

# Each Day

DO SOMETHING

## SIGNIFICANT

## FIRST



### IT WORKS LIKE A ROLLER COASTER

**INITIAL EFFORT** - Doing the most significant thing first each day requires real effort  
**MOMENTUM** - Completing what's significant first gives me momentum to do everything else  
**FINISH** - I do what's easiest toward the end of my day, when my momentum is fading

#### 1ST Significant Things

- The most important thing I need to do (usually the thing I want to do least).

#### 2ND Important Things

- Answer emails
- Answer voicemails
- Post something on my blog
- Talk with designer about latest changes
- Work on my presentation

#### 3RD Things To Do

- Search the Web for information
- Check Facebook/Twitter updates
- Read the news
- Water the plants



What's the next thing I need to: Do • Change • Eliminate • Practice • Pay Attention To • Review?

# Learning Guide

## Intended Lesson For This Map

To appreciate how the *sequence* of what you do each day plays an important role in how much you accomplish. Do what's significant, first, and you'll accomplish more. Leave what's significant for some time later in the day (which will likely be the easier route to go), and you'll probably not do it, because with all the small stuff you've already done, you no longer have the time, energy, or motivation to do something of real significance.

## Key Ideas On This Map

### The main roller coaster

This part of the illustration shows the process and effect of doing something significant first, each day. Like the first hill of a coaster, doing something significant first each day is going to require some real effort to complete - it's probably going to go slow and it's going to take a considerable amount of energy to finish. But, once you've reached the top (completed something significant), what follows is whole bunch of momentum, which allows you to travel over smaller hills (complete other daily tasks) more easily and faster.

### The smaller roller coaster

This shows what happens when you take the opposite approach (go **the wrong way**) by doing what's easy and not as important, first thing each day. You eventually have to face a hill (something significant) that you've seen and had on your mind all day. But, towards the end of the day, that hill tends to appear too difficult to overcome (especially since you've spent all your time and energy on less important things) so you put it off until tomorrow, usually repeating the process.

### 'It Works Like A Roller Coaster' text

This section explains the similarities between how a roller coaster works and doing something significant first works.

### Examples and ideas (at the bottom of the page)

These are examples of things most people do each day, and where they need to fit into the sequence of when they should be taken care of. Keep in mind that what's significant tends to be the thing you least want to do, whether that's to exercise, doing your taxes, or something similar. If the first thing you do each day is easy (read the news, check Facebook, etc.), you're doing it wrong!

## Next Actions For This Map

Next Actions are practical suggestions for immediately putting this map to use.

- **Choose** something significant that you need to do tomorrow, and do it first
- **Evaluate** the experience of doing something significant first, and the results you experienced
- **Approach** each day with this mindset