



Essentialism:

THE DISCIPLINED PURSUIT OF LESS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
24	25	26	27	28	29	30
		DO NOT SCHEDULE		Project prep	Weekly meeting Pam Carruth Mike's office Rounds, Mike	
	Rounds/Grunewald Mor Mike's Strong Hall Office Grunewald, Kimberly	Project prep	Biweekly Space Plannin			
	Project prep	A Conversa Carruth O'L Schultz, Kat	Biweekly Meeting - Mik Mike Rounds Office - Stro Rounds, Mike	Transit Hub Meeting PCR, Strong Hall Modig, James E.	Weekly meeting Abby Carruth Mike's office Rounds, Mike	
	Shawn Har 250 Strong	VPs Meeti PCR; Lejuez	KU WIT PCR Luckey, Linda L.	Weekly meeting Kathlee Carruth Mike's office Rounds, Mike	Project prep	
	Callie Long 250 Strong	travel	Project prep	Biweekly Meeting - Miki Mike's Office - Carruth Rounds, Mike	travel	FYI - Transi KUPT Confe de Vries, Mz
	lunch/desk time	Orientation Bus and Par	lunch/desk time		Julie Fugett Bird Dog - C Rounds, Mil	
		travel	FYI - [Ritcmemb RITC Face To Face KU BioSc	lunch/desk time	travel	
		John Kumar and Mike Rounds Bird Dog - Oread Hotel Rounds, Mike	CPC Mont PCR, Strong Modig, Jam	Director's meeting (HRM Carruth-O'Leary 103B HRE Rounds, Mike	Weekly meeting Catheri Carruth Mike's office Rounds, Mike	
	Grant's leadership team Carruth-O'Leary 121 Rounds, Mike	travel	Staff Leadership Summit prep 250 Strong - Mike's office Rounds, Mike	travel	Deferred Maintenance F St. Andrews Office 101 Col Rounds, Mike	
	travel	travel; mee		Door and Lock Issues Me Summerfield Hall 350K Burns-Wallace, DeAngela		
	Incident Planning and Threat Assessment	Building walk - Rounds, Harding, Ellsworth				

Why Discuss Essentialism

Work Life
Balance

Tools



Essence: What is the core mind-set of an essentialist?

Explore: How can we discern the trivial many from the vital few?

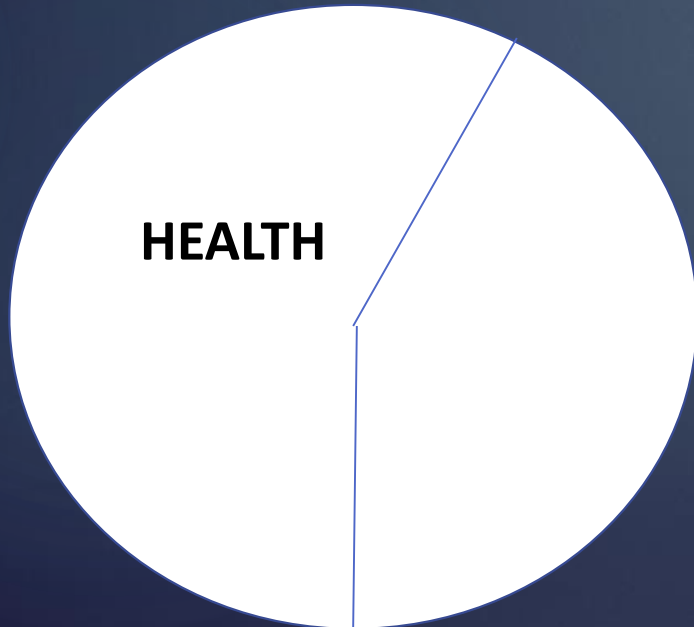
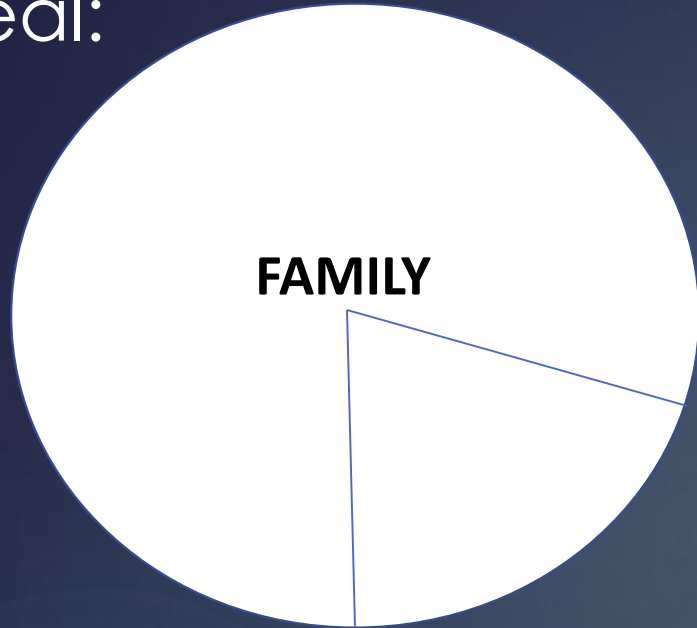
Eliminate: How can we cut out the trivial many?

Execute: How do we make doing the vital few things almost effortless?

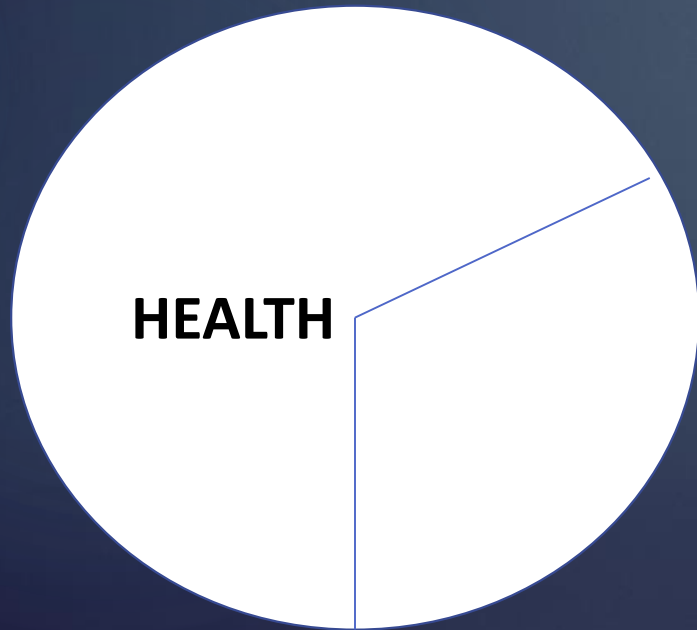
Four Burners

- Family
- Friends
- Health
- Work

Ideal:



Actual:



Essence

Choose

We can choose how to spend our energy and time.

Discern

Almost everything is noise, and a very few things are exceptionally valuable.

Trade-Off

We can't have it all or do it all.

Choose

EVALUATE THE OPTIONS

The power to choose
cannot be given away
or taken away – it can
only be forgotten.

Discern

IDENTIFYING PRIORITIES

Our highest priority is to protect our ability to prioritize.

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*.

Explore

Look

Scan to find the essence of the information – consider keeping a journal.

Sleep

Each night, when I go to sleep, I die. And the next morning, when I wake up, I am reborn.

-Mahatma Gandhi

Select

The 90 percent rule.

Look

See what really matters

Clarifying the question if
the way out of a cycle of
evasion.

Sleep

Protect the Asset

If we underinvest in ourselves, and by that I mean our minds, our bodies, and our spirits, we damage the very tool we need to make our highest contribution.

Select

Power of Extreme Criteria

If it isn't a clear yes, then it's
a clear no.

Eliminate: How can we cut out the trivial many?

Dare

The power of “no”

Uncommit

“If I weren’t already invested in this project, how much would I invest in it now?”

Limit

Their problem is not your problem.

Dare

The power of a graceful no

The right “no” spoken at
the right time can change
the course of history.

The “No” Repertoire

Awkward Pause

Soft “No”

Say “Yes”

Uncommit

Win big by cutting your losses

Be willing to admit failure
to begin success.

Limit

The freedom of setting boundaries

When people make their problem our problem they distract us from our purpose and siphon our time and energy off to activities that are essential to them rather than those that are essential to us.

Execute: How can we make doing the vital few things almost effortless?

Progress

Celebrate small acts of progress.

Flow

Without routine the pull of nonessential distractions will overpower us.

Progress

The power of small wins

Done is better than
perfect.

Flow

The genius of routine

Do the most difficult things
first.



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