

**Planning Your One Thing**  
Based on Gary Keller's *The One Thing*

**List the ACTIONS from a time segment on your calendar:**

**What are your GOALS:**

**What is MOST IMPORTANT to you?**

**What is something that creates STRESS for you?**

**What is something that creates STRESS for those you influence?**

**What circumstances do you feel PRESSURE?**

**What circumstances do those you influence feel PRESSURE?**

**How can you shift STRESS to PRESSURE for you?**

**How can you shift STRESS to PRESSURE for those you influence?**

**What Lies to You Buy Into?**

**Focus Question:**

**What's the ONE THING I can do such that by doing it everything else will be easier or unnecessary?**

**FOCUSED ACTION (What's the one thing I can do)**

**CRITERION FOR ANSWER TO MEET (such that by doing it)**

**RESULT (everything else will be easier or unnecessary)**

**What is my ONE THING right now?**