

The Tools for Focus

by Angela Krass

Accountability

Keeping your word, being on time, doing what you say you will do. As in The Four Agreements – be impeccable with your word.

Annual Goals

What you want to achieve within a year from now.

Balance

Balance is the integration of awareness, conscious choice and patience.

Daily/Weekly Actions

Actions you do daily or a certain number of times per week to support either a goal; a "success ingredient" until completion; a primary focus; the development of a specific habit; or a way of being.

Destiny

What is bound to happen to you in this lifetime. Information used to create a sense of Purpose, Vision and Mission.

Focus

The ability to choose to concentrate your attention in a way that serves you. Clarity of purpose used to forward yourself.

Fulfillment

Those moments which are filled with joy, happiness, love and satisfaction. Living from a personal foundation that supports you most in being fulfilled. Doing and being what you love.

Future Self

The Self with the wisdom of 20/20 vision, who is already living out your Vision of your life--has a message of getting from here to there.

Intention

The meaning behind who you are being and doing.

Life Purpose

The reasons you are here on earth, what gives your life meaning. A common theme, or thread throughout your life.

Life Purpose Statement

A single statement including two elements: a metaphor for who you need to be to live on purpose; and the impact you want to have on your life and the world.

Mission

A way you are acting on your Life Purpose--the "doing" part of your Life Purpose, may also be motivated by a specific goal or vision.

Planning

Taking the time to look at what you want, when you want it, and the appropriate steps as well as pace to getting it.

Primary Focus

The main project; area of focus; or ultimate goal of getting what you want. Usually defined for a given time period.

Proactive

Taking responsibility for your beliefs, behaviors and experience. Creating the quality of life you want for yourself. Life maintenance--giving up the adrenaline rush of putting out fires.

Quarterly Goals

Your goals put into perspective based on quarters of an annual schedule.

Single Daily Action

An action taken daily to reinforce what you want in your life for personal growth and/or business growth.

Special Permission

Having permission to do or be a certain way during the process of pushing hard towards achieving a goal. It may be a special treat, or a special privilege not often taken; or it may mean allowing yourself to experience things differently.

Values

Intangible, that which is intrinsically important to you, when honored, your life is fulfilling. What is true to Self. Not morals.

Vision

The picture in your mind, or a knowingness, that represents where you are going--creates a basis for "being" and "doing" on the way of getting there. The dreams and ambitions which you see out in front of you pulling you forward.

Walk Your Talk

Guidelines for living your Mission, Vision and Life Purpose. Intentions, commitments, actions, goals, daily habits supporting the process of your life towards balance and fulfillment. Developing methods and behaviors that honor who you really are. "Being" and "doing" in ways that support your Life Purpose, that make your life flow.
