

# TIME MATTERS EXPERT SERIES:

*How to focus your productivity so you can reach your goals  
And  
Create your peaceful joy-filled life.*

## ACTION SHEET



Jay Livingston

Jay Livingston is a dedicated student of coaching and consulting with thirty-plus years of experience in the field and an avid interest in bringing the most straightforward and effective ideas to his clients.

He has an MA in counseling psychology and extensive knowledge and experience in the process of creating personal and organizational change, actionable scenario-planning models and developing communication skills that solve interpersonal problems.

Jay's clients include high-powered individuals in business, finance, professional sports, media, medical and legal services, authors, non-profit organizations and performing artists. His consulting has brought value to businesses ranging from solopreneurs to multimillion-dollar corporations.

Jay is also the author of *Simple Steps to Change: Your Business Your Life*.

### **From the interview:**

#### **1) How and when did you make the biggest shift in your own focus?**

- I started in high school to make small steps and started digging in to next steps instead of avoiding.
- I started being a self directed learner and helping others to be self directed learners.
- I started setting self improvement goals and learned that I needed to do this in small, tiny steps.

## 2) How and when did you make the biggest shift in your own productivity?

- Really early on I realized I could plan ahead and break things down and take on projects I enjoyed.
- I discovered persistence and used small steps (e.g. one phone call) to help increase productivity. Small steps, persistence, and get to the end of a bigger project.
- I used this approach in every area of my life.
- When I went out on my own (for business), and found that unless I had a systematic structured approach I wouldn't move forward. I had to take very specific small steps again and again to keep going on my own in my business because no one was telling me what to do.
- For productivity you have to be rested and feel good about yourself and figure out how to be persistent.

## 3) What secret moves to you have around persistence?

- Practice persistence with one project and choose to be a persistent person and figure out how to do that for you. You have to learn to persistently think about yourself as persistent.
- Get super clear on what your outcome will be so you can take action toward it. Example: What is happiness? What is success?
- Keep getting clear on what the next small step is for you.

## 4) What is your personal “secret move” or unique recommendation for easily increasing focus?

- Simplify, simplify, simplify—it is hard to focus on multiple things.
- Simplify your schedule so you set aside time and plan to do one thing at a time. Park everything else during this time.
- Simplify the process so you are not getting stuck—take small steps on the project at hand so you don't have to make too many decisions which can distract you. Example: make one call or write one paragraph.
- Make a clear choice upfront about what you are going to do for the next few minutes so you don't have to keep stopping and restart activities.
- Figure out what you need to ask yourself to refocus yourself though out the day.
- Schedule a “just do it time”—do things you avoid during this time. Only work on difficult things during this time and after that time you can go back to working on simpler things. You then get to feel good about moving this forward. If you keep doing this you will never fail.

**5) What is your personal “secret move” or unique recommendation for easily increasing productivity?**

- Turn off your phone and email!
- Set up your work environment that reduces distractions and interruptions. They are killers of productivity.
- Create a short list of what you CAN accomplish today. Find ways to get positive uplift from your accomplishments.
- Set yourself up for small wins daily. Using your “to do” list that you decide ahead of time helps you notice your success.
- Get started easily by deciding ahead of time during clear thinking time what you will be doing and don’t keep “re-deciding” what you will do when you are tired or distracted. Use your short term small step goals to lead to your long term goals.

**6) What is your best tip for entrepreneurs and professionals who want to easily meet their business goals and have a productive peaceful joy-filled life?**

- Be cautious about trying to do too many things. Do one or two things really well.
- Don’t try to do all the tasks! Hire people to do things that you are less good at.
- Focus on what you are good at. This is where people thrive. Joy and peace follow from doing thing well that you enjoy.

**7) What is the unique transformation you offer with your work?**

- I encourage clients to learn to ask questions that get them the outcomes they want. The power of a truly curious question is what produces REAL change.
- I help people get clear on the outcomes that they want and figure out the questions that they need to ask to get there.
- Lay out one or two next steps and the next few steps will become clear.
- Do and learn and do and learn.

**8) How can our listeners learn more about you and your work?**

- Jay’s free gift is a chapter of his book *Simple Steps to Change: Your Business Your Life*. You can find it at [www.timemattersexperts.com/replay](http://www.timemattersexperts.com/replay) and look for Jay’s picture and free gift button.
- You can find the complete book on Amazon.com here: [Simple Steps to Change: Your Business Your Life](#).

**9) Last words of wisdom:**

- The simpler you make things the more likely they are to succeed. Simple is not always easy. One small step at a time.

**Your Notes:**