

## ABBREVIATED COURSE OUTLINE

### **PART ONE:**

Introduction  
Cognitive Dissonance  
Right Now Technique  
Energy

Supplement 1- "Noting" Guided Meditation

### **PART TWO:**

6 Issues that might need to be addressed  
Habits  
Clutter  
Categorizing

### **PART THREE:**

5 incoming items  
4 step process  
5 decisions

### **PART FOUR:**

Computer Backup and other tips  
1 – 31 Files  
January to December Files  
5 other types of files

### **PART FIVE:**

Homeostasis  
Following Through  
Problems  
Pareto or 80/20 Principle  
96 Minute Rule  
Profound Knowledge

### **PART SIX:**

Meetings  
Email  
Solving Problems  
Time  
Creating Desired Results  
Managing a Project

Supplement 2 - Meetings

Supplement 3 – Emails  
Supplement 4 – Word Pictures  
Supplement 5 – MS Word Table

**PART 7:**

Physical and Personality Differences  
Learning Styles

Supplement 6 – Explore your Personality  
Supplement 7 – Learning Styles

**PART 8:**

The Brain  
7 Sciences  
Quantum Physics

Supplement 8 - Dr. Joe Dispenza

**PART 9:**

Self-Defeating Behaviors

Supplement 9 – Workaholic  
Supplement 10 – Multitasking  
Supplement 11 – Procrastination  
Supplement 12 – Perfectionism

**PART 10:**

Conclusion

Extra Supplements:

Supplement 13 – How I Act in Conflicts  
Supplement 14 – Love Scale Questionnaire  
Supplement 15 – Co-Dependent Checklist  
Supplement 16 – Life Decision Exercise  
Supplement 17 – Extra Reading Recommendations