

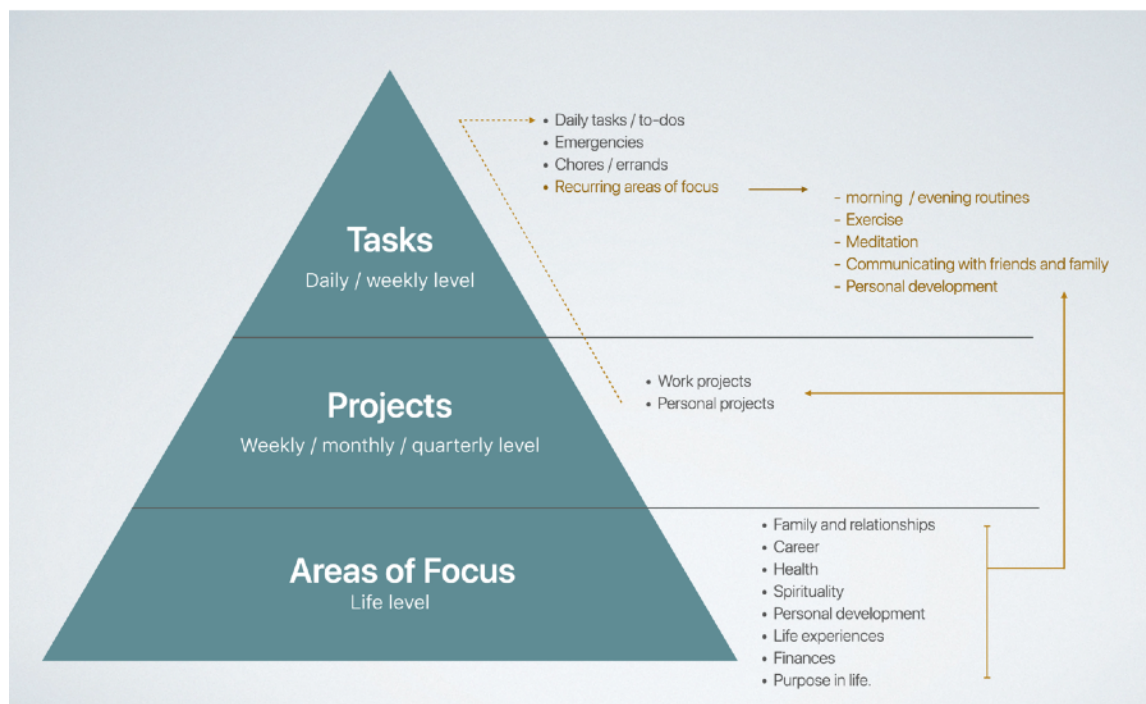
Workbook

**Developing
Areas of Focus.**



Why Your Areas Of Focus Matter

In all productivity systems there are three parts. At the simplest level are tasks. Things that need to be done to move something forward or to maintain equilibrium. Then there are projects. Projects (and goals) are groups of connected tasks designed to reach a clearly defined outcome by a specified date. And finally areas of focus and these are the things you have identified as being important to you that you want to maintain and improve. These are often related to your finances, your health and your career.



Projects and areas of focus are the foundational level stuff that you do not manage on a day-to-day basis. You really only need projects and areas of focus for planning and reviewing. You cannot do a project or an area of focus, you can only do a task related to a project or an area of focus. So on a day-to-day basis you focus on the tasks you have identified need doing to move projects, goals and areas of focus forward.

For example, if you have identified health as being an important part of your life, then a regularly recurring task telling you to exercise will be coming up in your daily task list (or you have it as an event on your calendar). Health is something you identified as being important to you.

All projects are connected to your areas of focus.

As Tiago Forte points out in [this excellent blog post](#) about the PARA (projects, areas, resources, archive) organisation structure, all projects and goals will be connected to one of your areas of focus. Work projects are connected to your career / professional development, income goals are connected to your finance area and arranging a family holiday would be connected to your family / relationships area.

For the [Time Sector System](#), you have a sub-folder connected to your "This Week" folder called "recurring areas of focus". This is where you put tasks you want to perform consistently so you stay on top of your areas of focus. For example, I have a recurring area of focus that comes up every Friday to take my weight and body fat percentage reading. This makes sure I remain focused on my overall physical health. I also have tasks in there related to my professional development and business growth. For me to stay on top of the important areas of my life—to have continuous growth in all areas of focus—I need to be practicing, as Jim Rohn brilliantly put it, "a few small disciplines every day".

All parts come together

The glue that brings all this together are the two planning sessions. The daily and weekly planning.



The daily planning session is simply reviewing what you have on your calendar tomorrow, that the tasks you have assigned are still relevant and to decide what your priorities for the day will be. If you notice you have many meetings, you can reduce the number of tasks by rescheduling them for another day in the week. This planning time also gives you an opportunity to clear your inbox—the tasks you have collected throughout the day and to decide when (and if) you are going to do them.

The weekly planning session is where you review all your folders (next week, this month and next month) to see what tasks you can bring forward into the following week. You can also review your projects list to make sure all your projects are moving forward correctly and decide which ones you will focus on next week.

Your system will break down if you skip these planning sessions. If you take away one of these parts, everything will stop working. If you are not doing your tasks each day, then none of your work will get done. You will not make progress on your goals and you will miss something important. If you are not doing your daily planning session, you will quickly find yourself overwhelmed and not know what is important because after a few days everything will be screaming at you, it is important.

And if you are not doing your weekly planning sessions, your projects will soon be neglected and deadlines will be missed.

As you can see, everything is connected. Your areas of focus are the drivers of everything. This is where your projects will all come from. If a project comes from outside one of your areas, you will not have the motivation to keep pushing forward towards completion because ultimately, you will have no interest in the project.

Your work projects—projects assigned to you by your company—are of interest because they are driven by your career. Learning a new language is driven by your area of self-development, saving a specific amount of money is driven by your finance area and doing twenty minutes journaling every day is driven by your spiritual and meaning area.

And if you are not doing the daily and weekly planning, your days, weeks, months and years will be driven by the projects and goals of other people and organisations and their goals rarely, if ever, meet your goals and life objectives.

Keeping your system simple is crucial if you want to be able to maintain your system. On a day-to-day basis, the only thing that matters is your list of tasks to perform today. Your tasks for tomorrow, next week or next month are not relevant today. They only become relevant on the day you decide you want to do them. If you do your daily and weekly planning, you will only need to open your project notes and any other tool you need to perform the task, be that Word, Keynote or Google Sheets, you will not need to be going round looking for something to do because your day is planned, you know what you want to accomplish and you know that whatever is on your list for today is important because they will all be connected to one of your areas of focus.

If you want to learn more about the Time Sector System, [you can read more about it here](#). If you want to implement the system yourself I have [a comprehensive online course](#) that will take you through the steps you need to build the system into your life.

Areas of Focus Sample

Family and Relationships	
<p>I provide a loving, caring and financially stable environment for my family and friends and ensure that I will always make time for them whenever they need my help and support</p>	<ul style="list-style-type: none"> • Always be aware of the needs of those around me • Call my parents at least once a week to see if they need anything.
<p>This task would go into your "Recurring Areas of Focus" folder in your task manager.</p>	
Career and Business	
<p>I work hard and do my work to the best of my abilities. I do not engage in office gossip and I treat my colleagues, customers and suppliers with respect.</p> <p>My ultimate goal is to build my own company and will use my time as an employee to learn, grow and develop my skills.</p>	<ul style="list-style-type: none"> • Always be polite, generous and kind towards the people I come into contact with. • Start each day with a plan to make sure I stay on top of all my projects • Always have an open mind and a growth mindset.
Health	
<p>I am fit and healthy and exercise regularly. I am careful about what I eat monitor my health frequently.</p> <p>I maintain my weight at around 80 KG and by body-fat percentage at less than 20%</p>	<ul style="list-style-type: none"> • Exercise a minimum of 6 times per week • Do 16:8 intermittent fasting 5 days per week • Drink lemon juice every morning • Take my vitamins and supplements every day
<p>This task would go into your "Recurring Areas of Focus" folder in your task manager or as a repeating event on your calendar.</p>	
Spirituality	
<p>I am mindful of my life. I meditate every morning to bring calm and peace to my life and I thank my creator every day for the wonderful life I have.</p>	<ul style="list-style-type: none"> • Do a minimum of 10 minutes meditation every day • Spend thirty minutes appreciating nature every day
<p>This would become a part of your morning routine.</p>	
Personal Development	
<p>I practice self-development every day. I read quality articles, books and other materials to learn from others and I practice new skills so I am a constant work in progress.</p> <p>I learn from my mistakes and from the successes and mistakes of others.</p>	<ul style="list-style-type: none"> • Read for 30 minutes every day • Be curious about how success is achieved • Read articles on why business fail • Engage in self reflection daily

Life Experiences & Lifestyle

Every month I experience something new. That could be trying a new activity, traveling to a new place or doing something completely out of character. I maintain a list of new things to try, do and visit and will complete at least three things from my bucket list every year.

- Review my bucket list every week
- Each year decide which items on my bucket list I will do that year
- Seek out new experiences

Finances

I save a minimum of \$1,000 each month. I am careful how I spend my money seeking investment not consumption. I ensure I am contributing to my pension and managing the risk in my investments.

- Put \$1,000 (minimum) into savings account each month
- Keep in touch with Nick (financial advisor) to make sure my savings are working for me.
- Do not make impulse purchases.
- Review my expenditure every month

This action step would form a part of a goal you achieve for the year.

Purpose in Life

I will help as many people as I can become better organised and more productive. I help people to become less stressed, more focused so they can spend more time doing the things they want to do.

I will always have time to help people develop themselves and grow their careers and or business. My whole purpose is to help people. It's what energises me every day and it is the reason I wake up every morning.

- Look for ways to reach more people with my content to show them they do not have to live a stressed out life
- Wherever possible always help people whenever they reach out for help.
- Produce consistent content that all people can access.
- Give away a minimum of 80% of my content.



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Family and Relationships	
Career and Business	
Health	
Spirituality	
Personal Development	

Life Experiences & Lifestyle	
Finances	
Purpose in Life	

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