

ORGANIZE TOMORROW TODAY Users Guide

The first and most important thing to remember when using OTT is..."channel capacity". Begin by teaching channel capacity.

Channel Capacity: The mental bandwidth of the mind. The mind has the capacity to focus on up to three things at a time. Think of it like juggling. Most can juggle three balls however if a 4th ball is thrown in the mix the tendency is to drop most of the balls. This is an example of overloading channel capacity.

When making improvements or learning new information with respect to channel capacity...the magic number is 1. Focus on improving only 1 thing at a time.

CHOOSE ONE

EACH CHAPTER IS A LESSON OF ITS OWN...the book does not need to be read in sequence chapter by chapter. CHOOSE ONE that interests you the most and start there.

Chapter 1---MORE SUCCESS WITH LESS STRESS

Chapter 2---CHOOSE 1 AND START SMART

Chapter 3---TIME MAXIMIZATION...NOT TIME MANAGEMENT

Chapter 4---THE 1 THING YOU NEED TO KNOW ABOUT HABITS

Chapter 5--- NOURISH AND INCREASE CONFIDENCE

Chapter 6---PREPARE LIKE THE PROS IN 100 SECONDS OR LESS

Chapter 7---INCREASE CREDIBILITY...INCREASE REFERABILITY

Chapter 8---RISE ABOVE THE 3 PERFORMANCE VIRUSES

READING SOMETHING DOES NOTHING--DOING ONE THING DOES