want accomplished.

When the next person asks you for help, be clear about your own priorities before you decide what you'll do.

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be RESPONSIVE! Who were you with recently when you felt you were wasting time?

2 Choose to be PREDETERMINED! Are you doing something for somebody right now that you never should have agreed to do? Why?

3 Choose to be FOCUSED! Next time someone asks you for help, what criteria will you use to determine your response?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
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T U E S D A Y , O C T O B E R 2 8 , 2 0 0 8

Wishes

Hopes

Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Responsive

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Diverted

Desires

Intentions

Aspirations



Urgencies are a fact of life. There will always be emergencies that demand your attention. The key is to handle them without getting pulled off course from your preplanned priorities. You are never the most productive when you are continuously enmeshed in low value, time consuming urgencies. Time spent improving your systems - and planning ahead to prevent low-grade urgencies - is a wiser investment than time spent administering emergency relief.

October 2008							November 2008						
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TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR MAKE PLANS
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO MAP FUTURE STEPS.

Plan at least one step ahead
of where you are at any point in time.

**Can You Remember
The Routine Without Using A Clock?**

The advantage of your daily written schedule is that it gives you a close-up list of what's expected next.

**Never lose sight of your future expectations,
no matter how hectic your NOW becomes.**

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be PREPARED! Are you working from a preplanned schedule today?

2 Choose to be FORESIGHTFUL! If you could get anything done by simply scheduling it, what would you want to schedule tomorrow?

3 Choose to be EFFICIENT! What do you have scheduled after this current task? And after that?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
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W E D N E S D A Y , O C T O B E R 2 9 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Prepared

MEDIOCRITY: Shortsighted

The more you plan ahead, the more you accomplish in the time you have. Planning ahead is a skill that applies equally to your next move, your next task, your next day and your next year. When you look ahead to where you want to go, you can determine in advance what you are going to do, what you're going to need to effectively do it – and identify the shortest route to get it done.

October 2008							November 2008						
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CHOOSE TO COMMIT TO PEAK POWER.

Act cheerfully and look
for ways to add more fun to whatever you do.

**Do You Remember
When You Could Keep Going All Day?**

A secret to unlimited energy is to incorporate aspects of childhood behavior into your adult self. Children are natural storehouses of energy. You can be, too.

**Kids come in all ages, all sizes...
"Can yours come out to play?"**

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be CHEERFUL! How long has it been since you chose to do what's fun and went from one interesting thing to another?

2 Choose to be UPBEAT! How long has it been since you felt free to express yourself, smiled and laughed?

3 Choose to be HIGH-SPIRITED! How long has it been since you let yourself dream and believe you could do the impossible?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
- 6A _____
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T H U R S D A Y , O C T O B E R 3 0 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

SUCCESS

BRILLIANT EXECUTION >

Desires Intentions Aspirations



EXCELLENCE: Cheerful

MEDIOCRITY: Gloomy

It's easier to be energetic when you're cheerful than when you're gloomy. An entertaining, playful and humorous atmosphere always generates positive energy. Give yourself something to look forward to by incorporating fun activities into your schedule. Take pleasure in completing even the smallest tasks. Dreaded tasks become easier when you approach them with a lighter attitude.

October 2008							November 2008						
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19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
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GET FULL LESSON AT THINKTQ.COM/TODAY

TODAY'S TQ WILL
BOOST THE INTENSITY OF
YOUR SYNERGIZE
COLOR.



$TQ = \frac{R}{T}$
How well did you produce
Results Today? # ____
(1-10)

CHOOSE TO FIND SOMEONE TO HELP.

Show appreciation for the efforts of others,
and praise them when they do the right thing.

Do You Know How To Keep The Good Times Rolling?

Remember: That which gets REWARDED gets REPEATED. Any performance that's ACKNOWLEDGED and REINFORCED in a positive way is bound to occur again... and again... and again...

Remember how good it feels to get a compliment from someone? Well, pass it on!

IMMEDIATELY BECOME MORE POWERFUL

1 Choose to be APPRECIATIVE! What will you reward yourself for today?

2 Choose to be GENEROUS! Have you sent a word of praise to someone who's recently helped you yet?

3 Choose to be ENCOURAGING! Whose performance could you reward right now?

Intentional Excellence: Seeing a performance Negative and taking an immediate Positive Action to eliminate it. *Intentional Mediocrity:* Seeing a Negative and doing nothing.

To Be Done Today

EXPECT MORE—EXECUTE BETTER

- 1 _____ A B C
- 2 _____ A B C
- 3 _____ A B C
- 4 _____ A B C
- 5 _____ A B C

Today's Schedule

- 5A _____
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- 8P _____

F R I D A Y , O C T O B E R 3 1 , 2 0 0 8

Wishes Hopes Dreams

CLEAR EXPECTATIONS >

EXCELLENCE: Appreciative

SUCCESS

BRILLIANT EXECUTION >

MEDIOCRITY: Ungrateful

TIME

Desires Intentions Aspirations



People are automatically more productive when they feel that their efforts are acknowledged and sincerely appreciated. Praise is a small investment that pays huge dividends. Master this factor and your whole world will change. Let others know that you appreciate their efforts. Demonstrate an attitude of gratitude in private and in public. Give credit when something goes right, and don't forget to reward the victories - large and small.

October 2008							November 2008						
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