

DISCOVER YOUR
ONE
THING
NOW

THREE SIMPLE STEPS TO UNCOVER YOUR
PURPOSE AND REALIZE YOUR GOALS

What you build today will either
empower or restrict you tomorrow.

(p. 89)

INTRODUCTION

Welcome. In this workbook, you'll work through three simple steps to identify your purpose and clarify what you want to achieve. You'll line up your dominoes—and then you'll whack away at the lead one with the confidence that comes from knowing where you want to go.

This workbook assumes that you've read The **ONE** Thing by Gary Keller and Jay Papasan. If you haven't, that's okay. You can still complete the steps in this workbook and see results in your life. But get the book and start reading it anyway. The book provides a proven path for simplifying your life and achieving what you want to achieve.

Now, let's start radically improving your results.

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STEP 1 UNCOVER YOUR PURPOSE

In this step, you'll identify your purpose. Knowing your purpose is energizing—it provides you with the clarity to make quick decisions and the tenacity to stay motivated. It is also the key to experiencing lasting happiness in your life.

You may already know from experience that lasting happiness is not found in a specific accomplishment. Maybe you've wanted something, but when you achieved it, the thrill from the accomplishment faded fairly quickly. The achievement may have given you a buzz of joy, but it wasn't lasting happiness.

Lasting happiness is found in a journey—with its accomplishments and occasional failures—that has meaning, because the journey resonates with your purpose.

Even without stating your purpose, your unconscious thinking has been pulling you in the direction of a journey that matters to you.

To use the metaphor of a rider on an elephant from Jonathan Haidt's *The Happiness Hypothesis*, your emotional, automatic elephant makes decisions that your rational rider may later justify in different ways. Ultimately, the elephant is always in control even if the rider doesn't know it. If an elephant goes where the rider directs it, it's because the elephant wants to go there.

To uncover your purpose, we're first going to give your rational rider a break. Once you know what your purpose is, your rider can get back on and work with your elephant to barrel down the path that matters to you.

Purpose is the straightest path to power and the ultimate source of personal strength—strength of conviction and strength to persevere.

(p. 143)

EXERCISE 1: WHAT MATTERS

1. Off the top of your head, **list 4–5 specific activities** you are passionate about in the following box. These could be activities you do at work, with your family, your community, a hobby, a sport—any combination will do. Don't rank them or dwell on them. Just jot down whatever occurs to you first.

Examples:

Turning a client's requirements for a logo into something their entire company can get excited about.

Or

Experiencing something new with my daughter that ignites her imagination.

2. Quickly **list 4–5 outcomes** you are passionate about in the following box. These could be related to work, family, your community, the planet, people in another country, etc. Don't overthink it. If you feel stuck on whether or not you are passionate about something, skip it for now and move on to something that does stand out as important.

Examples:

Student athletes getting a great education.

Or

Architectural preservation.

EXERCISE 2: FIND THE LINK

1. Quickly circle the one activity and outcome that means the most to you. Remember that your rational brain is on break. Don't think about it, just go with your instincts.
2. In the following box, answer the question, **"What's the ONE Thing I can do in my life that would mean the most to me in the world, such that by doing it everything else would be easier or unnecessary?"** with some version of your activity and outcome.

You are finding a connection that you may or may not have been aware of between your activity and cause. *"My purpose is to **outcome through activity.**"* You can mix it up if you want to. *"My purpose is to **activity with outcome(s).**"* Or maybe in the combination of the two you realize that your purpose is a simple overriding statement.

Your purpose doesn't have to be perfect. This is a first draft. Just get something in writing for now.

Examples:

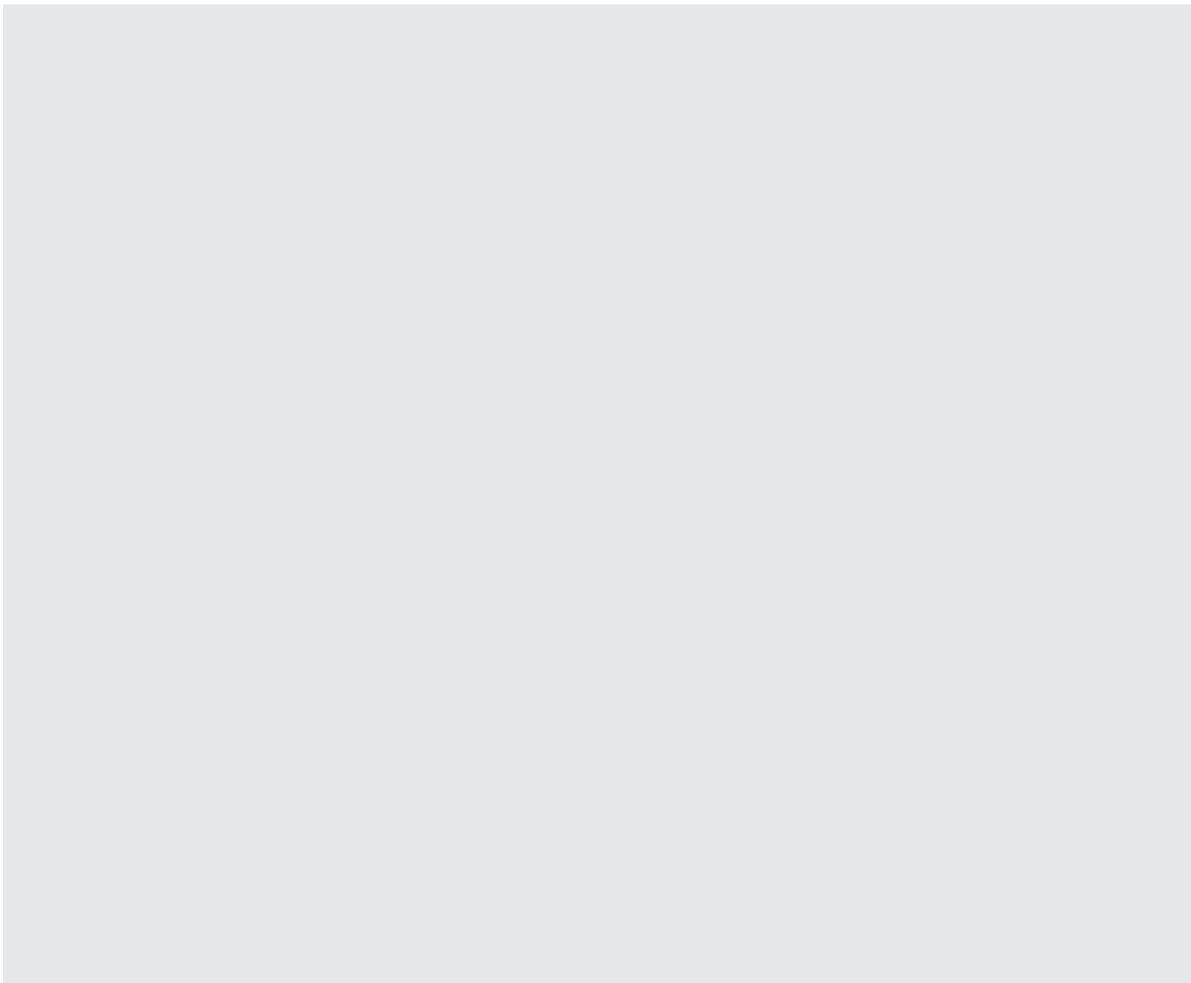
My purpose is to teach my daughter to savor life with joy and compassion.

Or

My purpose is to establish my company as the go-to provider of technology solutions for small businesses, giving each member of my company the ability to stand out as a respected business leader.

EXERCISE 3: SHAPE YOUR PURPOSE

1. Call a close friend, family member, or colleague. Ask what stands out to them when they think about what your purpose in life might be.
2. Can you incorporate their comments into your purpose? If so, revise your purpose in the box below.
3. Read your purpose. Is there a way that you can simplify it? If you want to stick with your original purpose, that's great too.



Now, you have your answer to the question, "What's the **ONE** Thing I can do in my life that would mean the most to me in the world?" Congratulations!

Post it where you'll see it every day. Put it on your mirror, above your computer screen, on your mobile phone case, or in your wallet.

Even if your purpose isn't exactly right, that's okay. Stick with this one for a while. Date it. See what kind of results you get. If, in time, you develop a different answer, revise your purpose. Then date that one.

You may have been unconsciously making decisions and choices that have already pushed you in the direction of your purpose. Now, with clarity, you can move faster and see greater results. And you'll feel the satisfaction of seeing results that are in alignment with what matters to you.

One last thought. A purpose isn't comparative or competitive. It doesn't need to be cool or cute. It's a compass for you and you alone. You'll know you're on the right track when reading it fills you with emotion. That's the power source you're looking for.

"When what you do matches your purpose, your life just feels in rhythm, and the path you beat with your feet seems to match the sound in your head and heart."

(p. 144)

STEP 2 SET A PRIORITY AND BE PRODUCTIVE

Now that you have a purpose, you can set a priority that is in alignment with it and structure your day to be productive.

Setting priority gives you clarity in the **ONE** Thing you want most at some point in the future—and the **ONE** Thing you should do today to get it. It makes you sharp in the moment so you can do what needs to be done when it needs to be done.

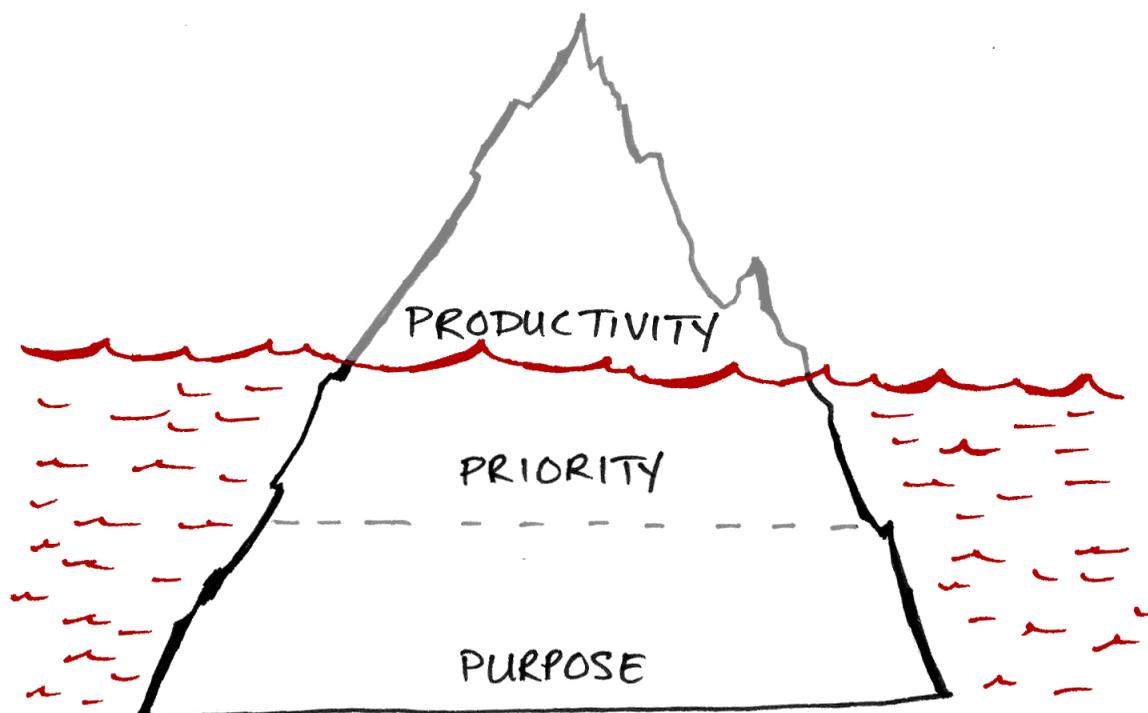
Productivity is designing your day so that the **ONE** Thing you need to do right now is done with complete focus.

This is how you achieve extraordinary results.

Let's clarify your priority and design a productive day.

“Purpose has the power to shape our lives only in direct proportion to the power of the priority we connect it to.”

(p. 147)



EXERCISE 1: BENCHMARK AND TREND

To achieve the most in your life, you must find possibilities that exist beyond what you already know. This is how you expand your thinking, your goals, and your outcomes.

1. Spend 30 minutes searching the Internet for information about others who have achieved something similar to your purpose.
2. Answer the questions in the following box as you're researching:

Who has achieved a goal in
line with my purpose?

What did they achieve?

How did they achieve it?

Who helped them achieve it?

EXERCISE 2: SET A BIG SOMEDAY GOAL

You've learned how others have achieved goals that are similar to your purpose. In a moment, you will set your big Someday Goal that is in alignment with your purpose, and you will chart a path to achieving it.

First, make sure that you don't unintentionally put a limit on your ability to achieve. In *The ONE Thing*, Gary Keller and Jay Papasan write, "None of us knows our limits." What would your goals be like if you acted like you didn't know your limits?

Consider the story of a young statistics student, George Dantzig. Dantzig showed up late to class one day, but managed to copy the problems that were left on the blackboard. A few days later, he turned in his homework with an apology, explaining that the problems seemed more difficult than usual.

His professor later came to him and explained that the problems on the board were not homework, but two famous, unsolved problems.

Often considered the inspiration behind the main character of the movie *Good Will Hunting*, Dantzig, a student with just a few statistics classes under his belt, had solved two famously "unsolved" statistics problems.

Reflecting on this achievement, Dantzig said, "If I had known that the problems were not homework, but were in fact two famous unsolved problems in statistics, I probably would not have thought positively, would have become discouraged, and would never have solved them."

Dantzig didn't assume these "unsolved" problems were beyond his capabilities. What could you achieve if you didn't assume it was beyond your capabilities?

1. Think about your purpose. Then, in the box below, answer the question, **"What is the ONE Thing I can do someday that is in alignment with my purpose such that by doing it everything else will be easier or unnecessary?"** Before you write it down, stretch it. If your big Someday Goal is a number, double it. If your big Someday Goal is a level of achievement, jump to the next level.

Examples:

Save at least \$250,000 so that my son can go to any college he wants to.

Or

Coach my lacrosse team to a National Championship.

EXERCISE 3: GOAL SETTING TO THE NOW

The exercise of Goal Setting to the Now shows you what to do right now in order to achieve that really big goal you just set.

1. Based on your Someday Goal, what's the **ONE** Thing you can do in the next five years to be on track to achieve it? In other words, what do you have to achieve in five years to be confident you will achieve your Someday Goal?

Five-Year Goal:

2. Based on your Five-Year Goal, what's the **ONE** Thing you can do this year to be on track to achieve your Five-Year Goal, so that you are on track to achieve your Someday Goal? What do you have to achieve this year to be confident you will achieve your Five-Year Goal?

One-Year Goal:

3. Based on your One-Year Goal, what's the **ONE** Thing you can do this month to be on track?

Monthly Goal:

4. Based on your Monthly Goal, what's the ONE Thing you can do this week to be on track?

Weekly Goal:

5. Based on your Weekly Goal, what's the ONE Thing you can do today to be on track?

Daily Goal:

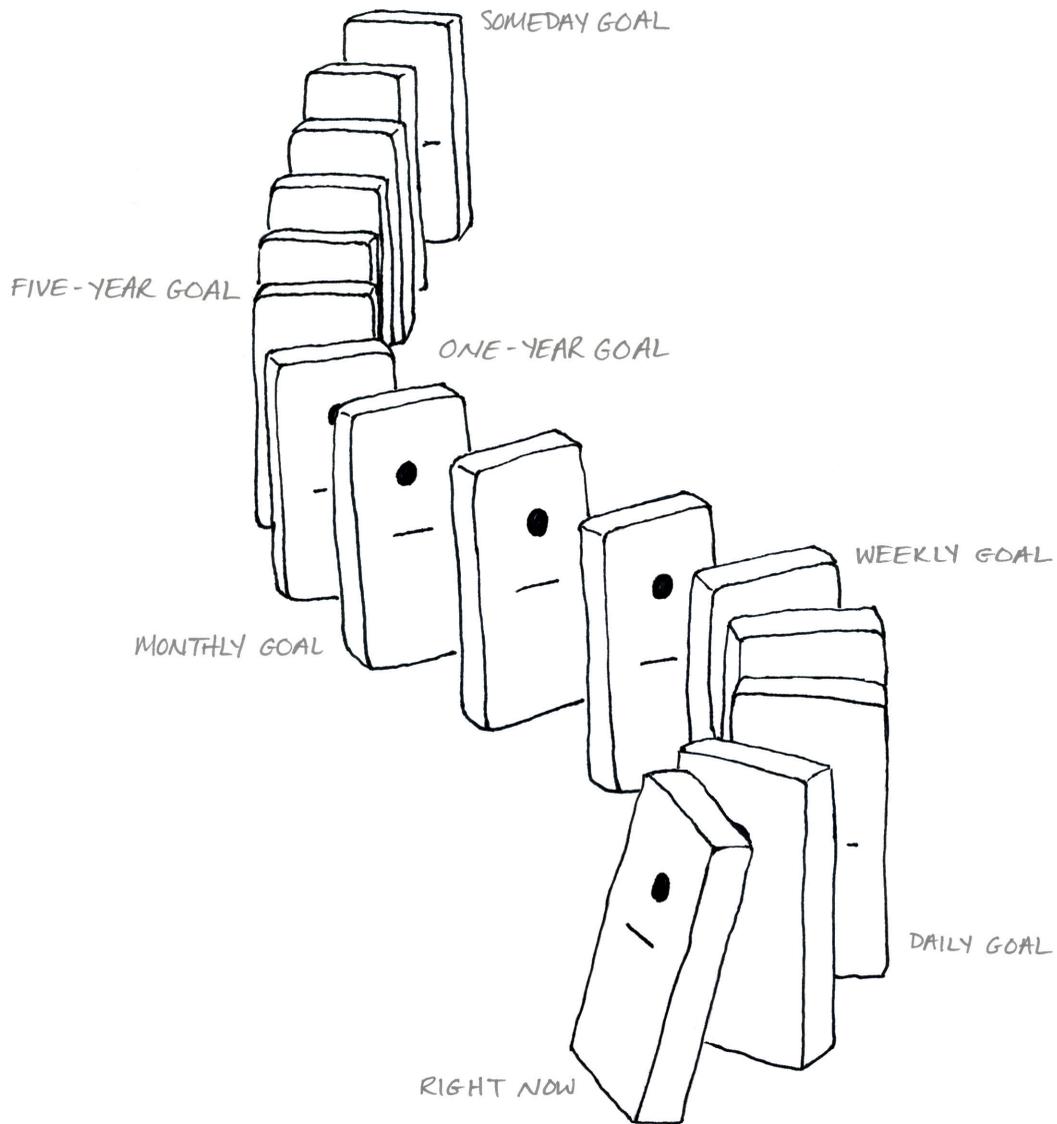
6. Based on your Daily Goal, what's the ONE Thing you can do right now to be on track?

Right Now:

7. Go achieve your Right Now Goal. It's your ONE Thing right now. Don't return to this workbook until you're done with it.

CONGRATULATIONS! You have lined up your dominoes for a really big Someday Goal that is in alignment with your purpose—and you've knocked the first domino down.

WHAT'S MY ONE THING?



WHAT'S MY ONE THING
RIGHT NOW?

EXERCISE 4: TIME BLOCK

Every day there is **ONE** Thing you can do to stay on track to achieve your goal. Depending on what your goal is, your **ONE** Thing could be anything from prospecting for future customers, to spending quality time with your spouse, to testing your code to make sure there aren't any bugs in it before the client starts working with it.

Whatever your **ONE** Thing is, it can be easy to put off doing it—even if it's the most important thing you can do today to achieve a significant goal tomorrow.

The answer to staying on track and being productive is time blocking. Time blocking is making an appointment with yourself to focus on your **ONE** Thing until it's done.

1. Go to your calendar and block off some vacation time. You're about to be incredibly productive, and you'll need some time to recharge your energy.
2. Review your Daily, Weekly, and Monthly Goals from the previous activity.
3. Go to your calendar and block off all the time you need to accomplish your **ONE** Thing to achieve your Daily, Weekly, and Monthly Goals.
 - Make this time as early in your day as you possibly can and block as much time as you need. Ideally, no less than four hours.
 - If you're really unable to block a big chunk of time in the morning, start small. Block 30 minutes this week and then build to 45 minutes next week.
 - Remember that it's okay to build on small successes. You can achieve big results from baby steps. Right now, you are just sizing your first domino. Your first domino might be half an inch tall or it might be 3 inches tall. It will still knock down a domino that is 50 percent bigger—and so will the next one.
 - Also remember that you are charting a course to extraordinary results. It's going to take a change in your daily routine.
 - Adopt the mindset, "If you erase, you must replace." On any given day, if something important interferes with your appointment and you erase it, you must replace it with a time block later in the day.

4. Block an hour each week to review your One-Year and Monthly Goals. In these appointments, ask yourself the following:
 - Based on where I am right now, what's the **ONE** Thing I need to do this week to stay on track or get on track?
 - Do I have enough time blocked every day to stay on track or to get on track?
 - Identify whether or not you need to adjust your annual or monthly goals. After a few months of time blocking, you may have developed some expertise and skills that give you deeper insights into how you can achieve your bigger goals. If so, adjust your goals accordingly.

5. Block some time at the end of the year to review your Someday and Five-Year Goals and to identify the progress you must make in the next year to be on track.
 - After a year of time blocking, you will be better able to envision where you'll need to be in five years. If you need to adjust your Someday or Five-Year Goals, do so. You may even have better clarity into your purpose. If so, refine it and work through the exercise of Goal Setting to the Now as needed.

TIME BLOCKING

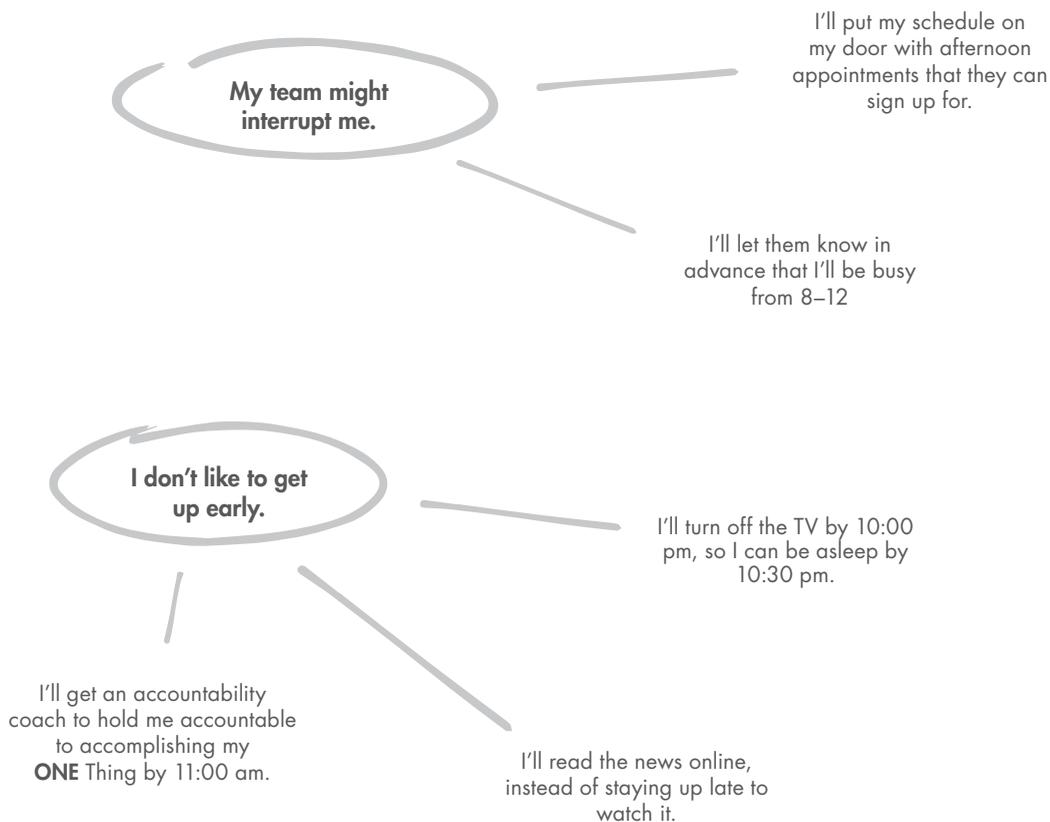
| MON | TUE | WED | TH | FRI | SAT | SUN |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-----|---------|
| 1 YOUR ONE THING | 2 YOUR ONE THING | 3 YOUR ONE THING | 4 YOUR ONE THING | 5 YOUR ONE THING | 6 | 7 PLAN |
| 8 YOUR ONE THING | 9 YOUR ONE THING | 10 YOUR ONE THING | 11 | 12 | 13 | 14 |
| | | | | ← VACATION → | | |
| 15 YOUR ONE THING | 16 YOUR ONE THING | 17 YOUR ONE THING | 18 YOUR ONE THING | 19 YOUR ONE THING | 20 | 21 PLAN |
| 22 YOUR ONE THING | 23 YOUR ONE THING | 24 YOUR ONE THING | 25 YOUR ONE THING | 26 YOUR ONE THING | 27 | 28 PLAN |

The path to your Someday Goal won't be perfectly plotted from the start. That's okay. With time blocking, you have time built in to correct your course. Course correction keeps you on track and focused on achieving what matters most to you. It keeps you on a fulfilling journey, rather than a random race to chase short-term wins.

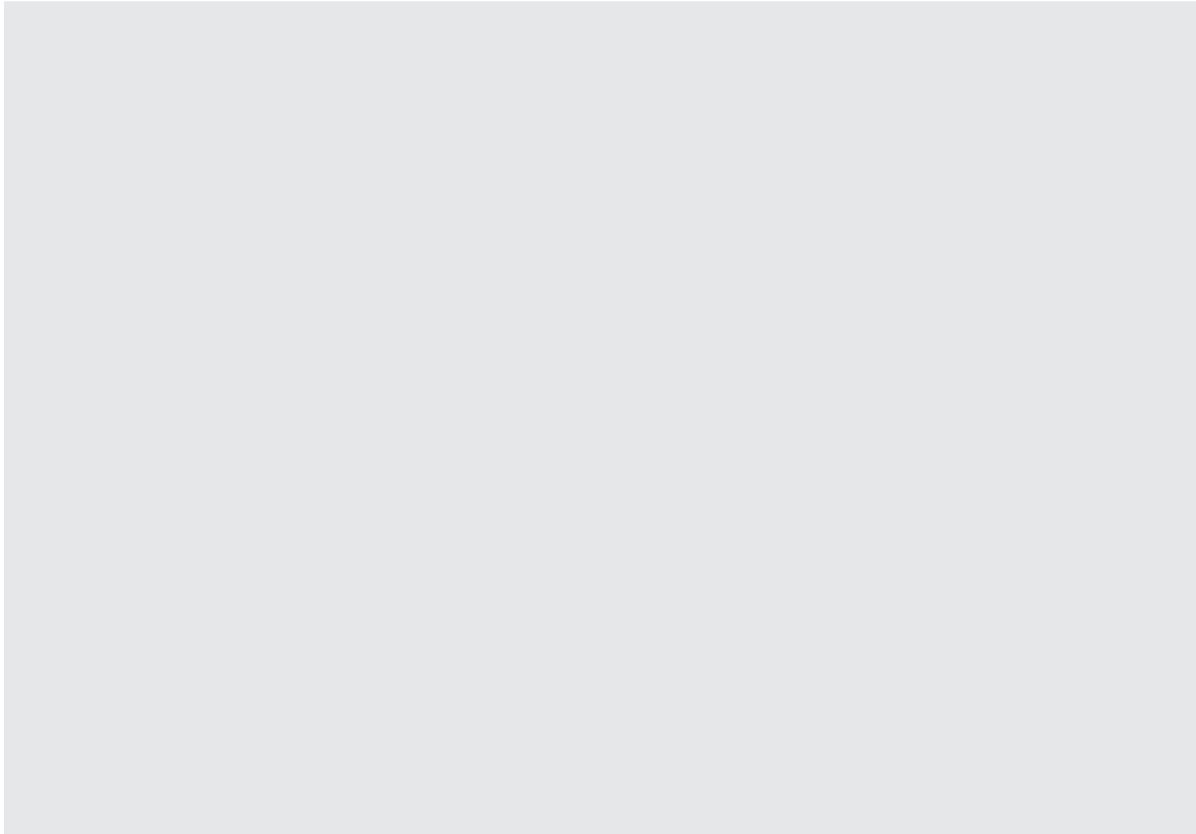
EXERCISE 5: PLAN TO PROTECT YOUR TIME BLOCK

1. Review your time block appointments.
2. Identify three possible challenges that might get in the way of your daily appointment with yourself. In the box on the following page, draw a circle around each challenge.
3. Identify solutions for each challenge. Sketch these out as appropriate for each challenge. These solutions are for you, so draw them as they make sense. Your solution might be multi-pronged or it might build on other steps being in place.

Examples:



Potential Challenges and Solutions to Protect My Time Block



4. Implement your time block with your solutions in place.

You have stated your purpose, you have set a priority with a really big Someday Goal, and you have implemented a plan to be productive. In fact, you've even accomplished the first step in achieving your really big Someday Goal.

You are well on your way to living a life that resonates with purpose and achievement—a life of no regrets.

“At any moment in time there can be only **ONE** Thing, and when that **ONE** Thing is in line with your purpose and sits atop your priorities, it will be the most productive thing you can do to launch you toward the best you can be.”

(p. 210)

STEP 3 FOCUS ON KEY AREAS OF YOUR LIFE

You have set a big Someday Goal and you will achieve it, because you've set a daily appointment with yourself. Now, you'll apply that concept to other key areas of your life.

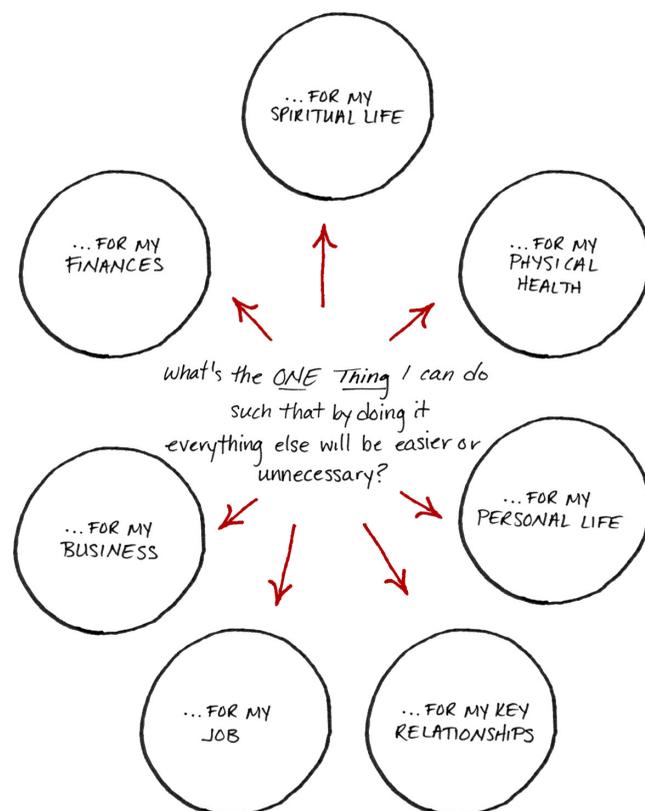
It's likely that you already know what your **ONE** Thing is in each of these key areas. However, if your **ONE** Thing isn't a habit, you'll feel the effort every time you turn to it.

The trick is to start small. Pick the most important area to you. Determine how much time your **ONE** Thing for that area needs and time block it. Then, push yourself for 66 days, the average amount of time research says it takes to build a habit. After 66 days, you'll continue to time block, but it won't take nearly as much effort. It will simply be a part of your day. And you can turn your attention and effort to the next key area.

Think of the graphic from page 114 of *The ONE Thing* as your compass. You don't have to do it all at once. You can build on your success.

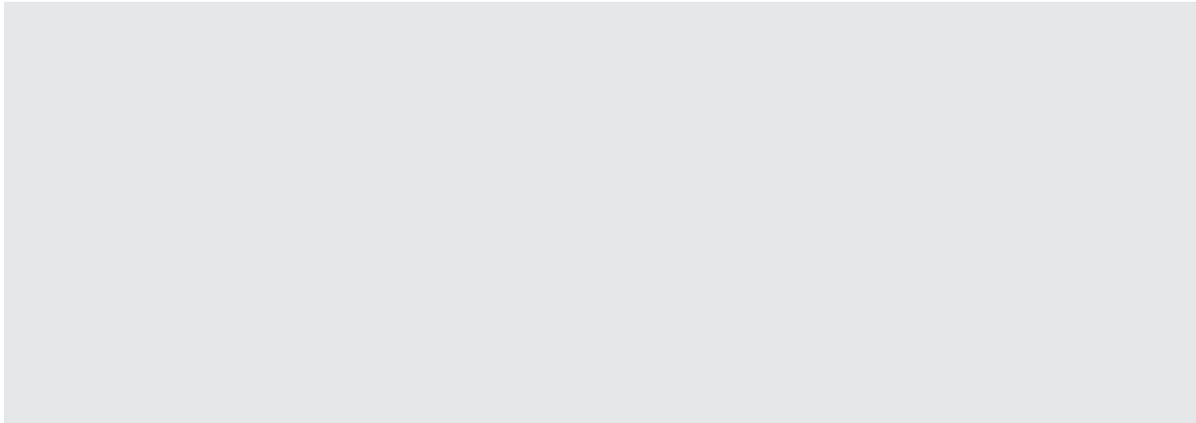
"Start with the big stuff and see where it takes you."

(p. 113)



EXERCISE 1: PUT THE **ONE** THING TO WORK IN A KEY AREA

1. Pick the area of your life in which it is most important to you to see great results.
2. Identify what your **ONE** Thing is in that area of your life and how much time it will require. Your **ONE** Thing may not require much time. For example, your spiritual **ONE** Thing could be as simple as blocking 5-10 minutes to identify what you're grateful for each day. Write your **ONE** Thing and its time requirement in the box below.



3. Use what you learned about time blocking to create an appointment with yourself to ensure the **ONE** Thing you've decided to do gets done.

EXERCISE 2: SKETCH YOUR PERFECT WEEK

1. If all of the key areas of your life were humming with purpose and priority, what would it look like? Sketch your perfect week with all of its time blocks on the following page.
2. Keep applying the techniques you've learned until your life looks like your sketch.

My Perfect Week

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |

By identifying your purpose, setting priority, ensuring productivity, and tending to the other areas of your life, you have started on a journey that will provide you with lasting happiness. You can live an extraordinary life. You know how—you've already started doing it!

FOR MORE INFORMATION

Read The **ONE** Thing and refer to the resources at www.the1thing.com to develop the insights, skills, and habits that will help you take each step of your journey with power and passion. Find up-to-date information on seminars and coaching programs, as well as exclusive **ONE** Thing tools that will keep you on the journey you want to be on. It matters. It's your life.



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WHAT'S YOUR
ONE
THING?

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