Essentialism: THE DISCIPLINED PURSUIT OF LESS
### Realities

<table>
<thead>
<tr>
<th>Choose</th>
<th>Discern</th>
<th>Trade-Off</th>
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<tbody>
<tr>
<td>We can choose how to spend our energy and time.</td>
<td>Almost everything is noise, and a very few things are exceptionally valuable.</td>
<td>We can’t have it all or do it all.</td>
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<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
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| Family out at 3:30 | Goal Setting Discussion  
  Mike's Office  
  Delaney, Maggie | Mike Rounds, Darcey Nance, and Jill Hummels  
  109 Cornuth  
  Rounds, Mike | Graduate Military Programs - KU Vet Center  
  222 Strong  
  Rounds, Mike |
| Travel | Weekly Meeting - Barbara  
  Mike's Office  
  Delaney, Maggie | Mike Rounds and Amy Smith  
  Mike's Office | Travel  
  Confidential meeting  
  242 Carruth; Sechist, Abigail Willa |
| Travel | Data Group Meeting  
  Carruth-O'Leary 103B HREO Conference Room | HIM Directors Meeting  
  103 B  
  Delaney, Maggie | Lunch  
  Weekly Meeting - Jamie  
  Mike's office  
  Sechist, Abigail Willa |
| Travel | DL Follow-Up Discussion  
  Carruth-O'Leary 103B HREO Conference Room  
  Henday, Emily Clare | Dave Cook and Mike Rounds  
  109 Cornuth  
  Rounds, Mike | Weekly Meeting - Lisa  
  Mike's Office  
  Delaney, Maggie |
| Travel | Brooke Hawkins - Oracle  
  Carruth - 109 | Weekly Meeting - Kathleen  
  Mike's Office  
  Delaney, Maggie | Meeting Amy Smith  
  Carruth O Leary 121  
  Sechist, Abigail Willa |
|       |                   | FYI - Performance Management Training  
  Procurement  
  31 Carruth McCaulay, Katie Dale | Abhy weekly meeting  
  Mike's office  
  Sechist, Abigail Willa |
|       |                   | 9.2 Fit Gap Discussion  
  Carruth-O'Leary 103B HREO Conference Room  
  Rinnert, Stacey | leave at 5pm  
  Weekly Meeting - Lisa  
  Mike's Office  
  Delaney, Maggie |
Choose

EVALUATE THE OPTIONS
The power to choose cannot be given away or taken away – it can only be forgotten.
The reality of limited resources.
In order to focus, we need to escape to focus.
Discern

IDENTIFYING PRIORITIES
Our highest priority is to protect our ability to prioritize.
The concept of “Less but better”
Four Burners

- Family
- Friends
- Health
- Work
Trade-Off
BUILDING STRATEGY
We can try to avoid the reality of trade-offs but we can’t escape them.
If it isn’t a clear yes, then it’s a clear no.
The “No” Repertoire

Awkward Pause | Soft “No” | Say “Yes”
An essentialist produces more – brings forth more – by removing more instead of doing more.
Essentialism:

WHAT DID YOU LEARN?
A Closing Perspective

Manifesto for a stressed out, meaningless life

- Let others dictate how you spend your time and energy
- If you can’t do it all, you just aren’t trying hard enough
- Play and relaxation are for babies and slackers
- Try to emphasize every project as an additional priority
- Believe less sleep = more productivity
- Make “yes” the default answer to everything
- The longer your to-do list, the more worth you have as an employee, and a human being
- Believe, “If I don’t accept every invitation I receive, no one will like or respect me.”
- Remember, boundaries are for countries, not human relationships
- Live in yesterday and tomorrow and be rarely present in the here and now

Manifesto for an Essentialist, meaningful life

- Exercise the invincible power of choice
- See many things as trivial but only a few as truly vital
- Instead of thinking “I can do both,” ask “What is the trade-off I want to make?”
- Remember play is essential to spark creativity and innovation
- Defend sleep is a #1 priority
- Say yes to only the top 10% of opportunities
- Make 1 decision that eliminates 1,000 later decisions
- Dare to say no firmly, resolutely, and gracefully
- Believe if you have limits you will become limitless
- Find joy in the journey