

EZ BOOK REVIEWS

BY SREE VEERAPANENI



THE **ONE** THING BY GARY KELLER & JAY PAPASAN

SOURCE – PAULMINORS.COM & SUMMARY.COM
(IMAGE FROM SUMMARY.COM)

**PRODUCTIVITY IS
THE PERFECT VEHICLE
TO GET WHAT YOU WANT
& FOR LIVING
AN EXTRAORDINARY LIFE**

GOING SMALL

Ignore

All things
you **CAN** do

Do

What you
SHOULD do

!Equal

Not all things
matter **Equally**

Find

what matters
the **MOST**

Connect

What you **DO** with what **you WANT**

NARROW FOCUS
DETERMINES
EXTRAORDINARY
RESULTS

DOMINO EFFECT



Simple concept!

Line Them Up

Tip over First one – the Rest will Follow

Not so Simple in Real Life!

Life Does Not Line Them Up

No Instructions Where to Start



DOMINO EFFECT – WHAT TO DO



**Everyday, Find &
Line up the Priorities**



Find the One Thing & Start knocking them over!

SUCCESS LEAVES CLUES

The One Thing

Is a Fundamental Truth

Success stories

The One thing shows up in most

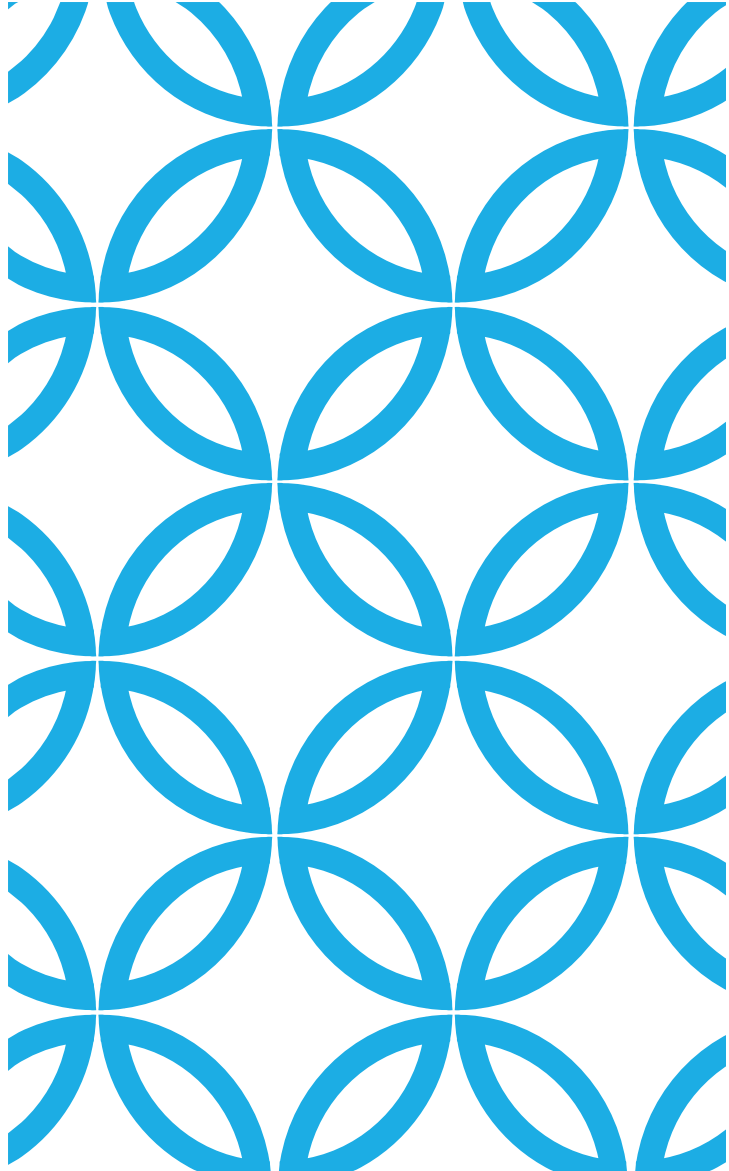
Propel Yourself

Use & **succeed** in work & life

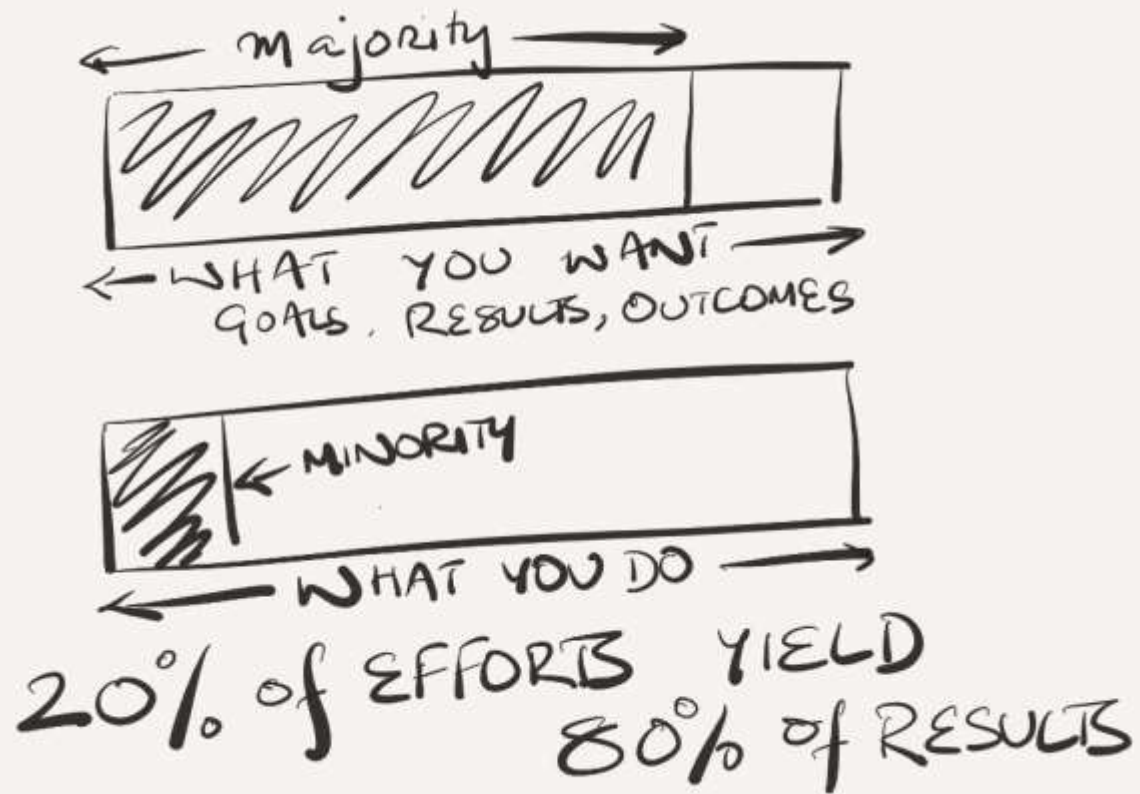


MYTHS TO AVOID

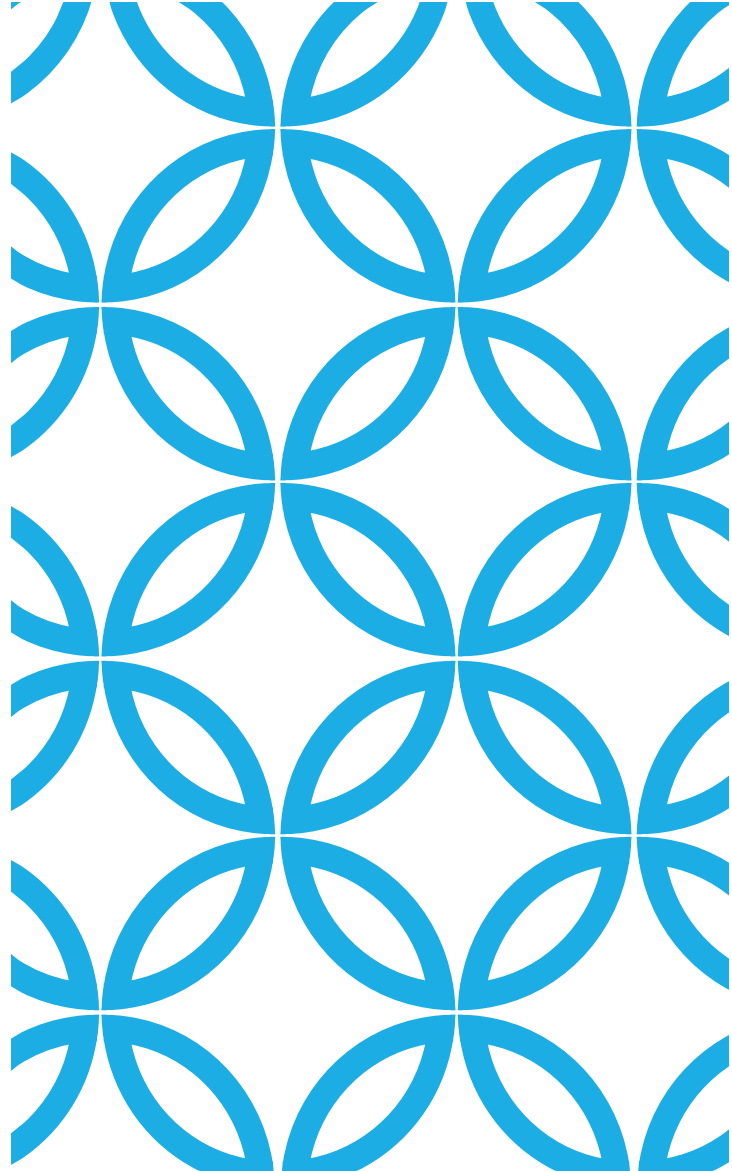
- COMMON MISLEADING
BELIEFS ABOUT WHAT IS
REQUIRED FOR SUCCESS



MYTH # 1 EVERYTHING MATTERS EQUALLY



**80% OF
WHAT YOU WANT
COMES FROM
20% OF
WHAT YOU DO**



MYTH # 2

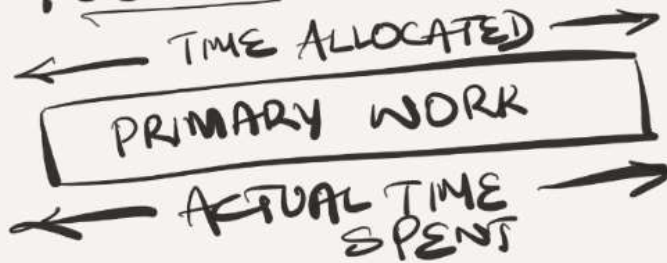
MULTITASKING

MULTITASKING \neq PRODUCTIVITY!

INTERRUPTED WORKFLOW

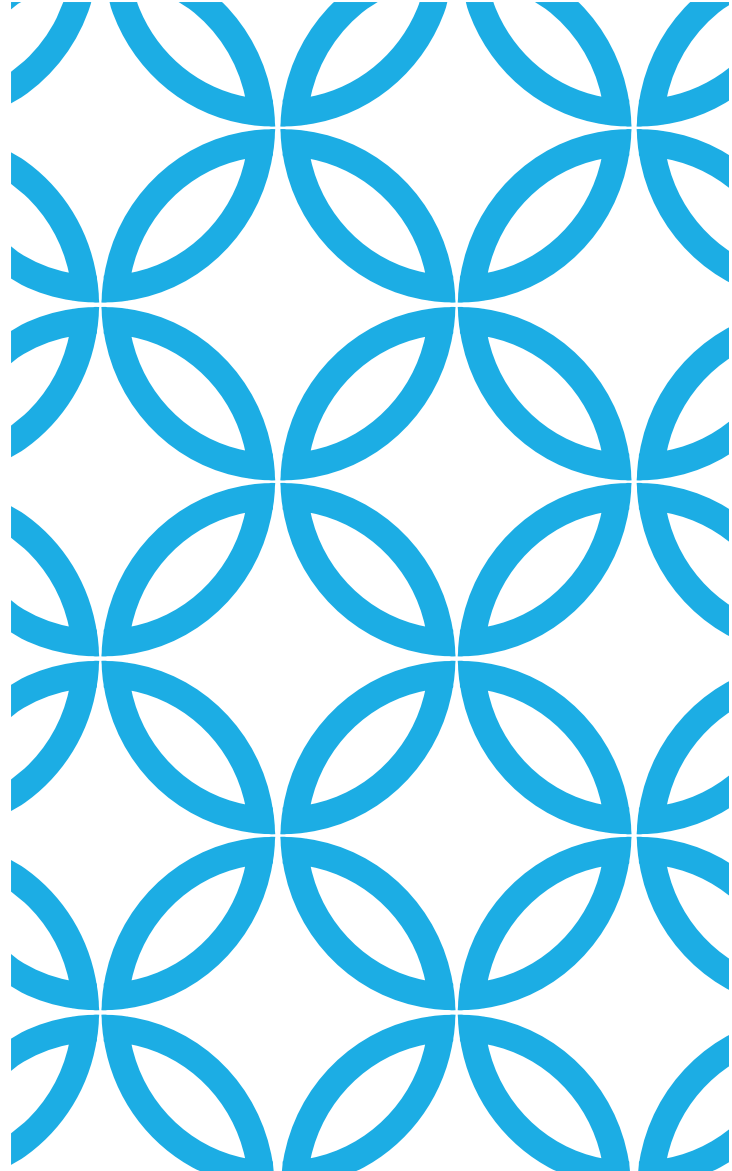


FOCUSED WORKFLOW



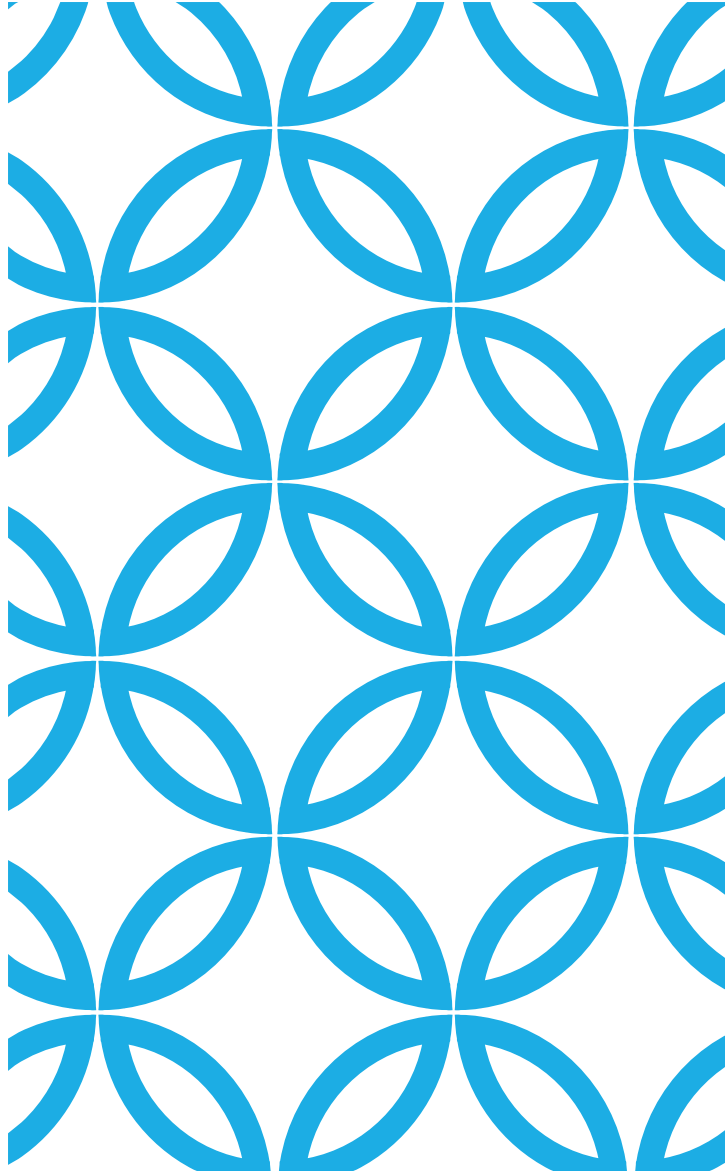
NO INTERRUPTIONS

**FOCUS
ON
WHAT MATTERS
AND
DO IT**



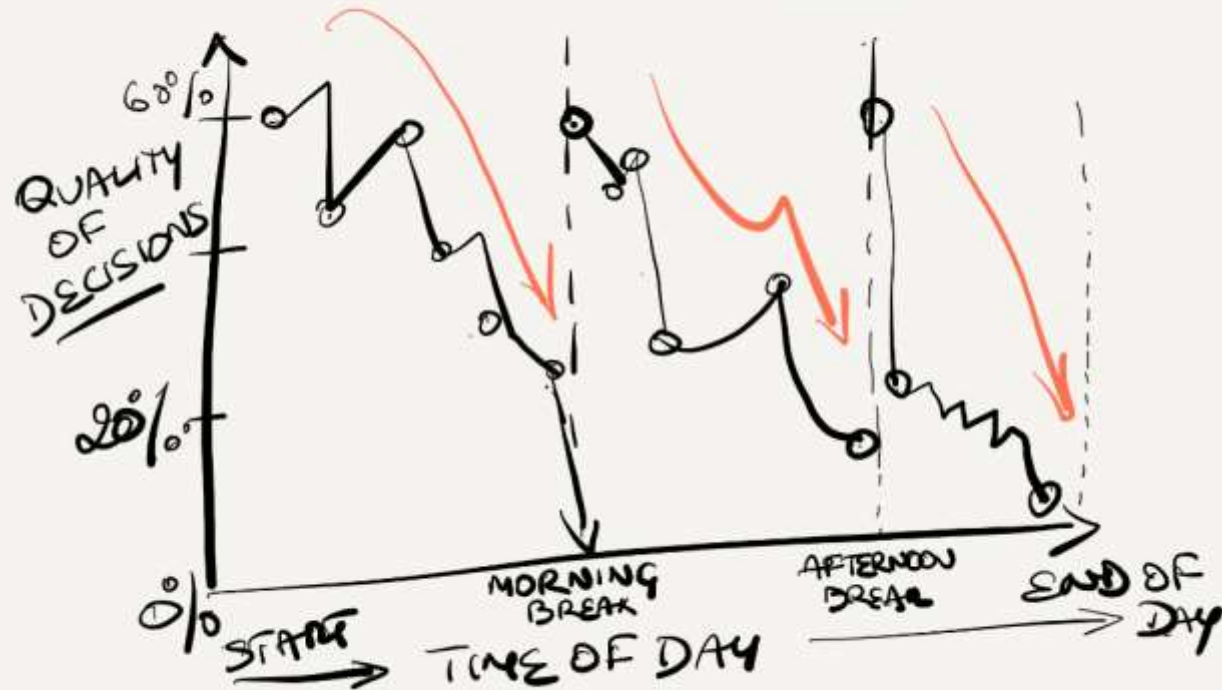
MYTH # 3
HAVE TO BE VERY
DISCIPLINED

SUCCESS
IS ABOUT DOING
THE RIGHT THING
NOT DOING EVERYTHING RIGHT



MYTH # 4
GET
WILL POWER
ON DEMAND

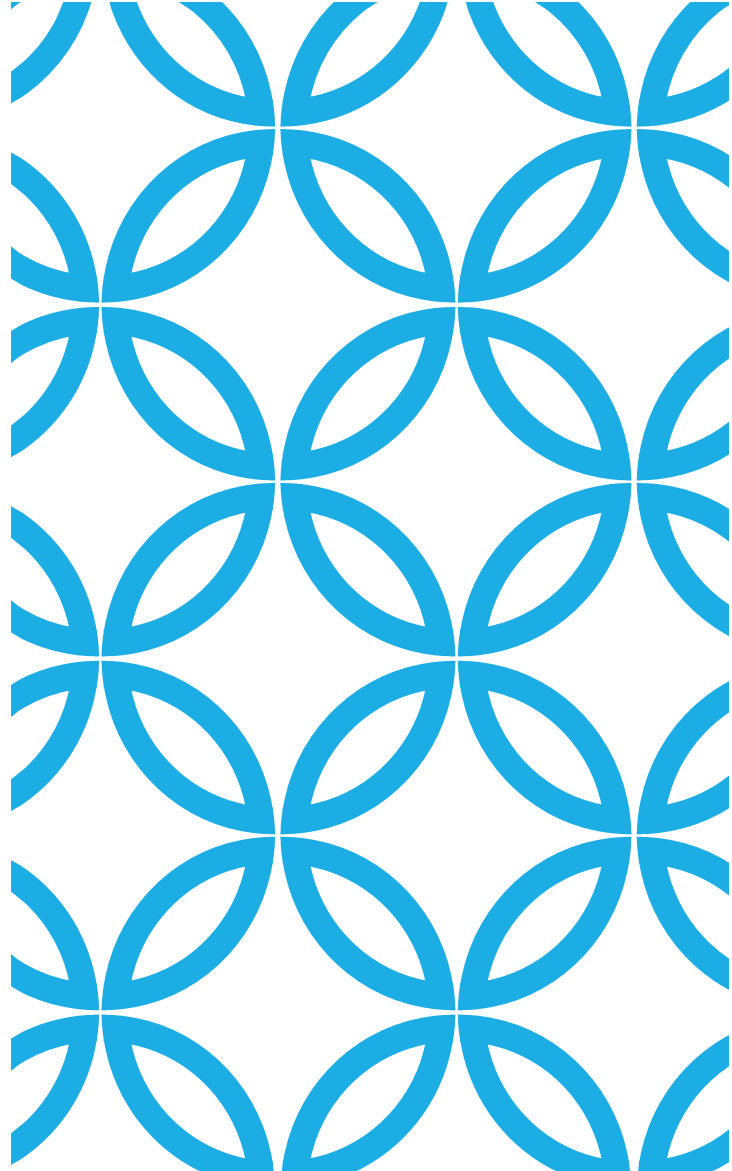
WILL POWER & QUALITY OF DECISIONS



**WILL POWER IS LIKE A
MUSCLE
(WHEN USED A LOT, GETS
TIRED AND NEEDS REST)**

**POWERFUL BUT
NO ENDURANCE**

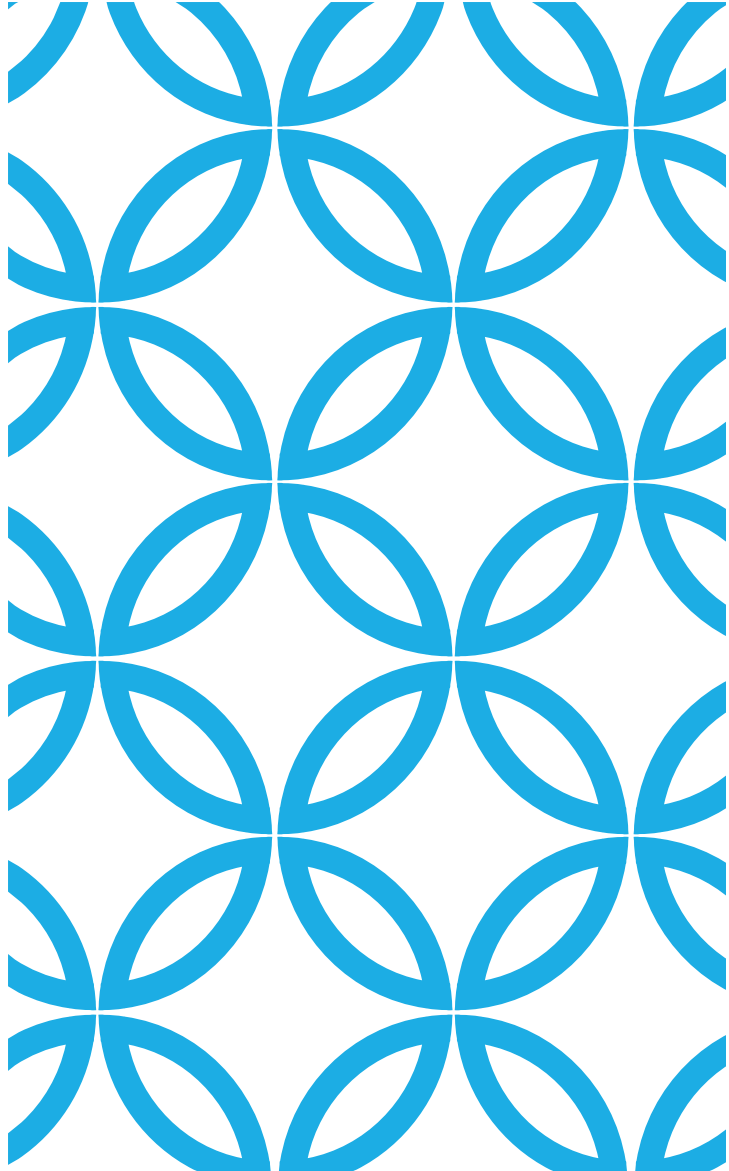
**RESISTING SOMETHING
USES
UP OUR RESERVES**



MYTH # 5

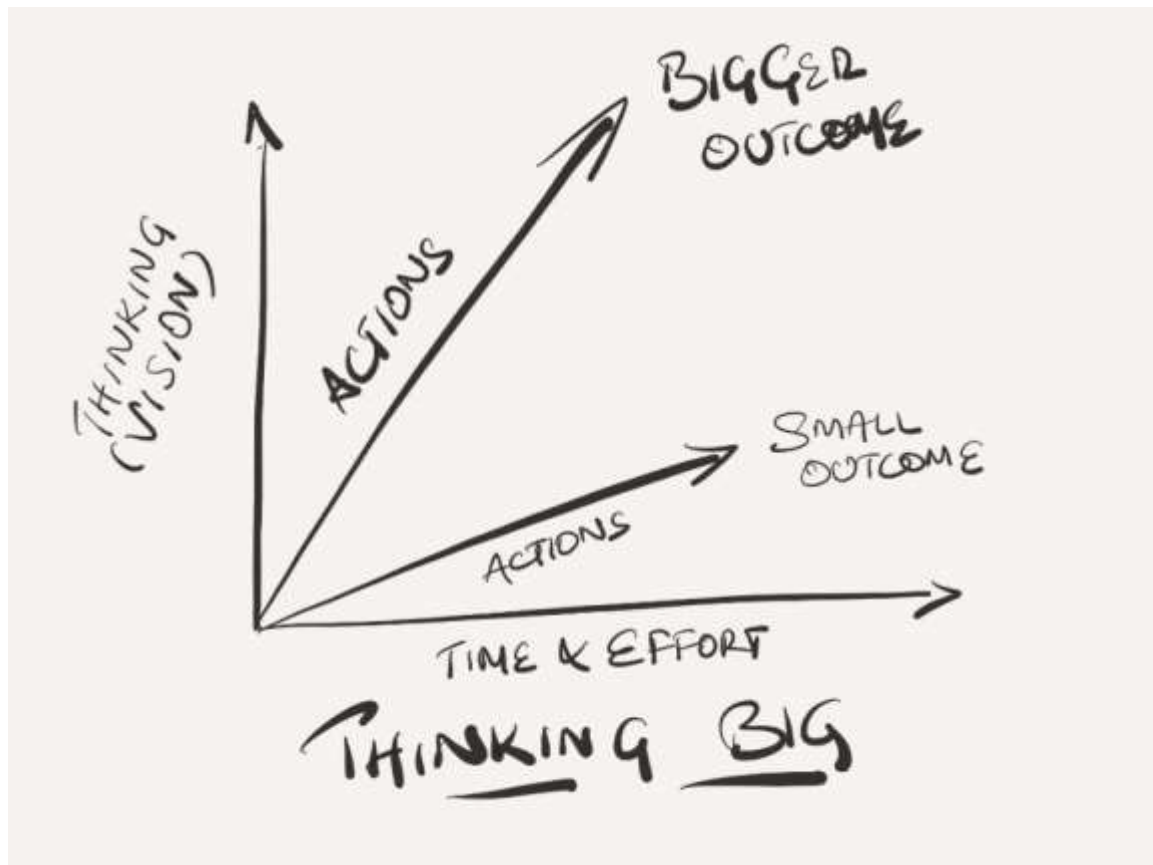
A BALANCED LIFE

- 1) **CHOOSE WHAT MATTERS MOST**
 - 2) **GIVE IT ALL THE TIME IT DEMANDS**
 - 3) **ALL ELSE WILL GET OUT OF BALANCE**
 - 4) **WHEN ACTING ON A PRIORITY**
- YOU HAVE TO GIVE MORE TIME
TO THAT ONE THING**



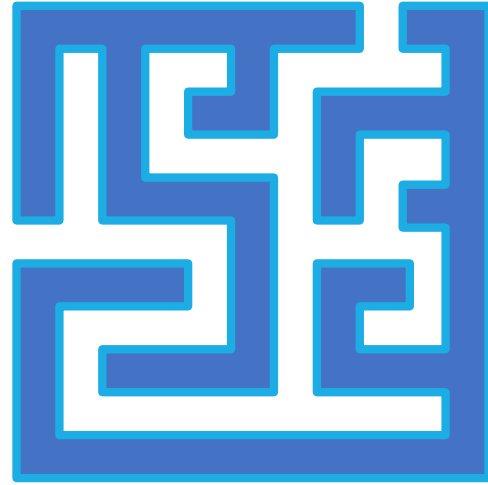
MYTH # 6

BIG IS BAD



SUCCESS REQUIRES ACTION
ACTION REQUIRES THOUGHT
THINK BIG

FOR GREAT SUCCESS
AND EXTRAORDINARY
RESULTS



**> SIMPLE PATH TO PRODUCTIVITY
REQUIRES AN UNCOMMON APPROACH**

for finding exceptional results

THE FOCUSING QUESTION

**What's The One Thing I can do,
Such that By Doing it,
Everything Else Will Be Easier
OR Unnecessary?**



Habits are
hard to break

It's hard to
create a New
Habit

How do habits
form?

When we
start and
continue

a way of
thinking or
acting

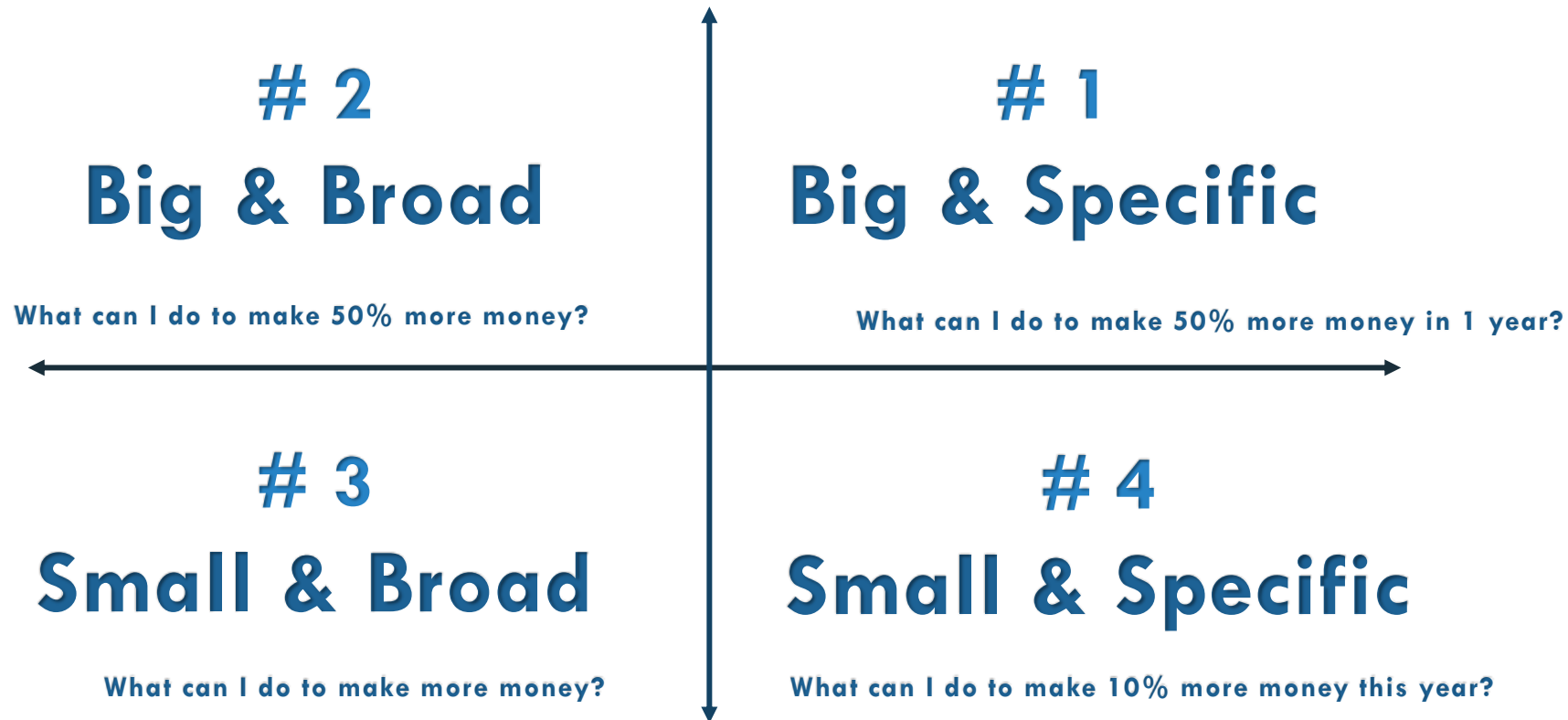
– over *time* it
becomes a
habit

THE SUCCESS HABIT

HOW TO GET GREAT ANSWERS

Ask a **Great Question**, because you are after a **Great Goal**.

Use this matrix tie in to focusing question





PURPOSE & PRIORITY

© COPYRIGHT SREE VEERAPANENI. ALL RIGHTS RESERVED

**Your Purpose
is
Your compass**

**LET PURPOSE BE A
GUIDING FORCE
TO PRIORITIZE
SPECIFIC ACTIONS TO
ACHIEVE GOALS**

LIVE WITH PURPOSE

Source of Strength

Strength of Conviction

Strength to Persevere

LIVE BY PRIORITY

Purpose is Powerful

As powerful as it's Priority

**GOAL
SETTING TO
THE NOW**

Some Day Goal

Five year Goal

One Year Goal

Monthly Goal

Weekly Goal

Daily Goal

ONE Thing to do RIGHT NOW!

SCHEDULE PRODUCTIVITY

Your Calendar

Block off
time for your
ONE THING



One-time

For onetime
ONE THING
Block hours
and Days



Regular

Block off
time
EVERYDAY till
it becomes a
HABIT



THREE COMMITMENTS TO KEEP

© COPYRIGHT SREE VEERAPANENI. ALL RIGHTS RESERVED

COMMIT TO THESE THREE

Mastery

- 1) Adopt the mindset of someone seeking **MASTERY**
- 2) Commit to becoming the best
- 3) Embrace the efforts it needs

Approach

- 1) Seek the **BEST** way of doing things
- 2) Find, use and master ways to get Results to equal or exceed your efforts

Accountability

- 1) Be accountable to doing everything you need to achieve your **ONE THING**



FOUR TO AVOID

© COPYRIGHT SREE VEERAPANENI. ALL RIGHTS RESERVED

THESE FOUR THIEVES WILL STEAL YOUR PRODUCTIVITY

**NOT
Saying
NO**

**Fearing
Chaos**

**Poor
Health
Habits**

**Environment
does not
support
your
goals**

Click here for more summaries

(<https://www.sreeveeranpaneni.com/summaries/>)

Send feedback and requests

(<https://www.sreeveeranpaneni.com/contact/>)