

### **Mindset affects everything.**

Over the years of teaching this as a workshop, I've found that most people forget to act after they slow down enough to think. They get wrapped up in all the planning that they simply lose steam to get the project or task done.

The ultimate goal would be to go through the planning phases (modules 1 – 4) in less than an hour, then move onto the stuff you'd do in this module right away. We've already noted that we don't live in a perfect world, though. We live in this wonderful place called reality, and it comes with its own set of challenges.

In a way, this is great practise for those tragically boring projects we get assigned and have no motivation to do. Your mindset affects everything. It affects how you accept the project, how you work on it, how you turn it in, and how you learn from it. When a project fits everything that you could possibly think of as awesome, it's easy to motivate yourself to do the project, execute every detail, and turn it in with a touch of grace. What do you do when you don't feel it, though?

Take a moment to reflect on the following questions and fill in your answers.

1.) What kind of mindset do you work best in?

2.) How can you artificially create that mindset if the conditions aren't right?

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everything.**

When worse comes to worse, the response is usually just “get it done” with the strategies you've already thought of.

### Applying Strategies.

Previous work laid this out for you: organisation, flow, time management, task-specific techniques, etc. You should know, you already did the work on this one. When you sit down to apply a strategy, think about which ones 1.) work for you and 2.) work for you current circumstances.

Do not over complicate things at this step. All you need is a “plan A” and a backup “plan B”.

Plan A is when everything works out the way you really intend. You’ll get better at knowing what this should be as you learn to plan for chaos and predict the unpredictability of life. Plan B is the fall back plan when things go a bit pear-shaped.

What’s your plan A?

What defines “going wrong”? This is the trigger(s) that make you engage plan B.

What is your plan B?

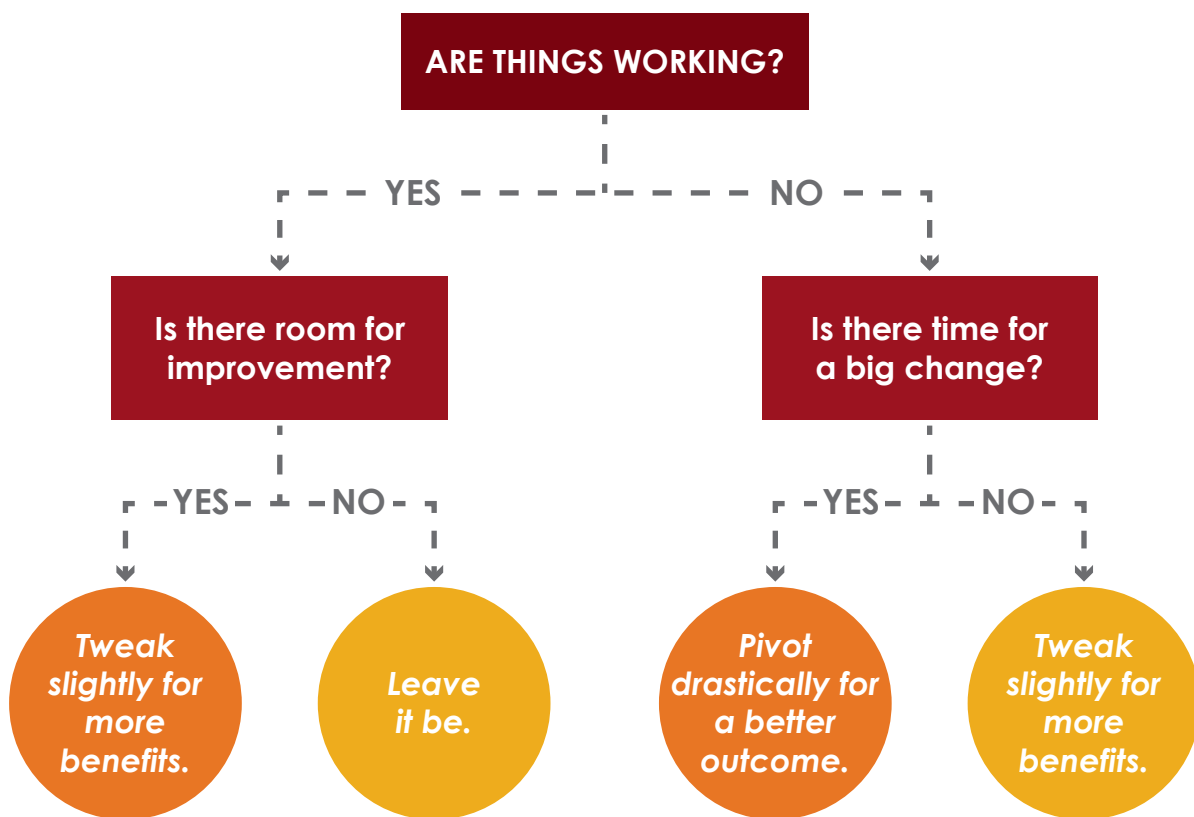
For most projects you will never need more than two plans because you’ll never have time for more. (Thank gods, otherwise we would get wrapped up in planning, not doing.)

### Analysing performance.

You know how you can go out with a new person and realise within a few moments that it just won't mesh? Say it's a shirt they are wearing proclaiming things you don't believe in, or they are vegan while you are a proud omnivore. Within seconds you know that while they are a good person, the relationship will likely not go very deep. Just like you wouldn't wait on a potential relationship to click, don't wait until it's too late to start analysing performance on a project or task.

For this exercise, you're going to use the flow diagram below and your imagination. I want you to do the following exercise:

Mentally apply this to every step of the project. Choose a hypothetical situation where you could tweak the project drastically and two where you could tweak it for better benefits to write down in the space below the diagram.



### **After Action Review.**

Execution. Just do it. Get it done. There are more and more phrases every day that we use to combat our own inner procrastination demons. And if a problem comes up? Panic can set in if you can't keep your head. This AAR is to help you prepare for those situations so you can remain cool and confident under pressure.

How long does it normally take you to get into the mindset for work? What can you do to cultivate the “get it done” mentality sooner so you end up procrastinating less when it really matters?

Are your strategies too easy or complicated for the tasks in the project? How can you adjust your strategies to fit you and the project?

Were you comfortable objectively analysing your performance in the moment? Why or why not?

What pivoting easier or harder than you thought? Why or why not?

What can you do to make analysing and pivoting more impactful for your motivation?