

COURSE OUTLINE

PART ONE:

Introduction
Robert Frost
Leon Festinger
Cognitive Dissonance
Right Now Technique
Eckhart Tolle
Kristen Neff
Energy

Supplement 1- "Noting" Guided Meditation

PART TWO:

6 Issues that might need to be addressed
Habits
Gravity Pen Story
Pygmalion Effect
Baby Chick Experiment
Broken Window Theory
Clutter
Categorizing

PART THREE:

5 incoming items
- Paper, Emails, Voicemails, Verbal Requests, Thoughts
4 step process
- Gather, Filter, Prioritize, Do the work
5 decisions
- Discard or Recycle
- Delegate
- Take Immediate Action
- File for Follow Up
- Put in a Reference File

PART FOUR:

Computer Backup and other tips
1 – 31 Files
January to December Files
5 other types of files
- Meetings, People, Reading, Waiting for Response, Someday/Maybe

Prioritizing
Make an Appointment with Yourself

PART FIVE:

Homeostasis
Seat Belt Illustration

Following Through

- Intelligence-Based Guidance System vs Primitive Guidance System

Orange Barrels Illustration

Jonathan Livingston Seagull Illustration

Solving Problems

Pareto or 80/20 Principle

- Pareto and Juran
- 12 things to do with 80/20
- John Gagliardi

96 Minute Rule

Profound Knowledge

- Ed Demming
- Surgeon vs Plumber
- Bucket and Well

PART SIX:

Meetings

Email

Solving Problems

Time

- Linear vs Circular View

Creating Desired Results

- Vision, Current Assessment, Action Plan
- Clarity – Trip to the Grocery Store
- Word Pictures
- Ownership -- Kitty Genovese Illustration, 4 Employees Illustration

Managing a Project

- Parable of the Spindle

Supplement 2 - Meetings

Supplement 3 – Emails

Supplement 4 – Word Pictures

Supplement 5 – MS Word Table

PART 7:

Physical and Personality Differences

- Jockey and Football Player Illustration
- Eisenhower vs Patton
- Personality Types for Certain Jobs

Learning Styles

- Auditory, Visual, Tactile/Kinesthetic, and Analytical Thinker.

Supplement 6 – Explore your Personality

Supplement 7 – Learning Styles (Have <http://www.whatismylearningstyle.com/> open in a separate web page when you reach this section).

PART 8:

The Brain

- Wilder Penfield and Herbert Jasper

- Brain

7 Sciences

- Neuroscience, Epigenetics, Psycho Neuroimmunology, Cellular Biology, Brain-Wave Science. Energy Psychology

Quantum Physics

- Double Slit Experiment
- Dr. Joe Dispenza Audio Excerpt

Supplement 8 - Dr. Joe Dispenza

PART 9:

Self-Defeating Behaviors

Workaholic

- Karoshi
- Leisure Sickness
- Workaholic Types: Bulimic, Relentless, Attention Deficit, Savoring.

Multitasking

- Brain Voxel Illustration
- Warning Signs

Procrastination

- Fear of Failure OR Success
- Perfectionism, Self-Control, Punitive Parenting, Thrill-Seeking, Task-related Anxieties, Unclear Expectations, Depression

Dysfunctional Perfectionism

- Roots and solutions

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

Please email me your full name upon completion to heidibroward@earthlink.net so I can send you your Certificate of Completion!!