

**JUST
LEAD**
WITH MARK Q



SHOW NOTES

EPISODE 37: Zoom Out | 3 Tips For Clarity & Focus In Your Life

Life is moving fast, and sometimes it's difficult to get perspective. When busyness, to-do lists, projects, and even expectations begin to pile up, we can easily **lose focus** of our days. Left unchecked, days turn into weeks & weeks turn into a life that is unfocused and unclear. How do we reset? It's important to zoom out and look at our lives with a new lens.

EVALUATE

It's key to implement a discipline of evaluation in your life & leadership. First, is a **weekly review**, mainly looking at your calendar & how it's helping you reach your overall goals. Don't be afraid to move things around if it isn't helping you accomplish the most important things.

If you're able to, try to get away for a **monthly half-day evaluation**. This is more of a big picture look where you're evaluating all of the different "buckets" or "gauges" in your life. Here's some areas to think through as you're doing this:

1. Faith, 2. Social, 3. Marriage, 4. Attitude, 5. Family, 5. Finances, 6. Work, 7. Creativity, 8. Digital Life / Social Media, 9. Physical, 10. Ministry, 11. Mental / Emotional, 12. Travel.

Be honest with yourself about how you can grow and **make adjustments**. This takes time, but it's worth it to keep yourself aligned. For example, Pastor Q has made a point to schedule "hallway tackles," those interruptions at work that can get us sidetracked. Now, there's calendared time to make the rounds and say hello around the office.

ELIMINATE

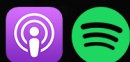
"If it isn't a clear yes, then it's a no." Once we're clear on where we're going, we have to have the courage to eliminate some things from our calendar & our lives. Oftentimes, we can serve other people better when we do this.

Sure, there may be an initial reaction as people will want your time. But remember, you are already clear on where you're going. When you do this, you may trade popularity for respect.

If you don't learn to say "no," you can fall victim to what Lance Witt calls "the distant elephant principle." You may have said "yes" to something out of guilt or obligation, and then as the deadline gets closer, it seems more daunting or overwhelming.

EXECUTE

When it comes time to execute, you need to have a clear grasp on what the **"big rocks"** are for the day. Another way to say it is, "come hell or high water," what needs to get done today? When you identify this, it keeps you focused & eliminates distractions.



We often overestimate what we can accomplish in day or even a week. That's why the process of evaluation is so key. So if you find yourself not accomplishing your top 3-4 priorities every day, it's time to reevaluate.

The quality of your work matters. When you build the habit of accomplishing your top priorities, it actually **builds confidence**, eliminates excuses, and keeps you from pointing fingers as the reason for falling short.

To make all of this happen, make it a habit to **write things down**. Whether you use a journal, planner, or a digital tool like **Evernote**, you need a tool that keeps everything in order. Experiment with what works best for you & your rhythms. The best tool is the one that works for you!

ADDITIONAL RESOURCES:

- [Essentialism: The Disciplined Pursuit of Less by Greg McKeown](#)
- [High Impact Teams by Lance Witt](#)
- [Full Focus Planner](#)
- [The One Thing by Gary Keller](#)
- [Evernote](#)

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