

Welcome to
Walk Tall
session 5!

**Annihilate
Email Agony**
(+ putting it all together)

Housekeeping

Be comfortable (without falling asleep!)
use headset, speaker, or whatever you use that's hands free

I'm recording this

Q&A box to send message to me during class.
Chat box to send message to other participants.

Mute yourself, please.

Open Office Assisted Implementation

Friday 11am - 12pm

Notes from last week

Did you:

- 1.Highlight what you'd like to implement.
- 2.Pick the top 3 (and write them on the Action System subject page)
- 3.Focus on the Top 1 (for the week)

Notes from last week

the muy importantes

1. RAP Session.
2. Daily Preview.

our playing field

No more “Doing” email.

- System for Email peace

Overview of the Whole Enchilada

Avatar

CEO Avatar

Email, peace at last



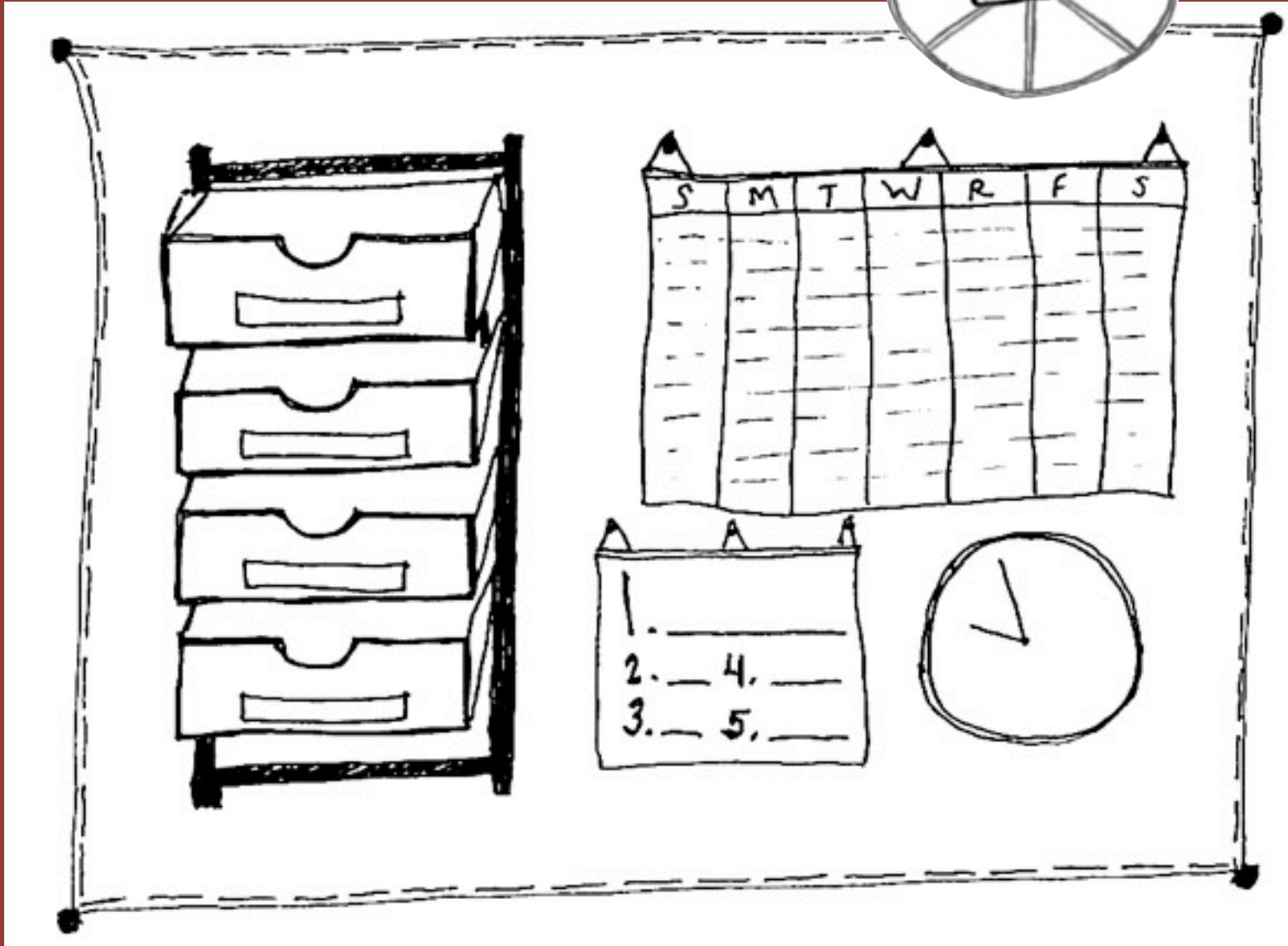
It doesn't have to
hurt.



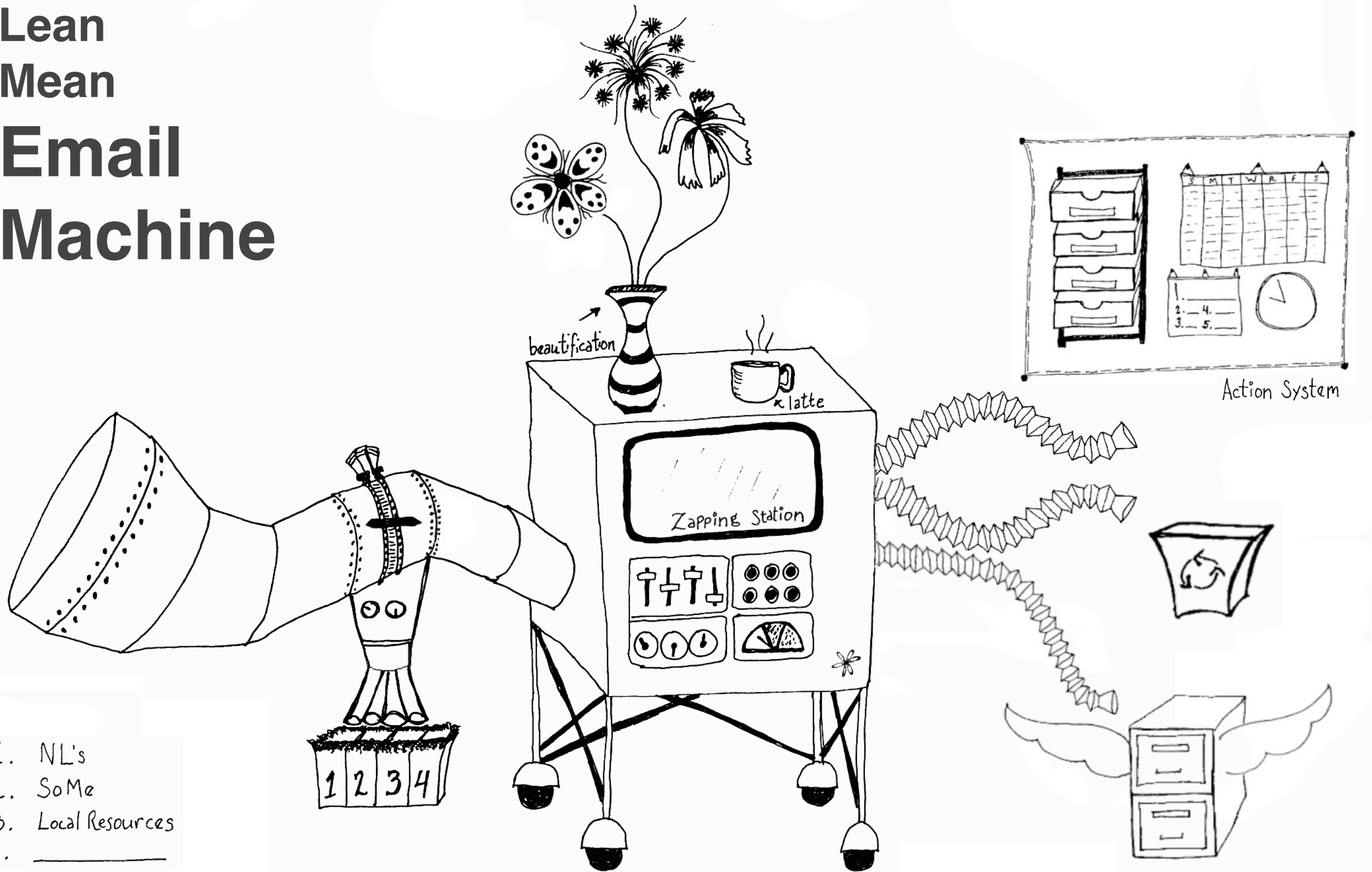
Email

Feel it. What's your
body telling you?

Email



Lean Mean Email Machine



Jedi Mind Tools



The diagram consists of two white rounded rectangular boxes on a dark olive green background. The box on the left is labeled 'Containers' and is surrounded by a hand-drawn dark blue circle. A grey arrow points from the top of this circle towards the top-right corner of the 'Containers' box. The box on the right is labeled 'Boundaries' and is also surrounded by a hand-drawn dark blue circle. A grey arrow points from the top-right corner of the 'Boundaries' box towards the top-right corner of the 'Containers' box.

Containers

Boundaries

Email Provider / Email Client

- gives your email address
- handles the backend receiving and delivery of your emails
- gives you access to a server to store your emails
- not a prominent player in your flow
- for ex. Gmail, Yahoo, YourWebsite.com

Email Provider / Email Client

- is your program, or interface, to receive and deliver emails
- for ex. Gmail, Yahoo, Outlook, Mac's Mail.app

POP / IMAP

- one-way data sync

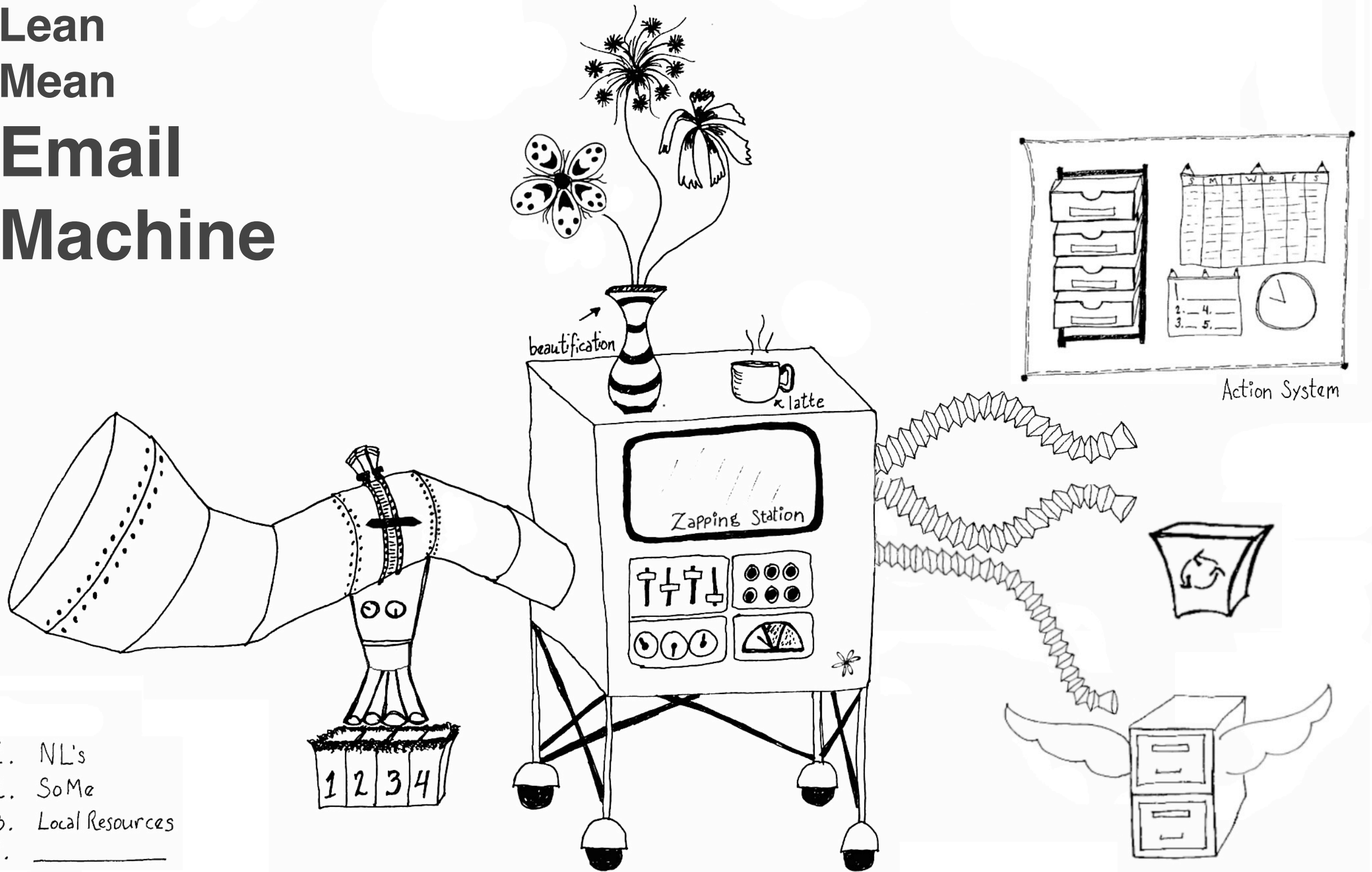
POP / **IMAP**

- two-way data sync
- preferred, esp. if you use multiple devices for accessing email

Rules / Filters

- Simple coding instructing your email client to handle a certain type of email automatically.
- Called “Rules” in most email clients. Gmail calls them “Filters”

Lean Mean Email Machine



THE Perspective Shift



“Do Email”

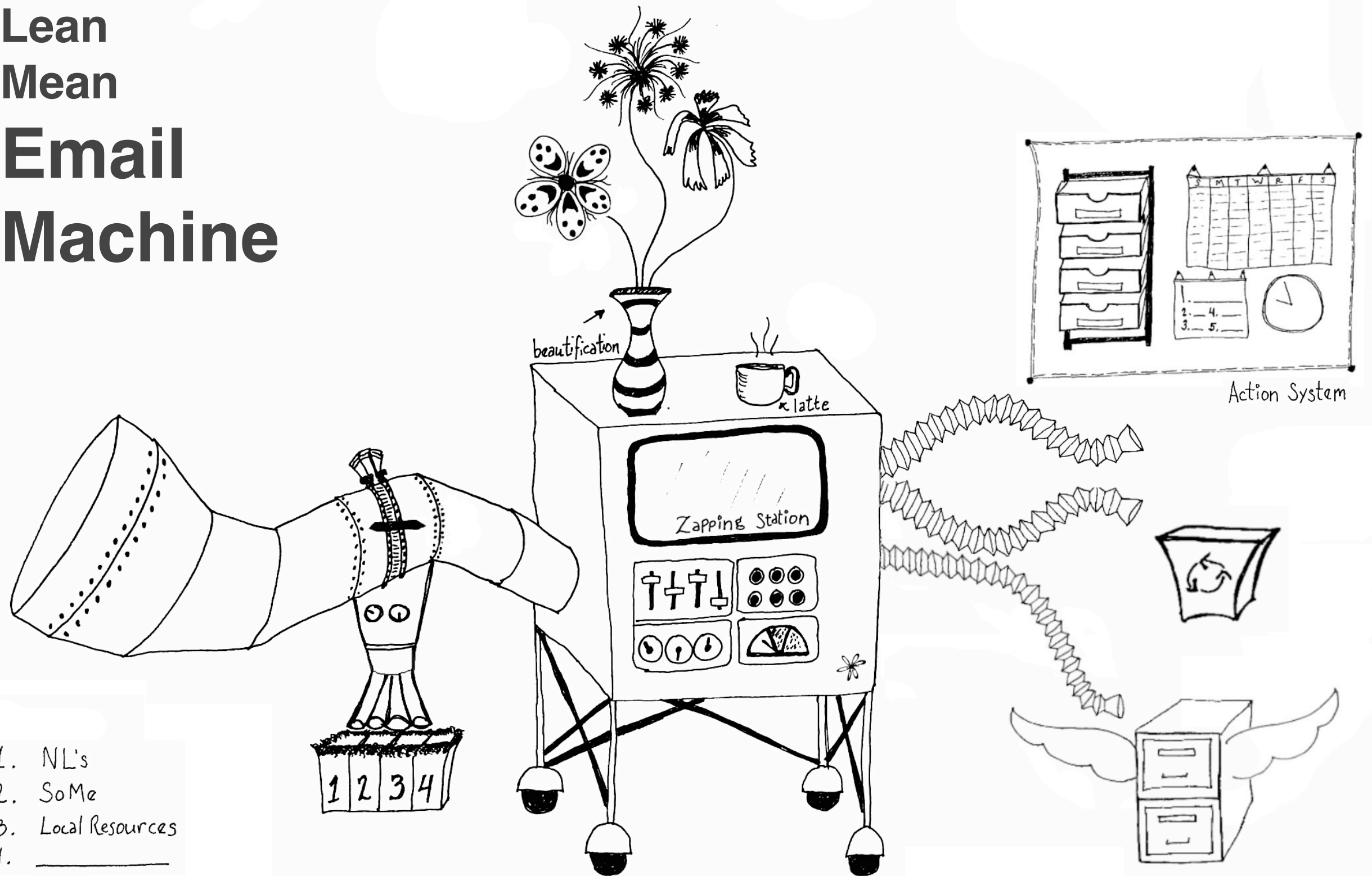
THE Perspective Shift

“Zap Email”

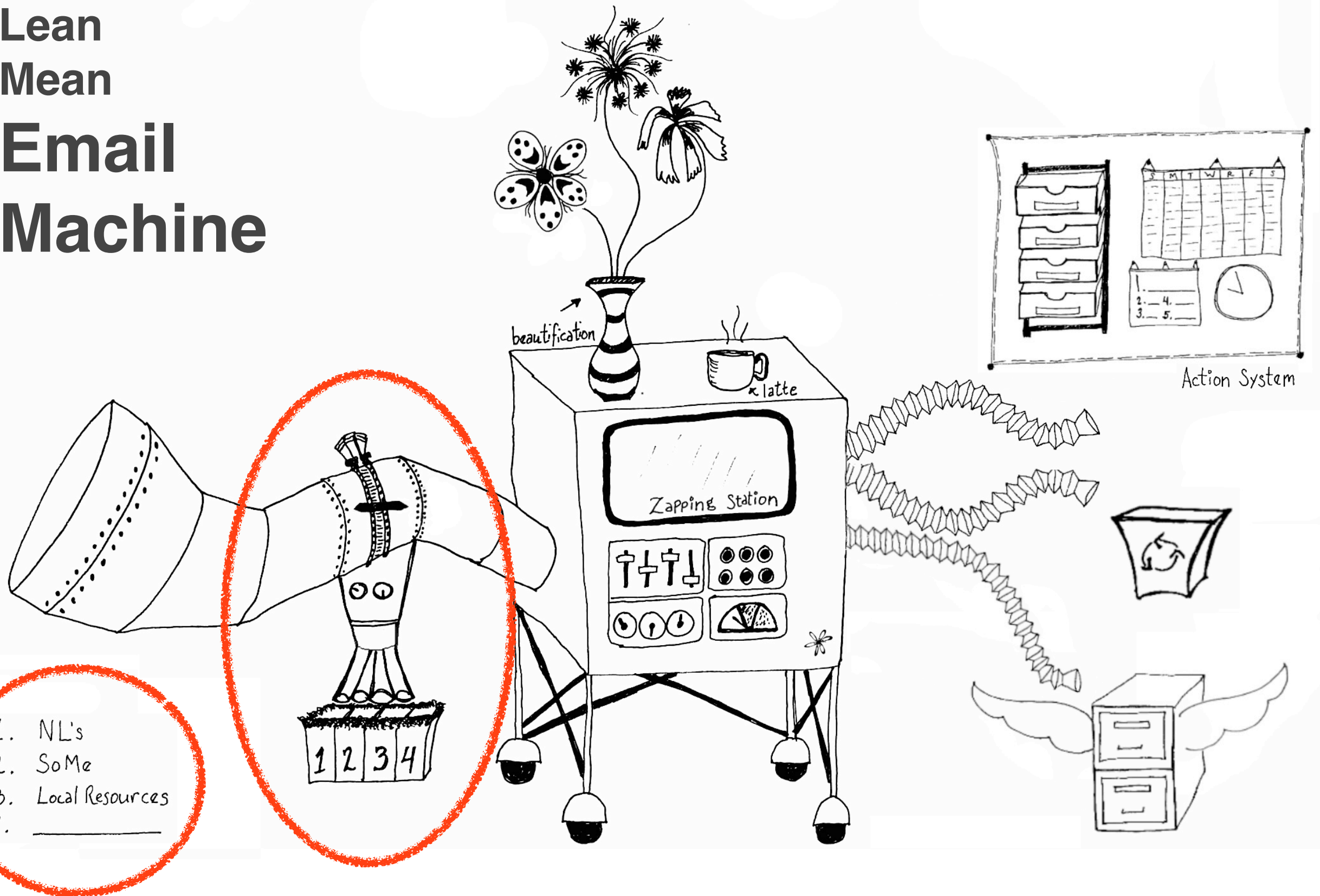
THE Perspective Shift

- * **“Zap Email”**
- * **Manage Work**
- * **Do Work**

Lean Mean Email Machine



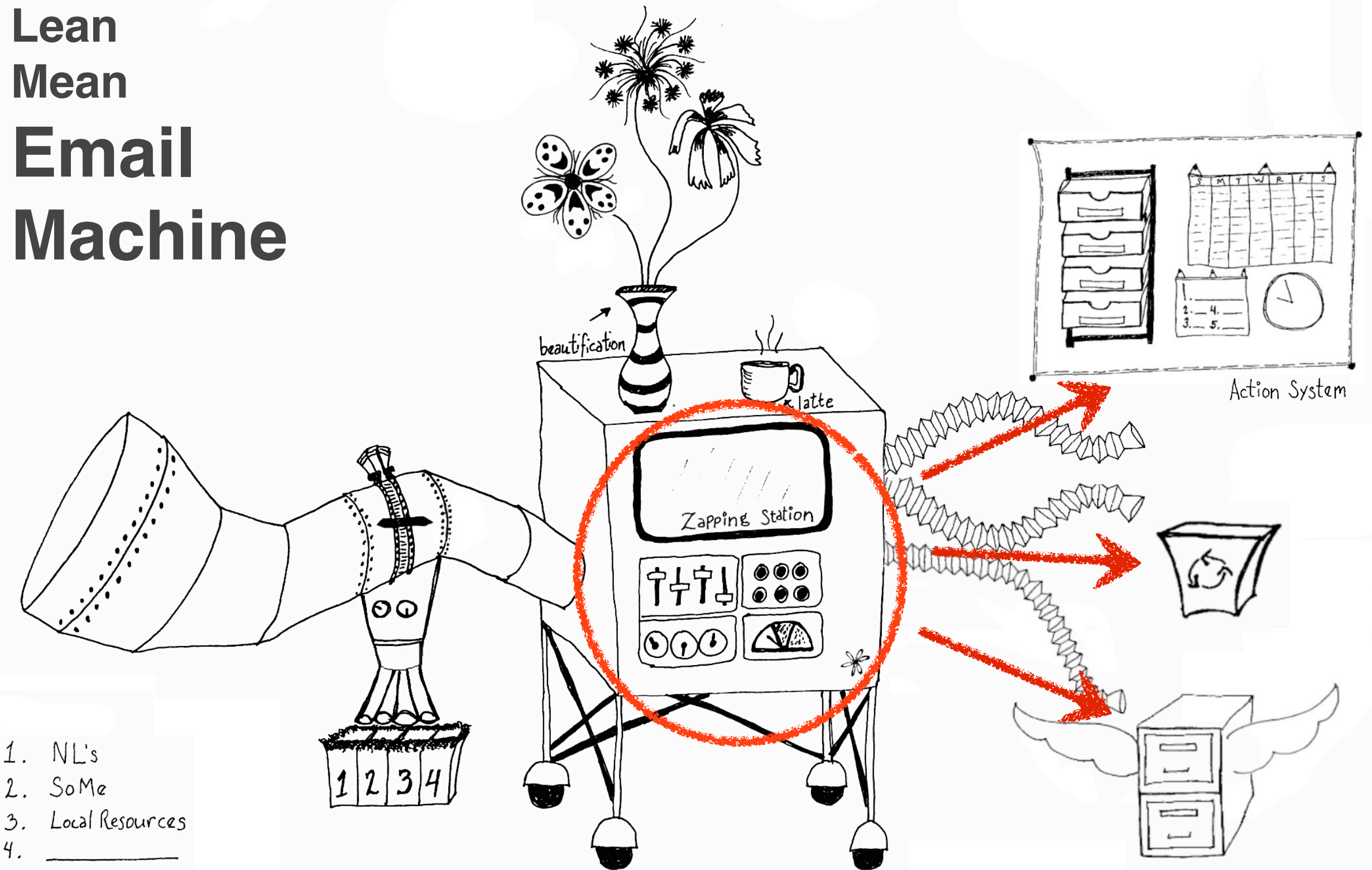
Lean Mean Email Machine



Email --> Time Container

Type/sender of email	Mindset/Time Container	Folder/Label	Frequency	When/Where
Facebook	Some	Some alerts	30 min/day	end of day/after Busy Time
Newsletters	online Reading	To Read	60 min/week	at cafe
Industry updates	online Reading	updates	10 min/day	after Focus Time
online orders	Busy Time	orders-Receipts	10 min/week	Monday Busy Time
Super important & timely	Focus Time	Action (flagged)	60 min/day	around 4 or 5 pm

Lean Mean Email Machine



Reference System

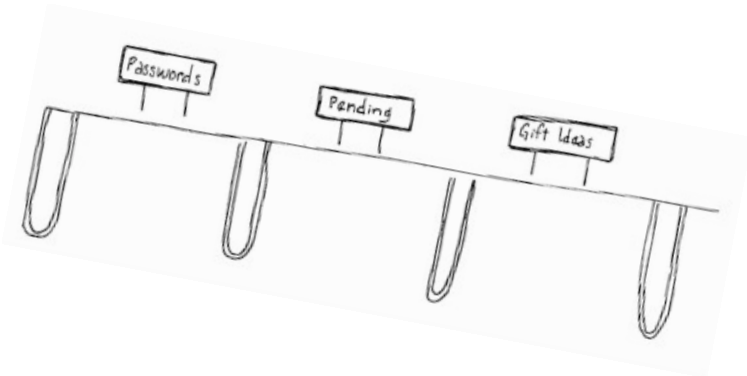
Which do you need Info Parking Spots for?

Location

- ☐ Articles to share _____
- ☐ Biz Resources _____
- ☐ Books _____
- ☐ Gift ideas _____
- ☐ Health & wellness _____
- ☐ Local resources _____
- ☐ Marketing ideas/examples _____
- ☐ Movies _____
- ☐ Passwords _____
- ☐ Pet resources _____
- ☐ Receipts/Order confirmations _____
- ☐ Spiritual-inspirational _____
- ☐ Travel ideas _____

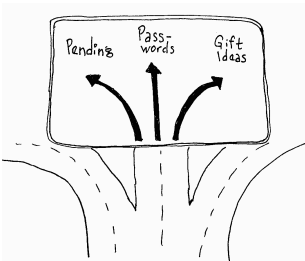
These are part of your action system

- * To Do
- * Pending
- * To Get
- * To Read
- * Project List
- * 1:1 (agendas)

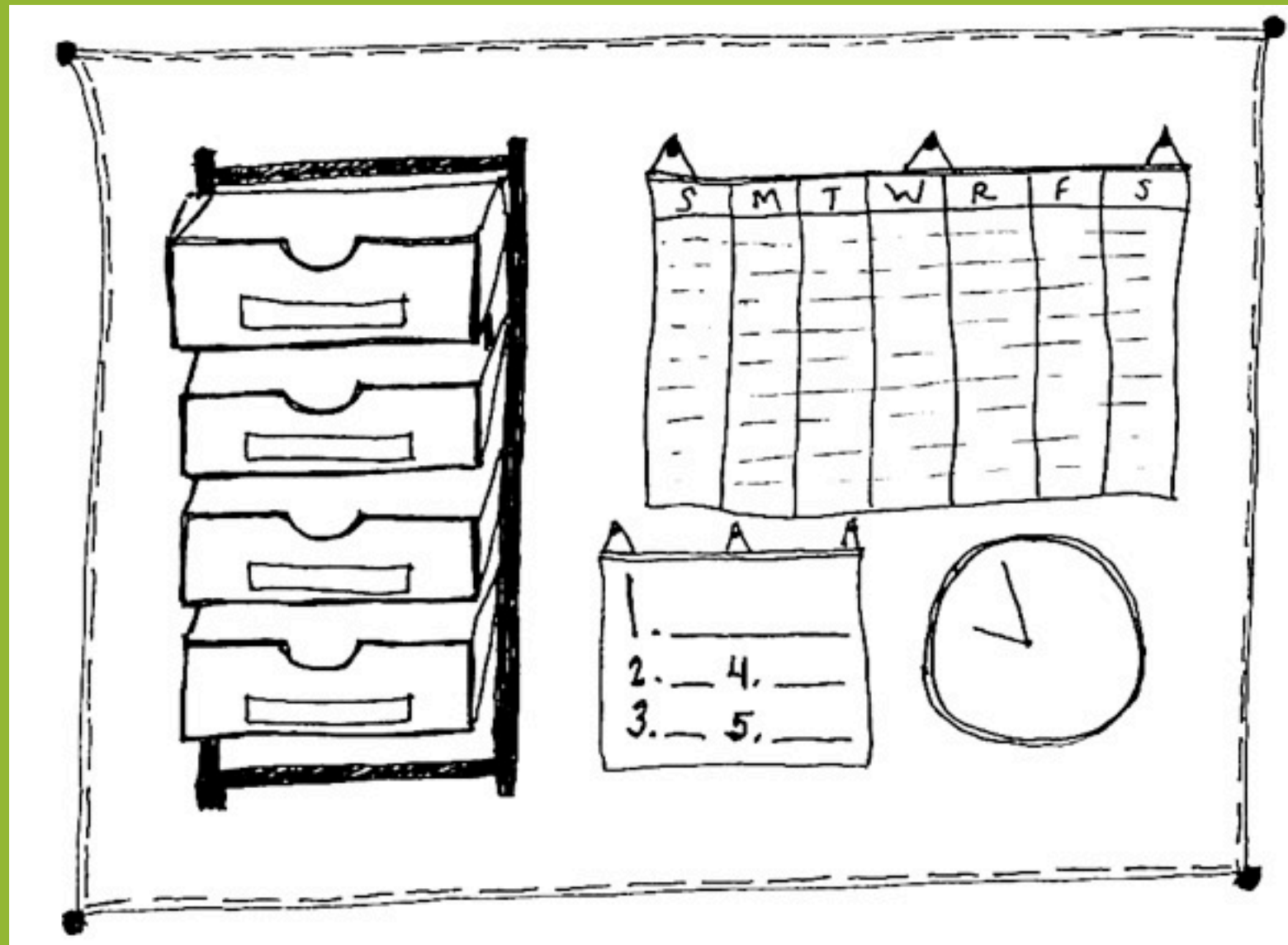


Others relevant to you + location:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



Action System



- MAILBOXES
- Inbox
 - Gmail 17
 - Natural Professional 1
 - Flagged 2
 - Drafts 2
 - Sent

- Sort by Date
- Chase** 5:46 AM
Your credit card statement is available o...
E-mail Security Information. Dear SHAWN S TUTTLE : We're writing to let you know...
 - PaperBackSwap Librarian** 3:48 AM
PaperBackSwap NewsWire - October 2013
PaperBackSwap NewsWire October, 2013
Home Search for Books Shawn's Account Te...

PaperBackSwap Librarian <librarian@paperbackswap.com>
To: shawn@projectsimplify.com
Reply-To: librarian@paperbackswap.com
PaperBackSwap NewsWire - October 2013

Find a fun book for flight to Thailand on Paperbackswap

To: gQueues <shawn.tnp_wigqh@gqueues.appspotmail.com>

Cc:

Bcc:

Subject: Find a fun book for flight to Thailand on Paperbackswap

From: Shawn Tuttle <shawn@nat...> Signature: None

- SMART MAILBOXES
- ON MY MACHINE
 - Certain
 - Uncertain
 - MAIL ACTIVITY

Begin forwarded message:

[The Lifeboat](#) by [Charlotte Rogan](#). In the summer of 1914, Grace Winter, 22, is both a newlywed and a widow, castaway in a lifeboat, which the survivors quickly realize is over capacity. For any to live, some must die. *The Lifeboat* is a page-turning novel of hard choices and survival, narrated by a woman as unforgettable and complex as the events she describes

Hardcover Retail Price: \$24.99
In the PBS Market: \$3.39+1 credit (save 86%) or \$7.29 (save 70%)



PaperB

Home | Search for Books | Shawn's

Dear Members,

It's amazing how much things change, isn't before the Internet. How about sending f phones? Some of us even recall the time channels, and "rabbit ears" on top of the : Nowadays most of us carry computers in o globe in split seconds, and our children ha thing that really hasn't changed much in a American communities, Halloween night l ago: as night falls, neighborhoods fill with house to house. Some are in home-made Candy is dropped into bags or plastic buck year, there are always plenty of witches : on your front step.

It's easy to be cynical, in these difficult ti different the world is, into which our chil Halloween seem so special - it's a simple e decades. It's still a night of fun, candy and small.

Inbox — Natural Professional (6 messages, 1 unread)



Hide | Inbox (18) | Sent (2) | Drafts (34) | Flagged

MAILBOXES

- Inbox
- Gmail 17
- Natural Professional 1
- Flagged 2
- Drafts 2
- Sent

Sort by Date

Chase 5:46 AM
Your credit card statement is available o...
E-mail Security Information. Dear SHAWN
S TUTTLE : We're writing to let you know...

PaperBackSwap Librarian 3:48 AM
PaperBackSwap NewsWire - October 2013
PaperBackSwap NewsWire October, 2013
Home Search for Books Shawn's Account Te...

PaperBackSwap Librarian <librarian@paperbackswap.com>
To: shawn@projectsimplify.com
Reply-To: librarian@paperbackswap.com
PaperBackSwap NewsWire - October 2013

Find a fun book for flight to Thailand on Paperbackswap

To: gQueues <shawn.tnp_wigqh@gqueues.appspotmail.com>

Cc:

Bcc:

Subject: Find a fun book for flight to Thailand on Paperbackswap

From: Shawn Tuttle <shawn@nat...> Signature: None

To: gQueues <shawn.tnp_wigqh@gqueues.appspotmail.com>

Cc:

Bcc:

Subject: Find a fun book for flight to Thailand on Paperbackswap

From: Shawn Tuttle <shawn@nat...> Signature: None

Begin forwarded message:

[The Lifeboat](#) by [Charlotte Rogan](#). In the summer of 1914, Grace Winter, 22, is both a newlywed and a widow, castaway in a lifeboat, which the survivors quickly realize is over capacity. For any to live, some must die. *The Lifeboat* is a page-turning novel of hard choices and survival, narrated by a woman as unforgettable and complex as the events she describes

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It's easy to be cynical, in these difficult ti different the world is, into which our chil Halloween seem so special - it's a simple e decades. It's still a night of fun, candy and small.

Action System in email client

Today = TODAY (keep it clean!)

High = within 2-3 days

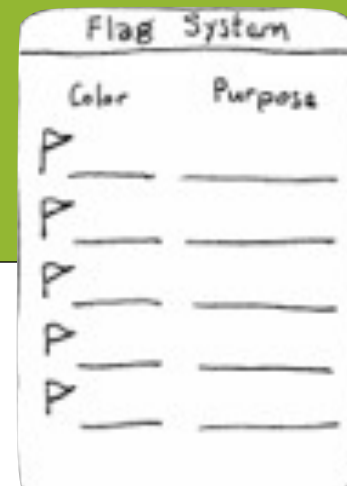
Medium = this week

Low = on the radar for the next few weeks

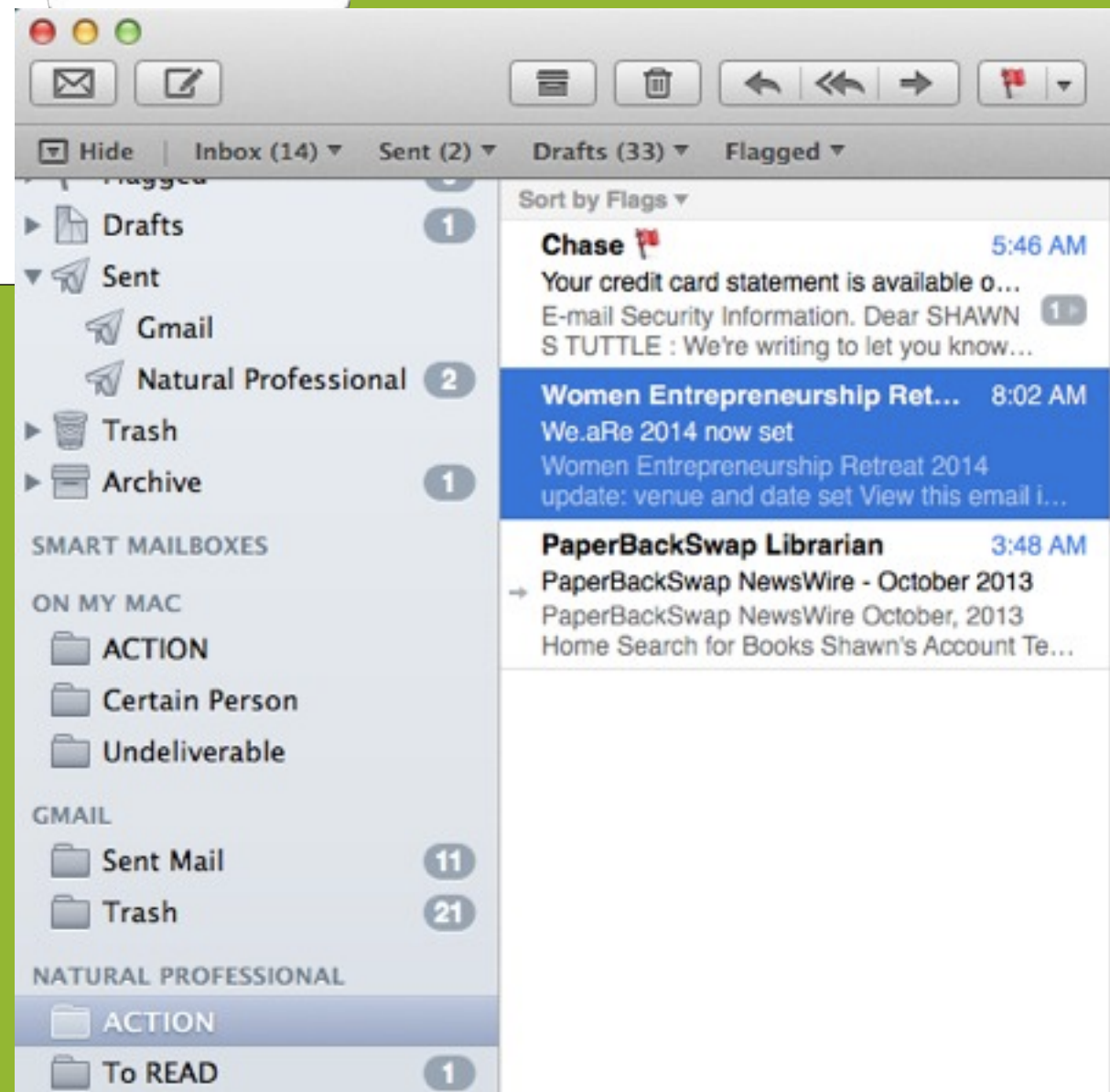
Flag System	
Color	Purpose
Δ	_____
Δ	_____
Δ	_____
Δ	_____
Δ	_____

Action System in email client

Today = TODAY (keep it clean!)
High = within 2-3 days
Medium = this week
Low = on the radar for the next few weeks



Color	Purpose
P	
P	
P	
P	
P	
P	

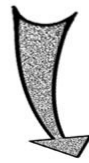
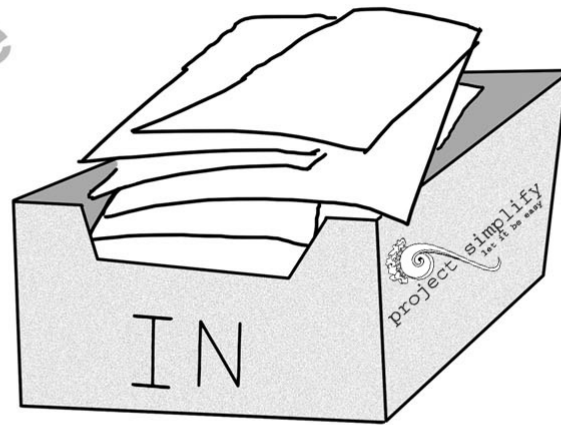


Action System in email client



Zapping

start
here

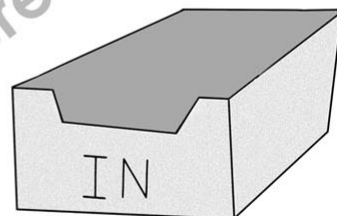


Pick up **one** item at a time!

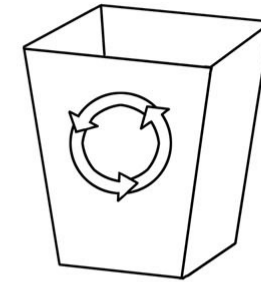
Then ask:

1. What is it?
2. What do I need to do with this?

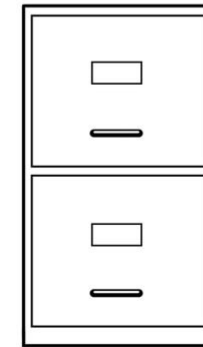
end
here



recycle



file



do it now

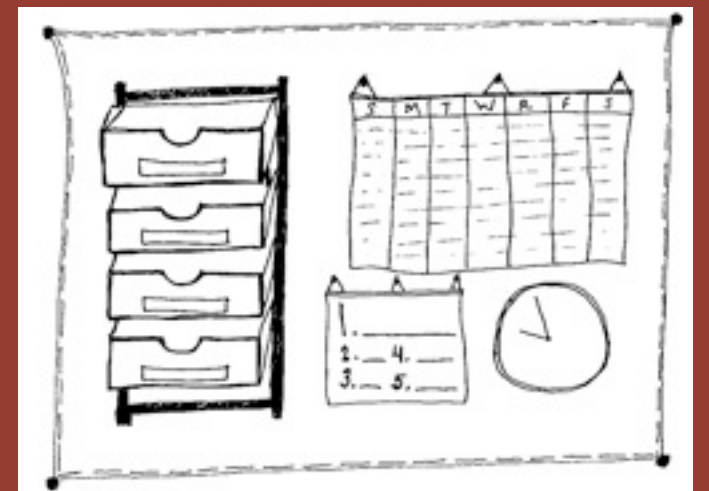


do it later



Integration

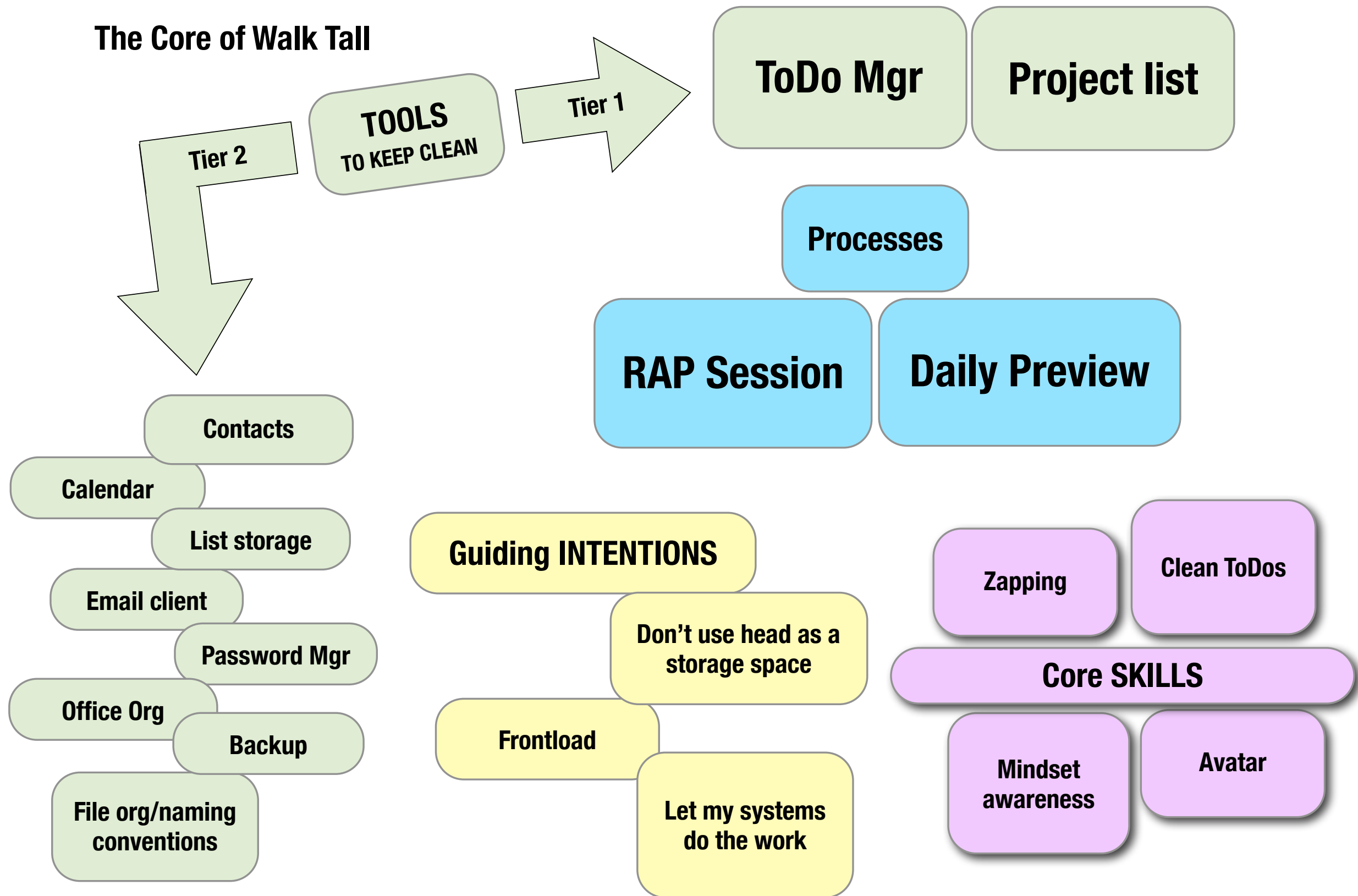
1. Scheduling
2. Time Containers
3. Routines

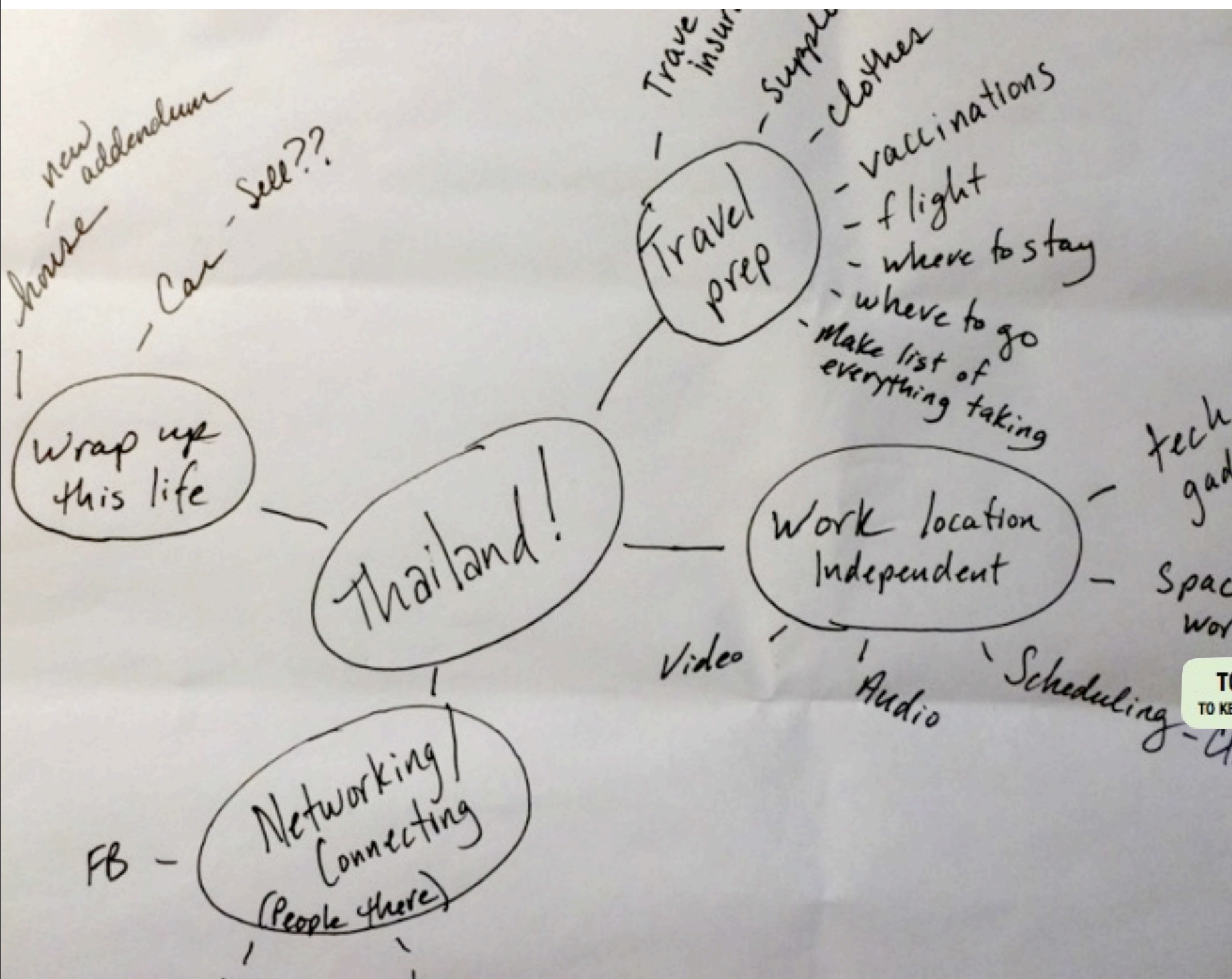


Overview

aka The Whole Enchilada

The Core of Walk Tall





TOOLS
TO KEEP CLEAN

ToDo Mgr

Project list

Processes

RAP Session

Daily Preview

Guiding INTENTIONS

Don't use head as a
storage space

Frontload

Let my systems
do the work

Zapping

Clean ToDos

Core SKILLS

Mindset
awareness

Avatar

Quick Add

- Assignments (0)
- TODAY
- Overdue
- Due Today
- Due in a Week
- All Tasks
- Pending

▼ My Queues

▼ Thailand

- Travel Prep (8)
- Network (8)
- Wrap up life here (4)**
- Work Indy (3)

► Walk Tall



Calendar

Day Week Month Year

November 2013

Sun 27	Mon 28	Tue 29	Wed 30	Thu 31
	<ul style="list-style-type: none"> Mtg with SS Buffer Call w/ Michele Goto Folks and lead c... 	<ul style="list-style-type: none"> Walk Tall Mtg with Kathy 	<ul style="list-style-type: none"> Wah 12:30 PT (confir... 	
3	4	5	6	7
<ul style="list-style-type: none"> Banner Mtn Show 	<ul style="list-style-type: none"> Call w/ Michele 	<ul style="list-style-type: none"> Walk Tall Bday Dinner! 	<ul style="list-style-type: none"> Gyno-Dr Goddard 2:10 	<ul style="list-style-type: none"> WDS Mastermind
10	11	12	13	14
<ul style="list-style-type: none"> Hotsprings 	<ul style="list-style-type: none"> Drop off receipts to TH Return travel book to KF Call w/ Michele 	<ul style="list-style-type: none"> Walk Tall To bay area 	<ul style="list-style-type: none"> Go To Thailand!! Lodging Departure Beijing 	
17	18	19		

TOOLS
TO KEEP CLEAN

ToDo Mgr

Project list

Processes

RAP Session

Daily Preview

Calendar

Contacts

List storage

Email client

Password Mgr

Office Org

Backup

File org/naming
conventions

Guiding INTENTIONS

Don't use head as a
storage space

Frontload

Let my systems
do the work

Zapping

Clean ToDos

Core SKILLS

Mindset
awareness

Avatar



Quick Add

► **Inbox**

ADD TASK

Reorder ▼

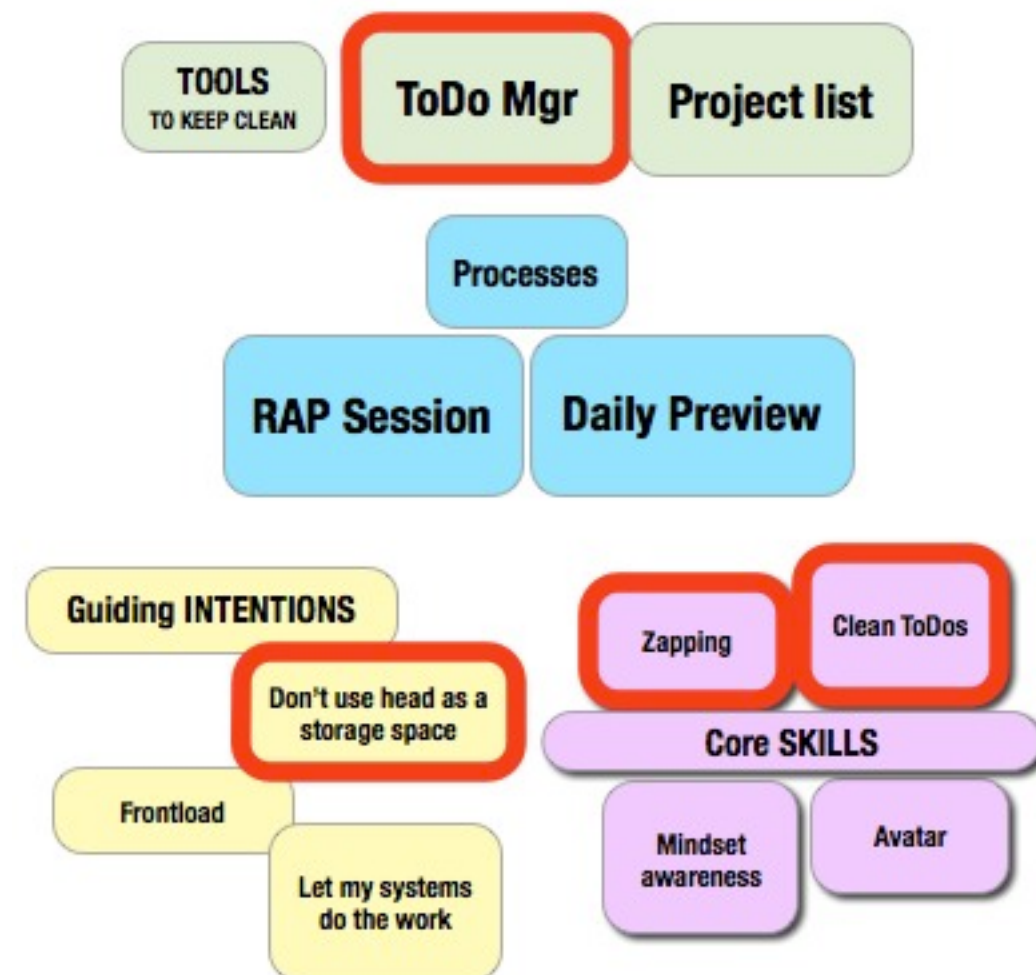
Show/ Hi

▼ Smart Queues

■ **Inbox** (0)

■ **Assignments** (0)

There are no active tasks in this queue



Google



+Shawn

Gmail ▾



More ▾

The conversation has been archived. [Learn more](#) [Undo](#)

COMPOSE

Inbox ▾

Starred

Sent Mail

Drafts (8)

All Mail

▾ Categories

👤 Social (318)

📧 Promotions (3...)



Primary



Social 2 new

Matthias Schossig (Google+...)



Promotions 2 new

Halley from Evolve, Todd He...

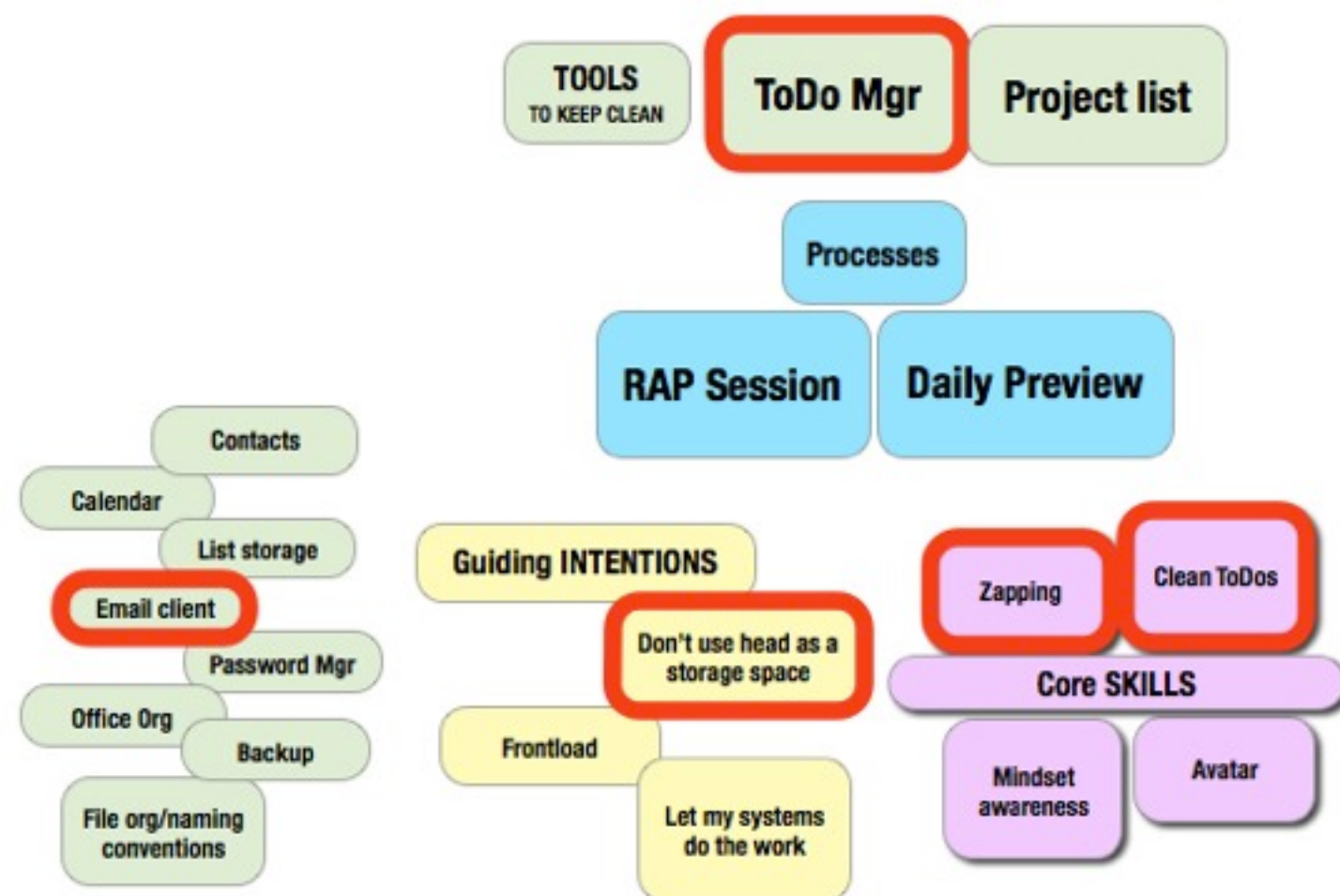


Updates 2 new

MileagePlus Shopping, HARO



Your primary tab is empty.
Nothing to see here.



Quick Add

Tag: ***High**

Sort ▼

▼ tags

- ☐ '15min
- ☐ '30min
- ☐ '5min
- ☐ '60min
- ☐ ***High**
- ☐ *Low
- ☐ *Medium
- ☐ +BusyTime
- ☐ +FocusTime
- ☐ @Amazon
- ☐ @Errand
- ☐ @Errand-SB
- ☐ @Offline
- ☐ @Online
- ☐ @REI
- ☐ Drugstore
- ☐ Pending
- ☐ TODAY

Thailand :: Travel Prep

- **Get Ticket!**

*High
- Arrange place to stay upon arrival (airbnb)**

*High
- Apply for Thai Visa**

*High
- Vaccinations**

*High

TOOLS
TO KEEP CLEAN

ToDo Mgr

Project list

Processes

RAP

Daily Preview

Guiding INTENTIONS

Don't use head as a
storage space

Frontload

Let my systems
do the work

Zapping

Clean ToDos

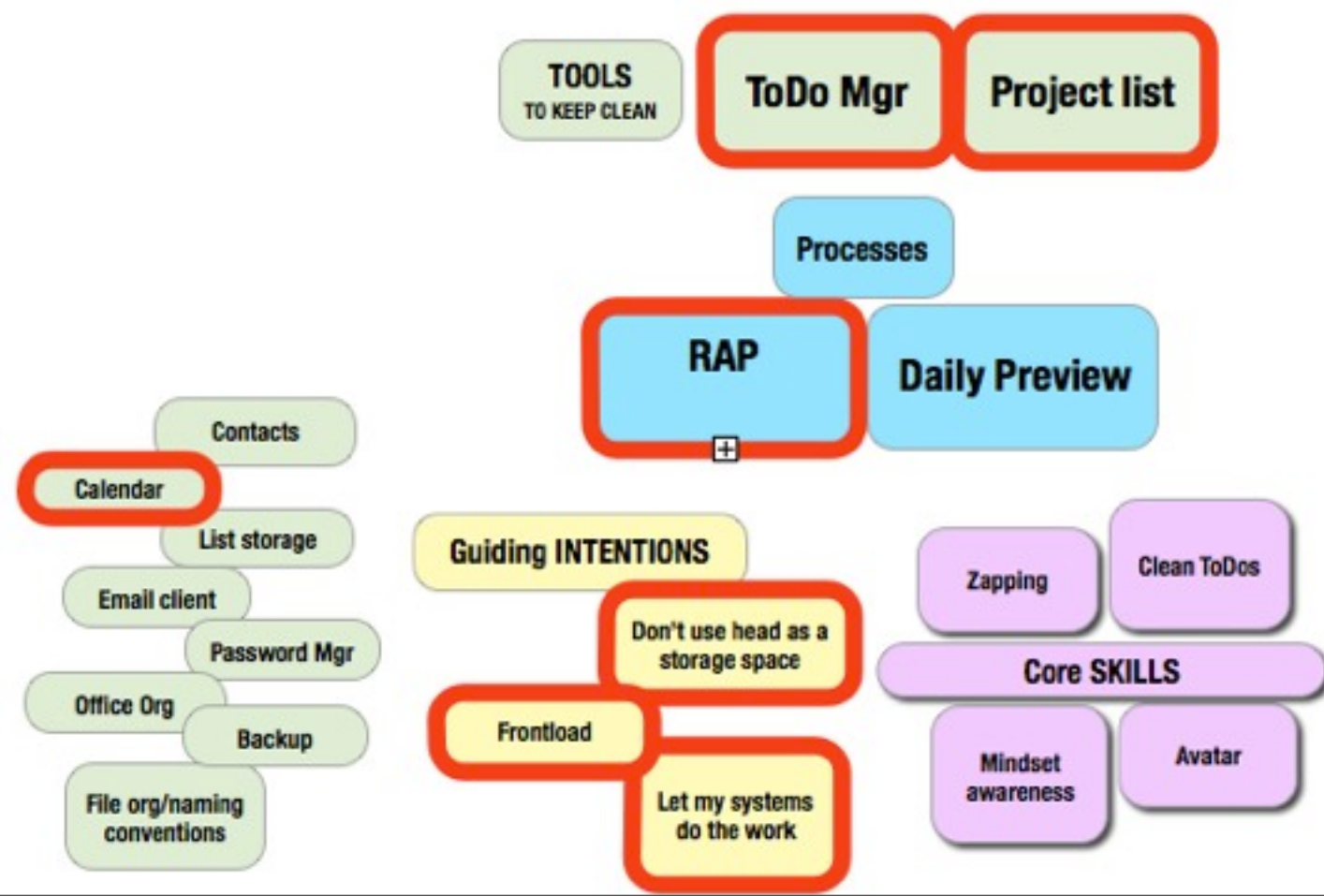
Core SKILLS

Mindset
awareness

Avatar

October 13 - 19, 2013

all-day	13 Sunday	14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday
	Housesit at Jodi's					
						Nick's Bday
7 AM						
8 AM						
9 AM					GOTO LA for Thai Visa	
10 AM			Walk Tall			
11 AM						Open Office Q&A call
Noon				Travel time		



10

Apply for Thai Visa

*High

1

Email PDFs of flight conf. and airbnb host info to gmail

*5min

+BusyTime

2



print flight confirmation -- Biz Center

@Errand

3

print address of airbnb host -- Biz Center

@Errand

4

get SASE -- priority mail -- Post Office

@Errand

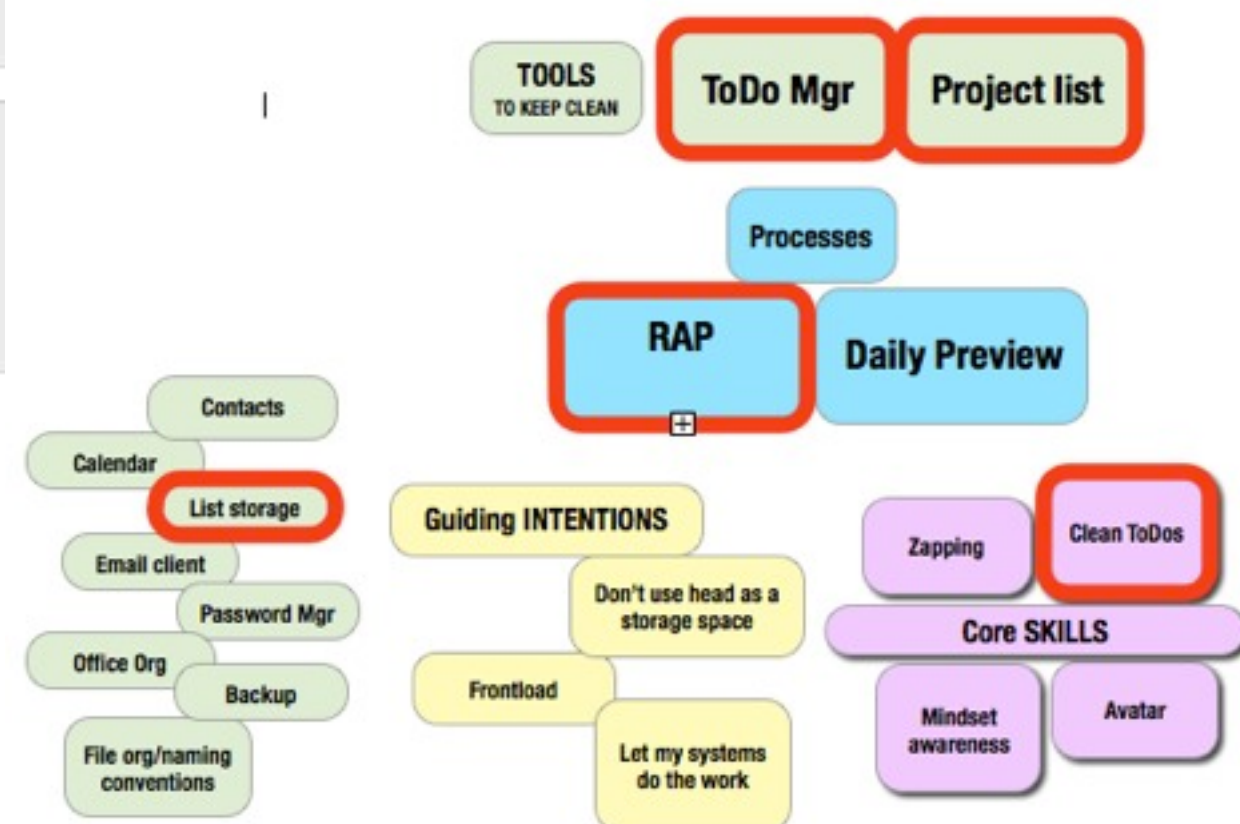
Enter a note here...

5

get Money Order 2x\$40 -- Post Office

@Errand

payable to the Royal Thai Consulate of Los Angeles



Tag: *High

Sort ▼

Group ▼

Schedule with Passport Health

Parents: Vaccinations

'5min

*High

+BusyTime

Arrange place to stay upon arrival (airbnb)

'30min

*High

+BusyTime

Apply for Thai Visa - schedule day to go to Consulate

*High

Thailand :: Network

Connect with Kristen

*High

Walk Tall :: Content

Bstorm overview

Parents: Module 05 Overview

*High

Update outline

Parents: Module 05 Email Machine

TOOLS
TO KEEP CLEAN

ToDo Mgr

Project list

Processes

RAP Session

Daily Preview

Guiding INTENTIONS

Zapping

Clean ToDos

Core SKILLS

Mindset
awareness

Avatar

Frontload

Don't use head as a
storage space

Let my systems
do the work

Tag: *Medium

Thailand :: Travel Prep

☒

Get more Passport PHOTOS
*Medium

Thailand :: Travel Prep
*Low

•

Get Travel Insurance
*Low +BusyTime

Thailand :: Network

stay connected with Rick
*Medium

Thailand :: Wrap up life here

Schedule with JV
Parents: House
*Medium

Write up post



Tag: TODAY

Sort ▼

Arrange place to stay upon arrival (airbnb)

'30min

*High

+BusyTime

TODAY

Apply for Thai Visa - schedule day to go to Consulate

'5min

*High

TODAY

Thailand :: Network

Connect with Kristen

'5min

*High

TODAY

Thailand :: Work Indy

Reschedule time with Michele

Parents: Scheduling -- ???

'15min

*Medium

TODAY

Walk Tall :: Content

Bstorm overview

Parents: Module 05 Overview

'15min

*High

TODAY

Update outline

TOOLS
TO KEEP CLEAN

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Zapping

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Core SKILLS

Mindset
awareness

Avatar

Frontload

Don't use head as a
storage space

Let my systems
do the work

Quick Add

► TODAY-Focus time

▼ Smart Queues

- Inbox (1)
- Assignments (0)

- TODAY-Focus...**
- TODAY-Busy ...
- TODAY
- Overdue
- Due Today
- Due in a Week
- All Tasks
- Pending

▼ My Queues

- ▼ Thailand
 - Travel Prep (10)
 - Network (5)
 - Wrap up life here (4)
 - Work Indy (3)

Walk Tall :: Content

- **Update outline**

Parents: Module 05 Email Machine

'60min
*High
+FocusTime
TODAY
- Make slides**

'60min
*High
+FocusTime
TODAY
- Think through Zapping exercise**

Parents: Module 05 Email Machine

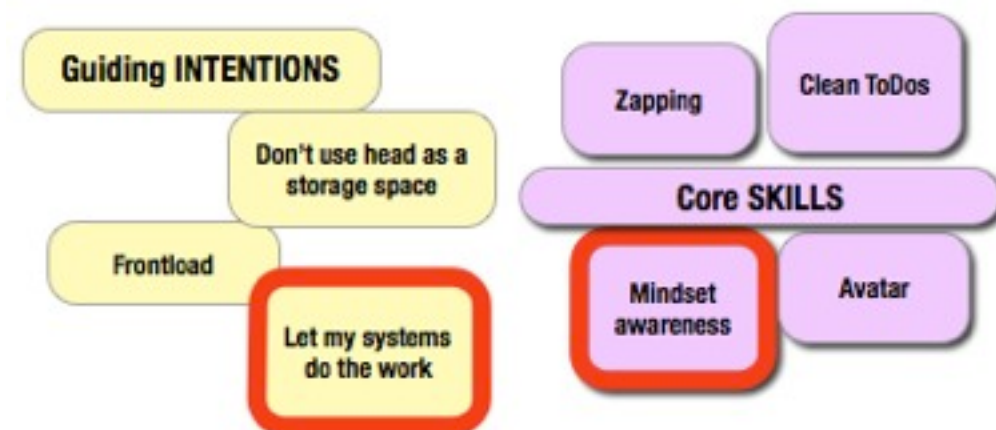
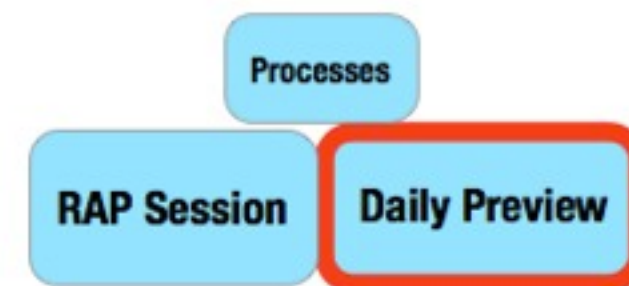
'30min
*High
+FocusTime
TODAY
- Review content from Annihilate course**

Parents: Module 05 Email Machine

'30min
*High
+FocusTime
TODAY
- Bstorm overview**

Parents: Module 05 Overview

'15min
*High
+FocusTime
TODAY



GQueues™

Quick Add

► **TODAY-Busy Mindset** Sort ▾ Group ▾

▼ **Smart Queues**

- Inbox (1)
- Assignments (0)
- TODAY-Focus ...
- TODAY-Busy ...** ▾
- TODAY
- Overdue
- Due Today
- Due in a Week
- All Tasks
- Pending

▼ **My Queues**

- ▼ Thailand
 - Travel Prep (10)
 - Network (5)
 - Wrap up life here (4)
 - Work Indy (3)

Thailand :: Travel Prep

- **Arrange place to stay upon arrival (airbnb)**
*30min *High +BusyTime TODAY
- Get more Passport PHOTOS**
*30min *Medium +BusyTime TODAY
- Apply for Thai Visa - schedule day to go to Consulate**
*5min *High +BusyTime TODAY
- Get Ticket!**
*30min *High +BusyTime TODAY
- Schedule with Passport Health**
Parents: Vaccinations
*5min *High +BusyTime TODAY

Thailand :: Network

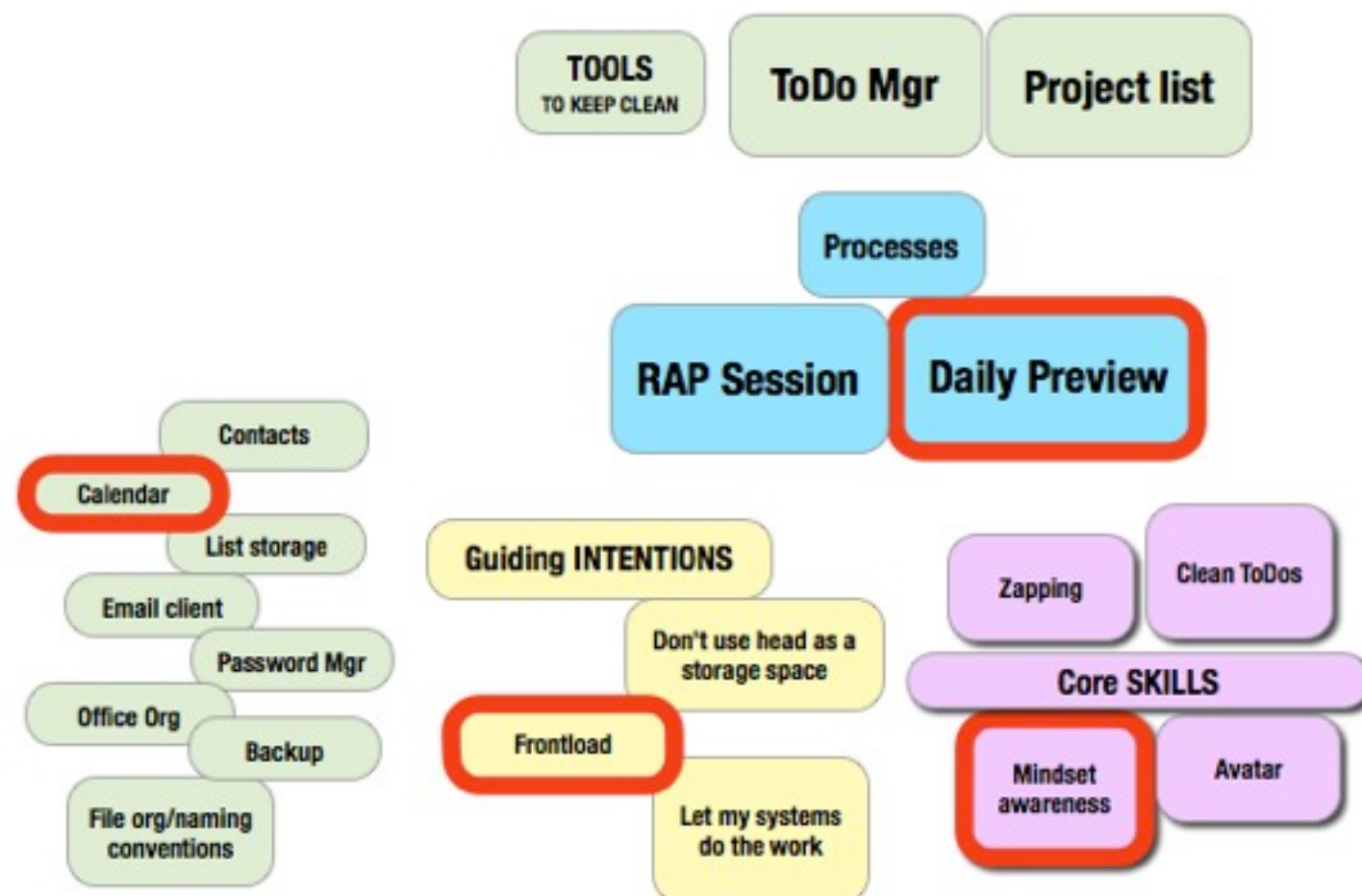
- Connect with Kristen**
*5min *High +BusyTime TODAY

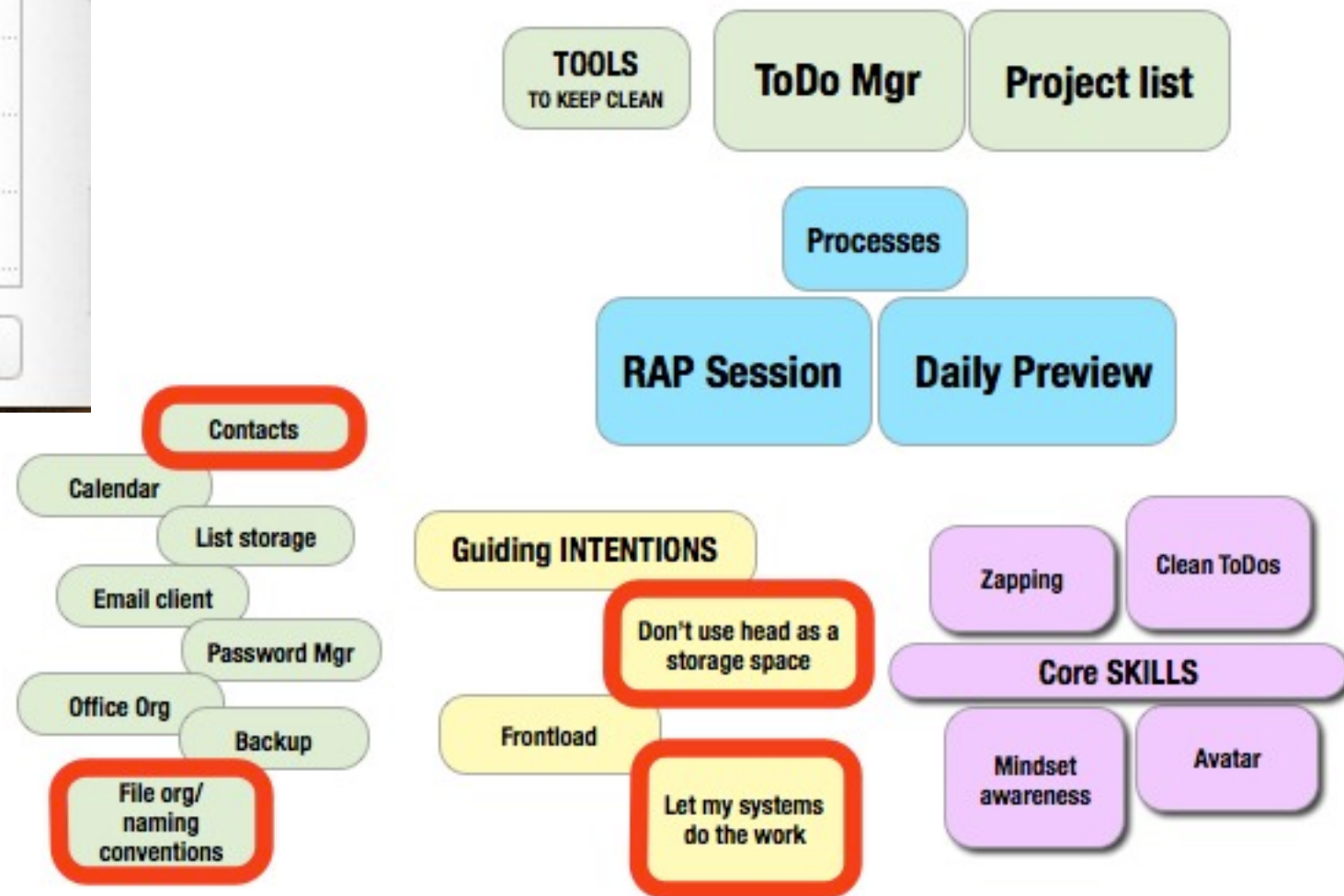
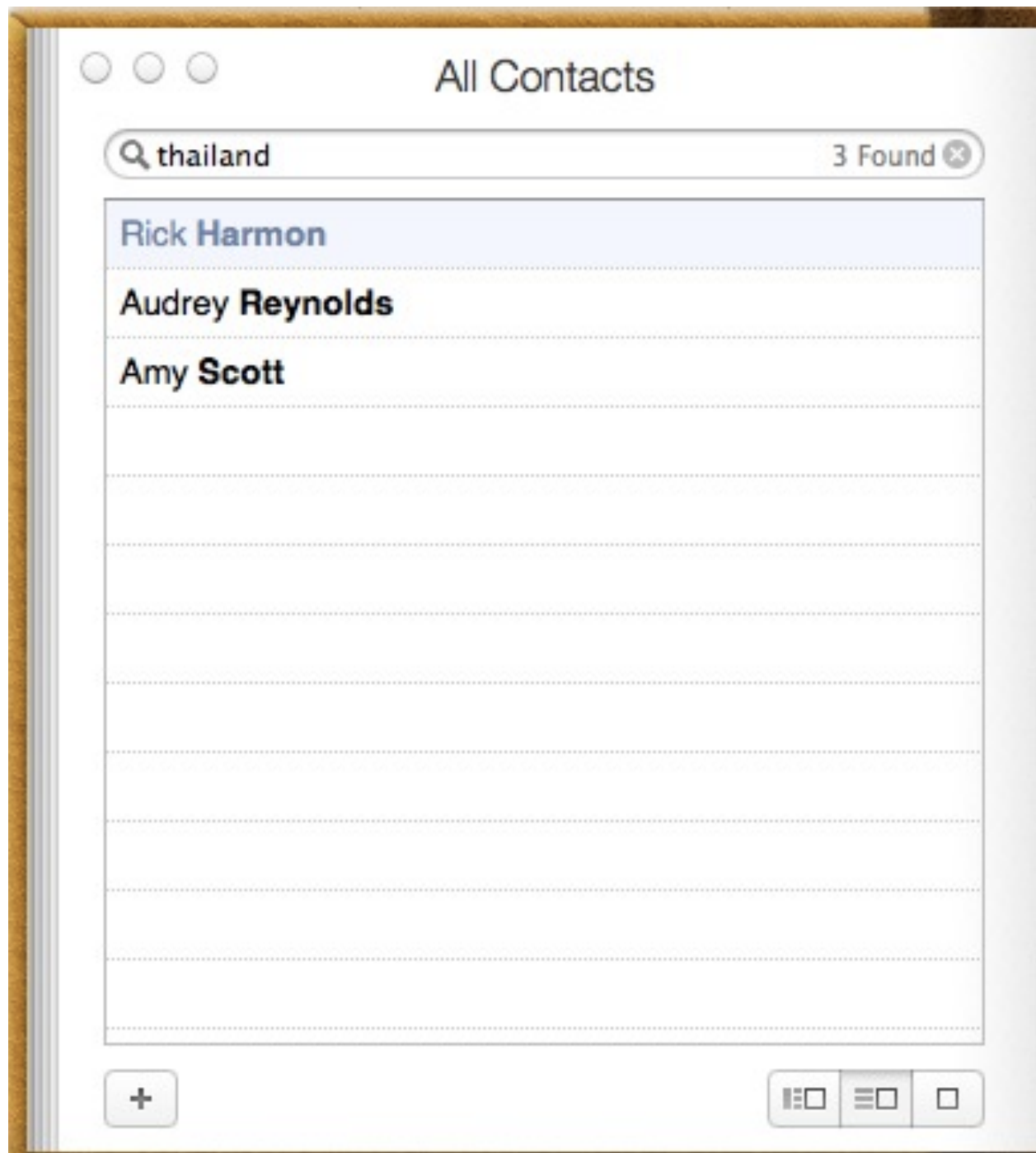
Privacy Terms of Use © 2013 GQueues

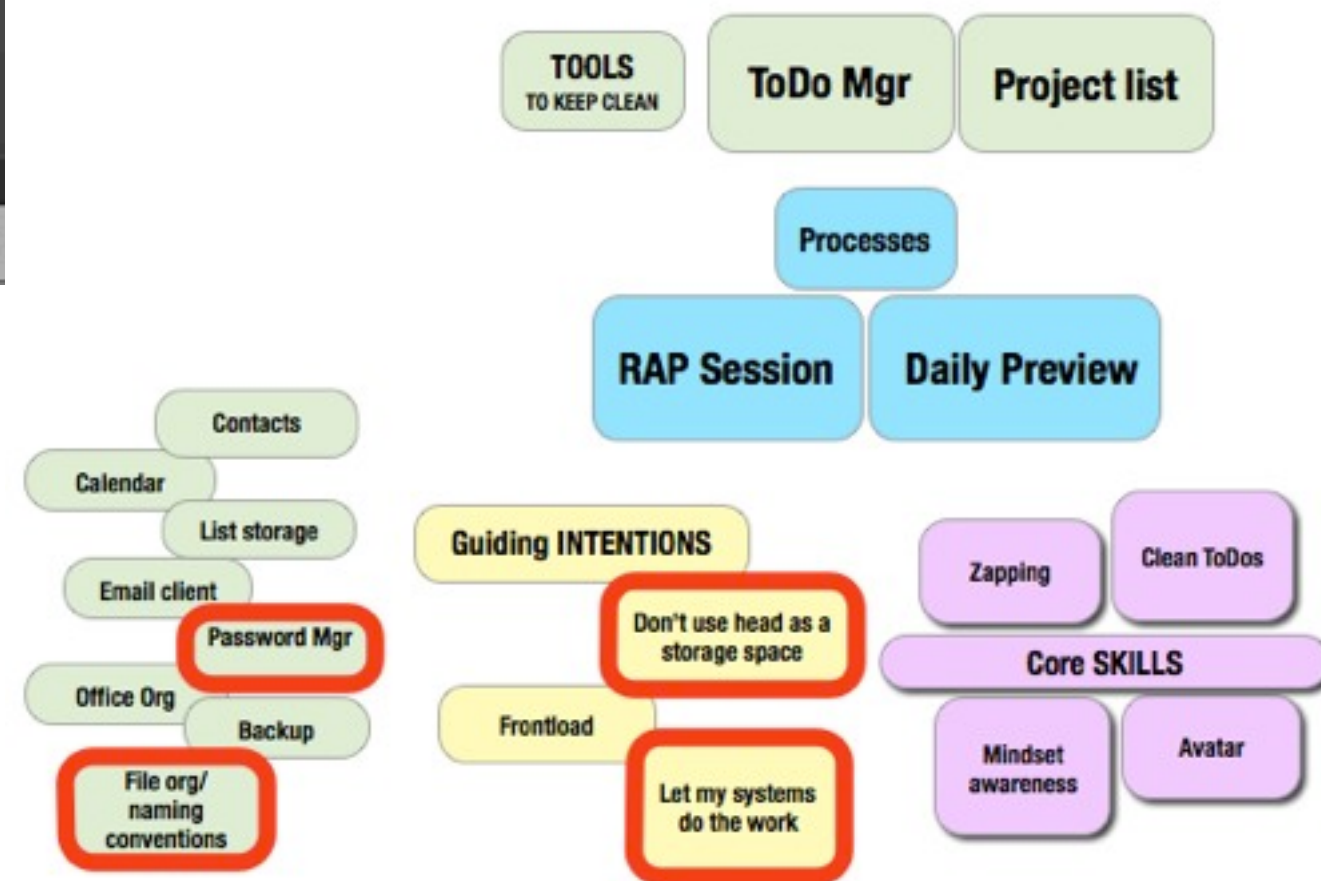


October 27 - November 2, 2013

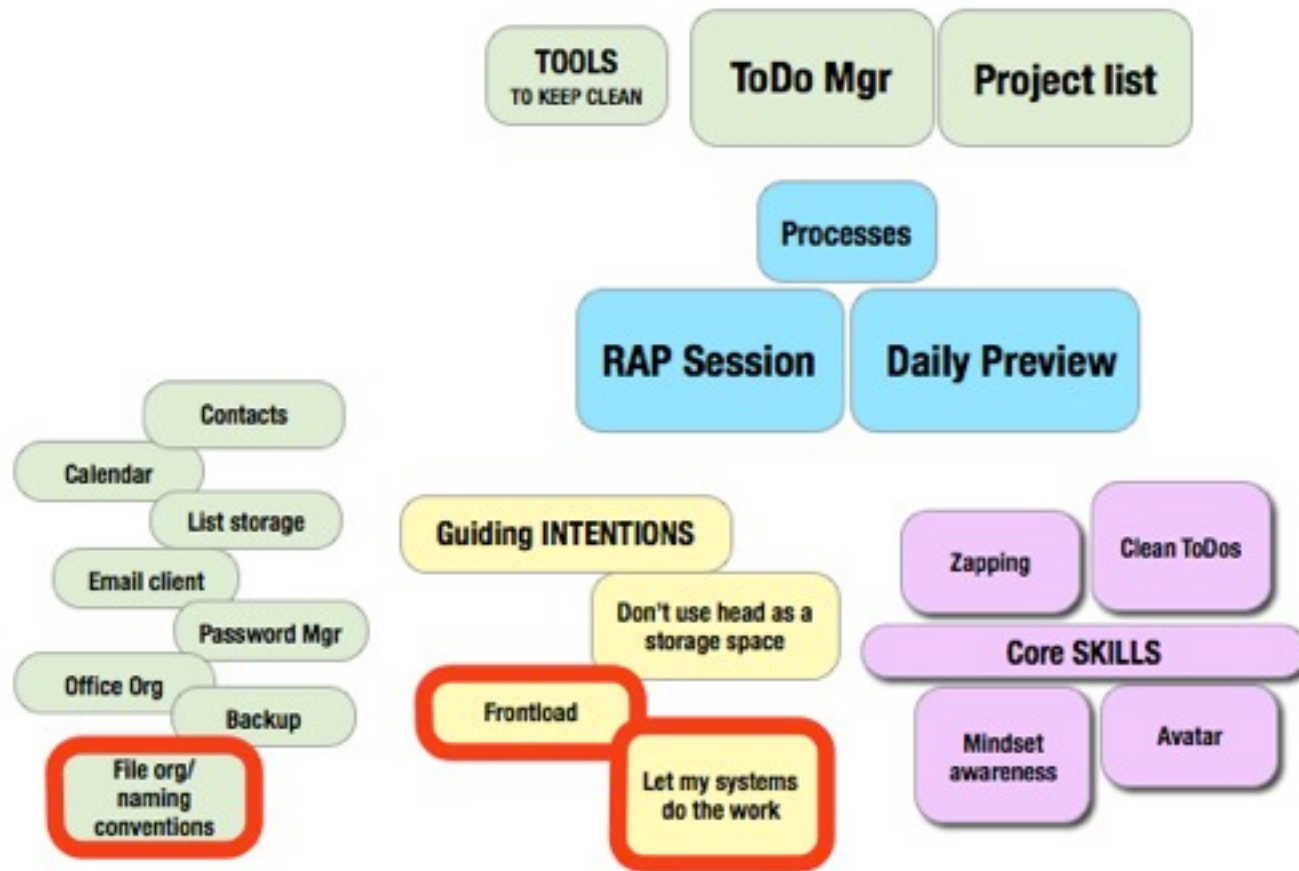
all-day	27 Sunday	28 Monday	29 Tuesday
8 AM			
9 AM		Focus time	Buffer time
10 AM	Focus time		Walk Tall
11 AM		Mtg with SS Haalo	
Noon			
1 PM		Busy time	
2 PM			Mtg with
3 PM	Mark: bike, plants, passport photos	Buffer	Call w/ Michele
4 PM			
5 PM	Busy time		
6 PM			







'A-WalkTall	01 hand
Email Course	01 Info
fonts doc	01-Info
Images	02 Avat
	02 Avat
	02 Con
	02 Con
	02 Subj
	02 Subj
	02-Wal
	03 Self
	03 Sel
	03 Sel
	03 Sel
	03 Sha
	03 Sha



Evernote File Edit View Note Format Window Help

Shawn Tuttle

New Note in Travel resources

Search notes

here for quick access

RECENT NOTES

- Royal Thai Consulat...
- Thailand Travel Visa
- Books
- Managing Footage I...
- Cough remedies - n...

Notes

Notebooks


- @Inbox
- Affiliate Program Ideas
- Archive
- ART
- BIZ Models
- Blog Post Ideas
- Blogs/sites
- Book Related
- Healthy Me
- Inspirational
- Interview Project
- Marketing


All Notes


Travel resources

OCTOBER 2013


5

Tips for Visiting the Temples of Angkor
10/13/13 Cambodia, wat Home Portfolio About Co...


Thailand Visa Application - Here's...
10/11/13 Thailand Visa Application (Click here to...


Royal Thai Consulate - General Los Angeles
10/11/13 Monday through Friday Thai Visa Walk-In...


Visiting a Thailand Embassy to get you...
10/11/13 when you didn't get an outgoing ticket and they require one. Get online and buy a cheap ticket through airasia.com The same goes with an onward flight or border c...

Thailand Travel Visa
10/11/13 'Royal Thai Embassy' Chiang Mai Do...


SEPTEMBER 2013

How to get hotel deals ideas

Thorn Tree - Lonely Planets Forum



The Point

1. your success

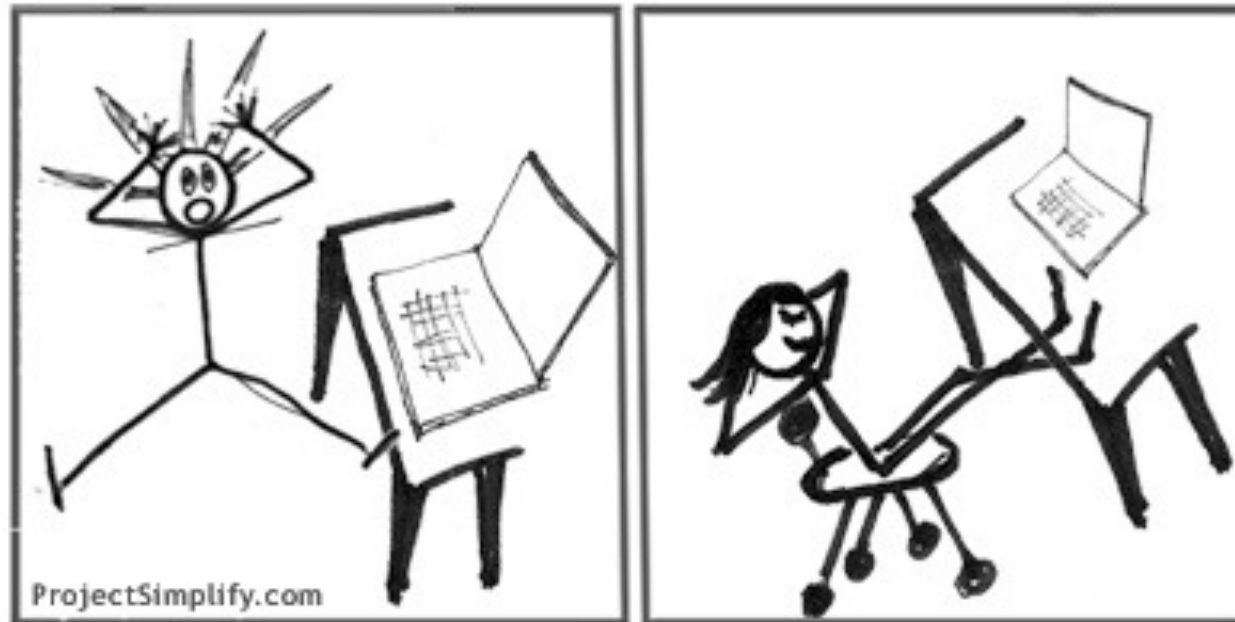
2. your well-being

3. your presence

Two Paths

The Contrast of it all...

by Shawn



You are the master
of your Universe.

Get in the driver's seat.

Support



Implementation Support

1. Group
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