

Observation: Physically writing down notes and lists helps me accomplish tasks and goals.

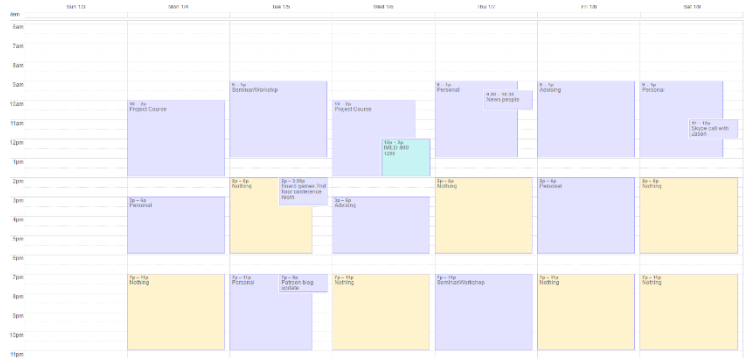
Hypothesis: Having tasks/goals written down helps to manifest them in to reality and makes you more accountable to accomplishing them.

Research:

- *Time Management for Sick People* by Lisa Brown: <https://www.patreon.com/posts/7242310>

- Step 1 – Sort Priorities
- Step 2 – Culling and Condensing
- Step 3 – Blocking in a Schedule
- Step 4 – The Most Important Step
 - Stick to the scheduled times
- Step 5 – Dealing with New Responsibilities

- Provided *Getting Things Done* by David Allen as a resource



- *Getting Things Done*

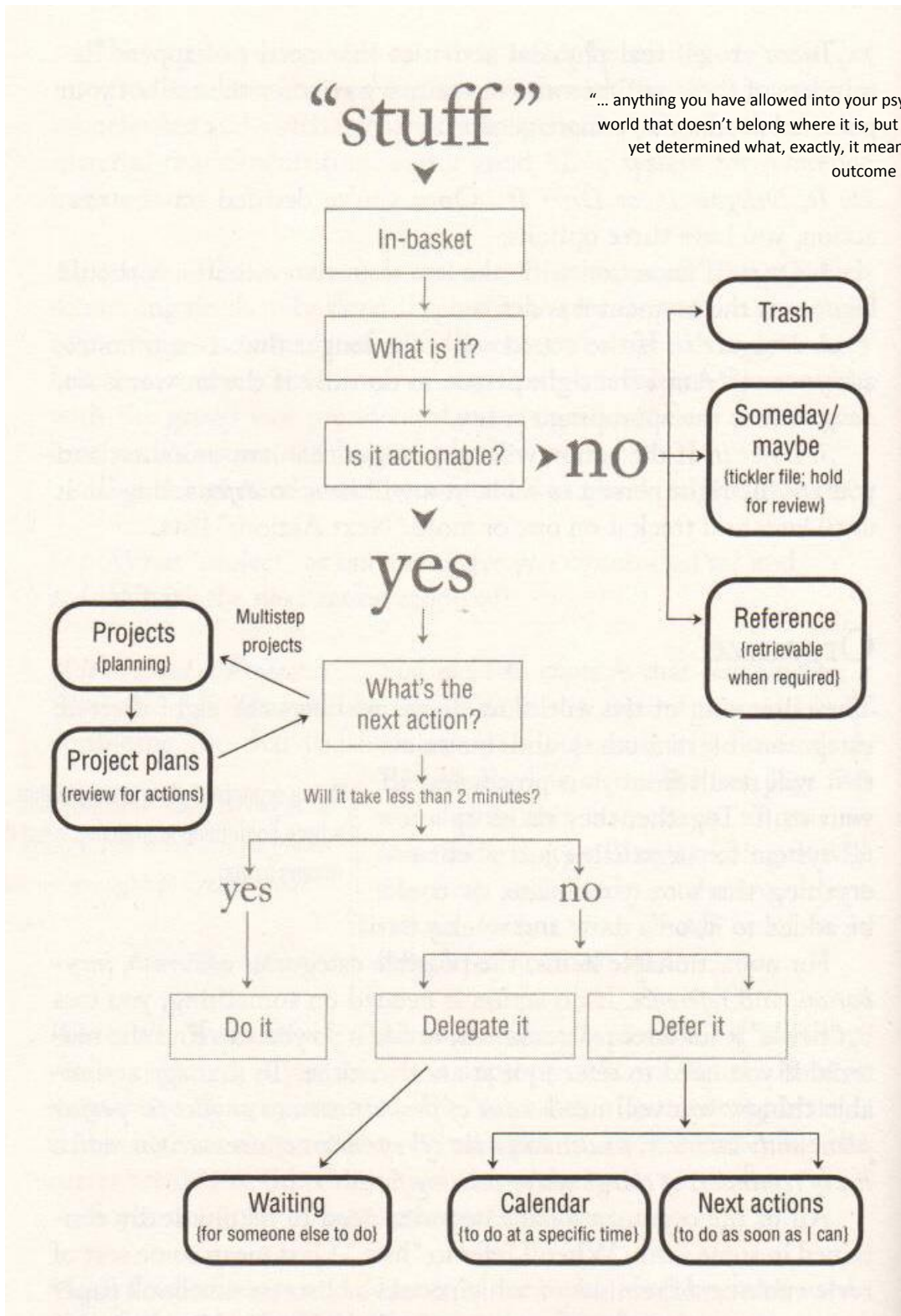
- Primary Process: Five steps
 1. Capture
 2. Clarify
 3. Organize
 4. Reflect
 5. Engage
- Natural Planning
 1. Defining purpose and principles
 2. Outcome visioning
 3. Brainstorming
 4. Organizing
 5. Identifying next actions
- Get it all out of your head, assists mental freedom
- “The ‘Ready State’ of the Martial Artist”
 - In karate there is an image that’s used to define the position of perfect readiness: “mind like water.” Imagine throwing a pebble into a still pond. How does the water respond? The answer is, totally appropriately to the force and mass of the input; then it returns to calm. It doesn’t overreact or underreact.

Getting Things Done
 the art of stress-free
 productivity
 from the New York Times bestselling author
David Allen



Conclusions:

- Focus is key to mental success
 - Clear your mind → Present time
 - Organize tasks
 - Write things down
 - Postulate
 - Take action
- Suggestions
 - Take notes
 - Write down your ideas & experiences
 - Write down your goals
 - Use your manual for more than studying!



“... anything you have allowed into your psychological or physical world that doesn't belong where it is, but for which you haven't yet determined what, exactly, it means to you, with desired outcome and next action step.”