

## The Productive Environment Process™

- 1. Design Your Vision.** Be as broad or specific as you like (e.g, your life or your CDs). What would success feel like?

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- 2. Eliminate Your Obstacles/ Excuses.** What might cause roadblocks or even prevent your success?

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- 3. Commit Your Resources.** How much time can you devote? How much money? Who can help you? What tools do you already have?

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- 4. Select Your Tools/Processes.** Organizing is an Art! Ask “What *will* I do?” – not “What *should* I do?”

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- 5. Maintain Your Success.** Does it work? Do you like it? Does it work for the people you care about? If you answer “No” to any of these questions, go through the first four steps again and see what needs to be changed.

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