

# Super Results™ Day

## + Delegation

Share, accomplish, plan. Have fun - get more done!



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# Super Results™ Day Overview

We live our day together in **3 hour time blocks**. We meet for 10 to 15 minutes every three hours to share accomplishments from the previous three hours and plans for next three hours. Have fun – get more done!

## WHY People Enjoy Super Results™ / Get Stuff Done Day...

- You plan out your day in 3 hour chunks – what you do is up to you. It could be personal (laundry, errands, lunch) or business (make calls, marketing).
- You get a lot done like the day before vacation.
- You have less downtime, less distractions and are better organized.
- You learn about yourself – how much can you actually get done in 3 hours? (Are we wasting time?)
- You learn how to bundle similar things together to get more done. (Running errands, making calls)
- You learn to use it to shorten meetings – you have a hard break in your activity every two hours that helps you time calls and meetings.
- You end up making better choices – you become a better planner – it's a skill you develop.
- You learn about synergy – doing two things at the same time like driving and making a business call.
- You have fun with other people. You are inspired by others getting stuff done and you learn better during a group experience. You feel more accountable in the group setting.
- **BIGGEST of ALL – You LIVE YOUR DAY** – you are working on your list, limiting distractions and getting a large amount of stuff done that's important to you!
- It is YOUR TIME – here's a powerful song about that you can use throughout the day: [PowerfulSong.com](http://PowerfulSong.com)

## Tips to get the most from the Day...

- **Be punctual** - 1 minute late and you can miss the accountability check in call.
- **Use My Done List tracking sheet** to track your day's activities (add things as you do them, creating the BIG Done LIST)
- **STOP 5 minutes before the call**, see what you have completed and plan out the next three hours
- **Write it down** – be ready to say what you have accomplished and what you have planned for the next 3 hours – move quickly out of respect for everyone's time – be ready!
- **5 minutes of planning** can save 30 minutes or more of execution time!
- **Check items off** as you accomplish them (provides the Dopamine Rush!) and save your Mind Dump sheets for the next Super Results Day
- **Avoid distractions** – stay on task – phone in Airplane Mode, turn off email, notifications
- **Avoid Time Drainers**: Unnecessary phone calls, too much email, internet, calls or errands
- **Start with a small little quickly achievable task** – clean out a junk drawer, write one card to a friend. This gains momentum and gets you feeling good about getting stuff done!
- **Use a timer** for tasks (15 Minute Email Scan) and an alarm to remind you of the next call!
- **Tell other people** you are doing a GSD/Accountability day so they support you – have them join in!
- **Add in Buffer Time** - Realize actual time is so much shorter than planned time.

Over 14 years of Getting Stuff Done! Over 15,000 Check-ins!





# Delegation Day Delegation Plan

*"Find a Dream, Build a Team,  
Focus like a Laser beam."* Blaine Oelkers

## The 6 T's...

Great to Delegate:

1. Tiny
2. Tedious
3. Time-Consuming
4. Teachable
5. Terrible At
6. Time-Sensitive

## Delegation Plan

1. ....

How?.....

2. ....

How?.....

3. ....

How?.....

What are the benefits of Delegation and Outsourcing?.....

What could or should you Delegate and Outsource?.....

## Keys to Successful Delegation

Pre: .....

During: .....

Post: .....

Name ..... Date .....



# Delegation Day Tips & Resources

“Get it off your plate - Forever!” Blaine Oelkers

## Delegation Tips & Resources

## Who Before Do!

- Confidentiality Agreements .....
- Payments - Hourly, Project Based .....
- How to Manage It / Them .....
- Guard Rails, Pilot Tests, 10-80-10 Method .....
- Delegate to Elevate .....
- The Magic Delegation Pad .....
- 80% Perfect is Okay - Pay the price - It's worth it .....
- Delegation is a \$10,000 Hour! .....
- Best Practices .....
- Simplification & Automation .....
- Human Automation .....
- ALWAYS record it for training & clarity .....
- Start small with HIGH feedback loop .....
- Clear Context / Why, Definition, Expectation, Outcome, Instructions .....
- Measurement, Ownership and Deadlines .....
- Check-Ins are critical .....
- Full resources to Do It .....
- Review - Reward - Thanks .....
- Clockwork - Taking a month off .....

- Existing team members .....
- New team members .....
- Family & friends .....
- Virtual staff .....
- Fractional / shared person .....
- Fiverr.com .....
- UPwork.com .....
- Zirtual.com .....
- StaffVirtual.com .....
- GetMagic.com .....
- Revaglobal.com .....
- PriorityVA.com .....
- Rockstation.me .....
- Belaysolutions.com .....
- 99Designs.com .....
- Freelancer.com .....
- Guru.com .....

Name ..... Date .....

