

# Set Yourself Up for Success

(aka RAP Session and more!!)

Welcome to  
Walk Tall  
session 4!

Let your  
systems  
do the  
work.

Frontload  
Frontload  
Frontload

Balance =  
Effortless

# 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

Fridays 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. Identify your significant mindsets.
2. Accommodate them in your schedule.
3. Keep tabs on your well-being.

# our playing field

**Planning** strategies.

Of projects, of your week, of your day.

# Avatar

Co-opting

“Work-Life Balance”

**Your Avatar**

**... is**

effortless



# Jedi Mind Tools

Anticipate

Plan  
then  
Do

Accept  
Reality

# The Point

**1. your success**

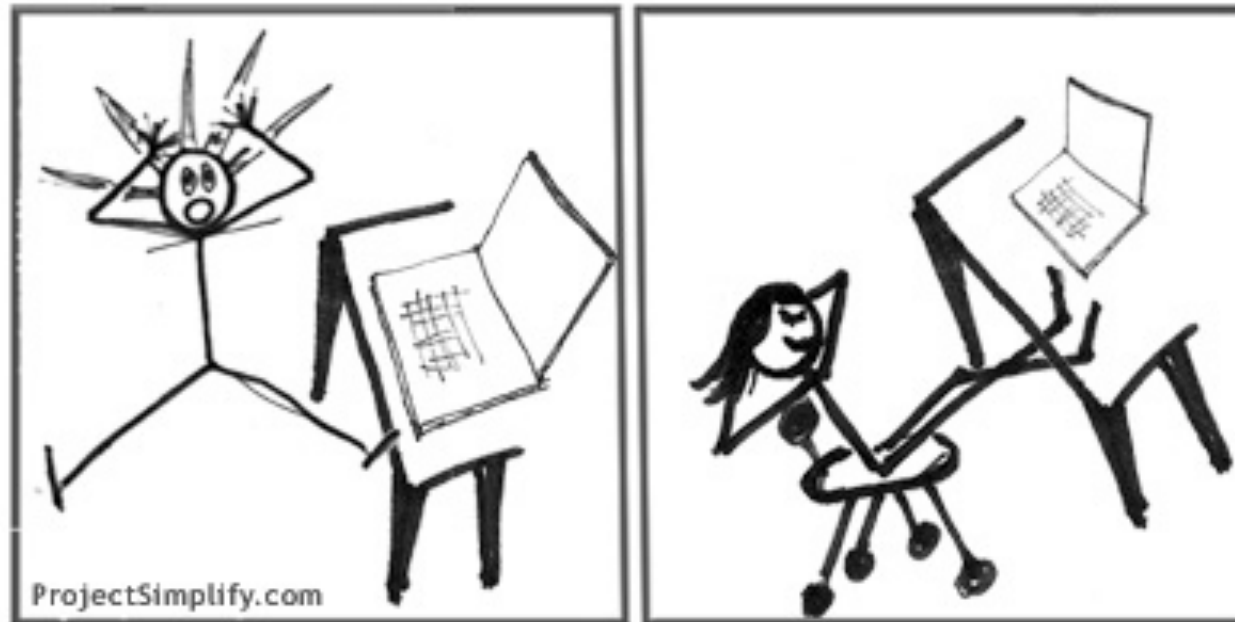
**2. your well-being**

**3. your presence**

# Two Paths

The Contrast of it all...

by Shawn



# **Walk Tall - RAP Session**

## **aka Setting Yourself Up for Success**

- 1. Project planning**
- 2. RAP (Review and Planning) Session**
- 3. Daily Preview**

# Planning



# Planning

## 1. Repetitive



# Planning

## **2. Your creative process**



# Planning

## 3. The BIG unique ones





# Planning

**Wrap it up with the  
practicalities**



# RAP Session

You are the master  
of your Universe.

**Get in the driver's seat.**

# RAP Session

## Steps

1. Arrive
2. Collect and clear
3. Scan the landscape
4. Process and organize
5. Review schedule
6. Cull your short list
7. Reality Check

# RAP Session

Let's do it.

# Daily Preview

## Steps, phases, parts.

Whatever you want to call them.

1. Get stuff out of your head and into your system.
2. Check tomorrow's sched.
3. Check ToDo Manager.
4. Support your well-being.

# Daily Preview

Steps, phases, parts.

Whatever you want to call them.

*Optional.*

5. Clear off desktop. Beautify your space to make yourself smile when you walk in tomorrow morning.

Catch ya at the Open Office  
call on Friday!

Let it be easy.





Resources at

[www.NaturalProfessional.com/walktall](http://www.NaturalProfessional.com/walktall)