

Contents

<i>Acknowledgments</i>	ix
<i>Introduction: Making It Easy to Take It Easy</i>	xvii
PART I: CLEAR YOUR HEAD FOR CREATIVITY	
<i>or Getting the Loose Ends to Leave You Alone</i>	1
1. Cleaning up creates new directions.	3
<i>Prepared for the Unknown?</i>	
2. You can only feel good about what you're not doing when you know what you're not doing.	6
<i>Why "Getting Organized" Usually Hasn't Worked</i>	
3. Knowing your commitments creates better choices of new ones.	9
<i>When the Center Is the Edge</i>	
4. Getting to where you're going requires knowing where you are.	12
<i>Forget the Future—Just Get a Grip</i>	
5. Infinite opportunity is utilized by finite possibility.	15
<i>The One-Minute Workflow Manager</i>	
6. Two commitments in your head create stress and failure.	18
<i>Getting Things Done: Reactive or Responsive?</i>	

7. Priorities function only at the conscious level. <i>The Danger of "Not as Important" Projects</i>	21
8. Closing open loops releases energy. <i>The Magical Mundane</i>	24
9. If it's on your mind, it's probably not getting done. <i>The ABCs of Psychic RAM</i>	26
10. Creativity shows up when there's space. <i>Is This All There Is?</i>	29
11. The deeper the channel, the greater the flow. <i>Are You Really Ready for More?</i>	32
12. Worry is a waste. <i>Getting Thinking off Your Mind</i>	35
13. You are not your work. <i>The Big Secret About My Lists</i>	38
PART II: FOCUS PRODUCTIVELY <i>or What's the Point of a Point of View?</i>	41
14. For more clarity, look from a higher place. <i>The Play of the Day</i>	43
15. You won't see how to do it until you see yourself doing it. <i>Waking Up Again to Making It Up Again</i>	46
16. Working hard enough is impossible. <i>Is It Overtime All the Time?</i>	49
17. Energy follows thought. <i>What Are You Putting in Front of Your Door?</i>	51
18. The clearer your purpose, the more ways to fulfill it. <i>Are You Living in Your Living Room?</i>	54
19. Best is much better than good. <i>How to Be Invincible</i>	57
20. A change in focus equals a change in result. <i>Are You Ready for "Ready"?</i>	60

21. Perspective is the most valuable commodity on the planet. 63
Bootstrapping Yourself into Better
22. You have to think about your stuff more than you think. 66
Productivity Doesn't Happen by Itself
23. You don't have to think about your stuff as much as you're afraid you might. 69
Being Complete with Your Incompletions
24. If you know what you're doing, efficiency is the only improvement opportunity. 72
Stress Transcendence
25. Only one thing on your mind is "in the zone." 75
How Important Is Anything but the Most Important Thing?
26. The value of a future goal is the present change it fosters. 78
To Do or to Be? Or Is That the Question?

PART III: CREATE STRUCTURES THAT WORK

- or It's Hard to Stay on Track Without Rails* 81
27. Stability on one level opens creativity on another. 83
Organization and Creativity: Friends or Foes?
28. Form and function must match for maximum productivity. 85
The Visionary and the Doer—a Personal Division of Labor
29. Your system has to be better than your mind for your mind to let go. 87
Can Your Mind Keep Its New Job?
30. Response ability improves viability. 90
The Disorder Drug
31. Your system is only as good as its weakest link. 92
How Is Your Wiring Firing?
32. The effectiveness of your system is inversely proportional to your awareness of it. 95
System Success: Silent Running

33. Function follows form. 98
Which Parts of Your Pot Need Stirring?
34. You can't win a game you haven't defined. 100
The Scary Swampland Between Thinking and Doing
35. Whenever two or more are responsible for something,
usually nobody is. 103
The Inner Committee
36. Prime your principles instead of policing your policies. 106
You Are at Your Best When . . .
37. Use your mind to think *about* your work, instead of
thinking of it. 109
Is Form Formless?
38. You are thinking more valuably than you may think. 111
Freedom and Form Fun
39. The necessity to plan and organize is inversely
proportional to your perceived resources. 114
Why the Human Race Is Taking So Long to Evolve
- PART IV: RELAX AND GET IN MOTION
- or How to Be Where the Action Is* 117
40. You're the only one playing your game. 119
The New Fundamentals
41. Too controlled is out of control. 122
Are You an "Organizing Groupie"?
42. The better you get, the better you'd better get. 125
Jump!
43. Trusting your action choice requires multilevel
self-management. 127
It's 9:45 in the Morning. What Should I Do?
44. Your power is proportional to your ability to relax. 130
The Freedom/Productivity Equation

45. Surprises, expected, are no surprise. 133
Productively Peering into the Pit
46. The longer your horizon, the smoother your moves. 136
The Rhythm of Things
47. You speed up by slowing down. 139
Should the Pot Simmer?
48. You don't have time to do any project. 141
The Subtle Sirens of the "Long Term"
49. Small things, done consistently, create major impact. 144
The Critical 20 Percent
50. You have to do something to know something. 146
Who's Really Interested in Productivity? (I Mean, Really?)
51. It's easier to move when you're in motion. 149
Overwhelmed? Take the Helm
52. The biggest successes come from the most failures. 151
The Year of Better Choices

PART V: REMIND YOURSELF OF THE FUNDAMENTALS

- or Common Sense Isn't That Common* 155
- THE FIVE PHASES OF WORKFLOW MASTERY 157
- PROCESSING AND ORGANIZING WORKFLOW 160
- THE NATURAL PLANNING MODEL 161
- THE WEEKLY REVIEW 163
- Afterword 165