DR ESPEN'S

FAST TRACK FORMULA



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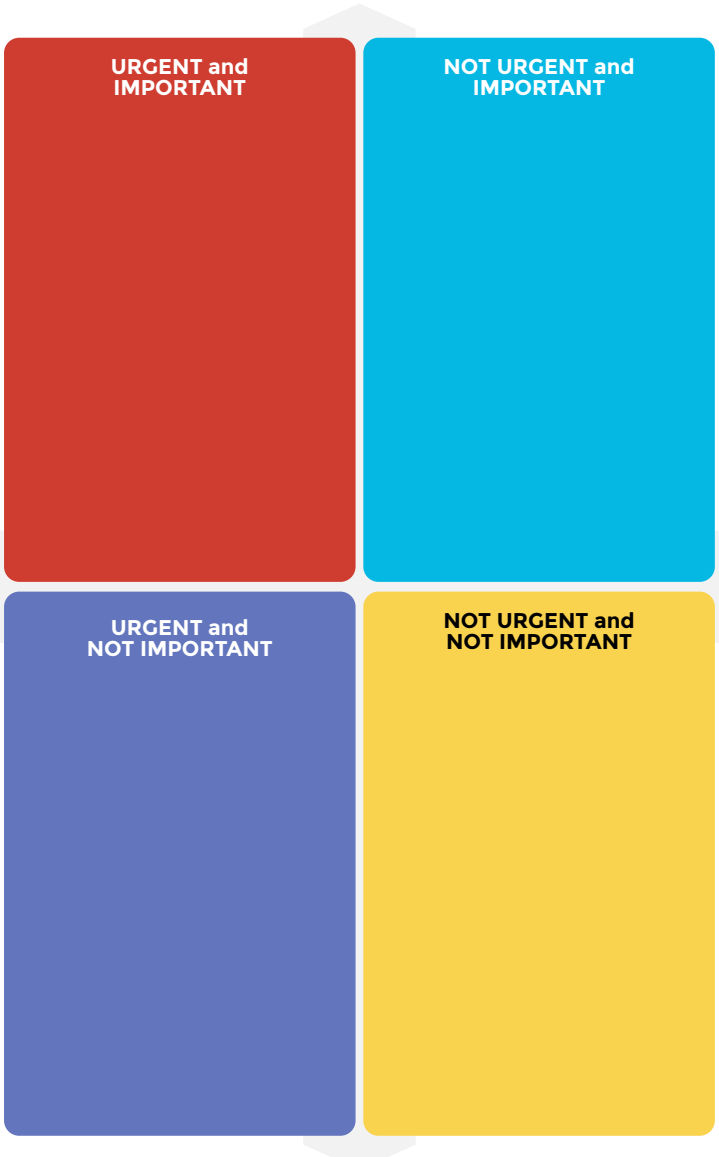
DAILY FAST TRACK FORMULA

To fast track your success, determine what is truly important. Focus and stay on top priorities a, b, c not x, y, z, and the 20% that brings 80% results. Choose action steps that align with your business mission.

Be sure that your "Daily Fast Track Formula" list is composed of the most essential, truly productive, top priorities actions and not of trivial, time filling, unimportant, survival tasks you can delegate.

It is wise to work with a clear sense of priority. List only those actions that are purposeful and that create extraordinary results.

PRO TIP:
List your tasks in the space provided on the right before assigning them to the correct quadrant on the left. Once complete, answer the questions on page 2 by allocating your priority tasks in the correct order before starting your day!



TASKS

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PRO TIPS

Set Your Intention And Choose Your Emotion Before Starting Your Day!

- 10 Things I Am Grateful For Today...
- My Top Affirmations And Prayers For Today Are...
- Since I Know That ***The Top Is Just The Bottom Of My Potential Today...*** Then How I Am Going To Both Show Up And Treat Others (From A **Peak State** And **From Love**) Today...

Ask yourself the following **#4** questions (each number representing that specific Universal Law Of Success) before starting each day's work.

THE 4 UNIVERSAL LAWS OF SUCCESS

Law 1: The Law Of Urgent And Important.
Which task is Urgent/Important/Not Urgent/Not Important?

Law 2: The Law Of Inspired Action.
What are my inspired daily activities?

Law 3: Pareto's Law / Pareto's Principle (also known as the 80/20 rule)
Which 20% of my tasks will give me 80% of my results, and which 80% of my tasks will only give me 20% of my results?
What are my absolute top priorities today?

Law 4: Ricardo's Law - The Law Of Effective Delegation.
What low priority and uninspiring activities and tasks can I delegate?

"The Fast Track Sequence" ___ ___ ___ ___

Day/Date: _____ Staff Member Accountable: _____

PRIORITY	ACTION TO DO	TIME	DONE	NOT DONE	RESCHED	DELEGATE

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