



CHAPTER 1

IMPROVEMENT AND YOU
IDENTIFYING YOUR ROLE IN MAKING YOUR BEST BETTER

OBJECTIVE

To get started on making your best better, follow these 3 steps:

1. Set a goal.
2. Be consistent.
3. Take action.

Read more on pages 9-10.

1. I.D.E.A.

Identify:

Pages 4-5

Define:

experiment:

Assess:

WHAT READERS SAY

“Jason Womack has emerged as a new voice in the world of professional development. His book offers an action-oriented set of resources leaders can use to improve themselves and help others achieve greater potential.”

-Dan Pink
Author, Drive

2. MIT'S

What are your Most Important Things?

Pages 10-11

3. WHEN ARE YOU AT YOUR BEST?

Examples:

Pages 25-27

When I eat a complete breakfast.

When I capture agreements as I make them.

When I review my Calendar before Email so I'm prepared.





CHAPTER 2

IMPROVEMENT AND PACING
BUILDING & SUSTAINING HABITS THAT LEAD TO PRODUCTIVITY.

OBJECTIVE

What do you do to reset your pace?

Try these 3 ideas:

1. Manage your time.
2. Use technology better.
3. Relax and rejuvenate.

Read more on pages 34-35.

1. HOW FAR CAN YOU SEE INTO THE FUTURE?

Pages 29-34

2. WHAT CAN YOU DO TO RESET WHEN YOU'RE OFF COURSE?

Page 35

WHAT READERS SAY

"Your Best Just Got Better is the blueprint for finding true balance and meaning and achieving your best in life and business."

-Matthew Hately
Vice President, Macadamian

3. TAKE AN INVENTORY OF YOUR TIME AND EFFORT THROUGHOUT THE DAY.

Pages 36-47



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@JODIWOMACK



JODI@GETMOMENTUM.COM



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CHAPTER 3

IMPROVEMENT AND TIME
GET THE MOST FROM 1% OF YOUR DAY!

OBJECTIVE

Things you can do in 15 minutes, 1% of your day:

1. Write a card
2. Review your calendar
3. Confirm a reservation
4. Clean up voicemail
5. Draft meeting notes
6. Breathe deeply

Read more on page 53

WHAT READERS SAY

"Your Best Just Got Better is exactly the kind of tool we need to help us work most effectively – in life and at work."

-Frances Hesselbein
President, Leader to Leader
Institute

1. 15-MINUTE BLOCK = 1% OF YOUR DAY

How many 15-minute blocks open up each day? Pages 49-51

2. WHAT WOULD YOU DO WITH AN EXTRA 15 MINUTES?

Pages 51-56

3. YOUR TIME MANAGEMENT PROFILE

What do you have with you to make the most Of your time? Pages 56-70



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CHAPTER 4

IMPROVEMENT AND SELF-EFFICACY
IF YOU THINK YOU CAN, YOU PROBABLY CAN.

OBJECTIVE

Use these statements to help develop efficacious thinking:

1. I've done it before.
2. They were able to do it.
3. They think I can do it.
4. I know I can do it.

Read more on pages 79-80.

WHAT READERS SAY

"Jason Womack teaches you not to settle for your 'best' but to keep the target moving forward. With his help, break through and do better than you ever thought possible, in every area of your personal and professional life."

-Keith Ferrazzi

Author of *Never Eat Alone* & *Who's Got Your Back*

1. YOUR THOUGHTS SHIFT YOUR FOCUS.

What do you tell yourself about life?

Pages 83-84

2. WHAT BOOKS DO YOU READ TO BUILD YOUR SELF-EFFICACY?

Biographies, business, how-to books...

Pages 86-87

3. WHAT ARE OTHER WAYS YOU CAN BUILD YOUR SELF-EFFICACY?

Conferences, mentors, influencers

Pages 87-89





CHAPTER 5

IMPROVEMENT AND YOUR SOCIAL NETWORK
IF YOU WANT TO GO FAR & FAST, GO TOGETHER.

OBJECTIVE

What kind of conversations are you having? Are you:

1. Managing transactions.
 2. Building rapport.
 3. Creating opportunity.
- Read more on page 105.

1. BUILD TEAM YOU.

Who do you spend the most time with? Pages 91-95

Make a list of 10 people you want to spend MORE time with.

Make a list of 10 people you're already spending time with.

Make a list of 10 people you'd like to spend LESS time with.

WHAT READERS SAY

"This is a must read for anyone wanting to advance in their career. Chapter 5 "Improvement & the Social Network" is my favorite chapter, focusing on building "Team You" and how becoming better is working smarter through your network. It will help you re-evaluate the way you work."

-Caroline J.

5-Star Amazon book review

2. WHO'S ON TEAM YOU?

Pages 96-97

3. WHAT'S THE 4TH QUESTION YOU'D ASK?

Pages 102-103



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CHAPTER 6

IMPROVEMENT AND TRACKING
WHAT IS IN THE WAY? WHAT IS ALONG THE WAY?

OBJECTIVE

To maximize your 4 limited resources:

1. Time
2. Energy
3. Focus
4. Systems & Tools

Read more on page 117.

WHAT READERS SAY

“Jason has a remarkable ability to get your attention – it’s like putting a mirror up in front of yourself and suddenly realizing you are due for a major makeover!”

-David Fink
Vice President, EADS North America

1. WHAT CAN YOU TRACK?

Time spent commuting to/from work. Pages 109-113
Time spent preparing food.
How many times are you interrupted?
How many minutes/day are you in meetings?

2. YOUR 4 LIMITED RESOURCES

Time, Energy, Focus, System/Tools... Pages 114-125
Pick ONE and make a tracking sheet.
Track that activity for one day.

3. SYMPTOMS VS. CAUSES...

Ask yourself at the end of the day, “What caused my day to go the way it did?” Pages 125-128





CHAPTER 7

IMPROVEMENT AND PURPOSE
CLARIFY AND PROMOTE YOUR OWN “SO THAT...”

OBJECTIVE

To get started on making your best better, there are 3 steps to success:

1. Show up.
2. Do good work.
3. Stay in touch.

Read more on pages 146.

WHAT READERS SAY

“Your Best Just Got Better’s concepts and ideas for creating best business practices are based on deep insight and understanding of the psychology of human performance.”

-Frances Hesselbein
President, Frances
Hesselbein Leadership
Forum

1. WRITE 20 “SO THAT” STATEMENTS

Pick one project or role and make the list. Pages 137-141

2. PROMOTE YOUR “SO THAT” STATEMENT

Use your “So That” statements as productive and supportive boundaries. Pick one and write it on a paper to post on your bathroom mirror. Pages 144-146

3. WHO IS INFLUENCING YOU?

Ask yourself: Page 150

1. With whom do I spend my time?
2. What do we do together?
3. Where do we go?
4. What do we talk about?





CHAPTER 8

IMPROVEMENT AND FEEDBACK
KNOWING HOW TO ASK FOR IT AND WHAT TO DO WITH IT.

OBJECTIVE

To get effective feedback, identify these key factors:

1. Identify specifics.
2. Raise the volume.
3. Clarify what you want.

Read pages 177-178.

1. WHAT RESULTS CAN YOU REVIEW?

Pages 155-156

WHAT READERS SAY

"In Your Best Just Got Better you will learn about multiple types of feedback (including informal feedback comments) and how to use this information to improve. A great question to ask about feedback: "Did you see it coming or was it a surprise"
- Bruce Harpham
5-Star Amazon book review

2. WHAT FEEDBACK DO YOU NEED NEXT?

Formal/informal.
Objective/subjective.

Pages 173-178

3. ASK A COLLEAGUE

For receiving feedback from a coworker or colleague, make a list of the kind of feedback you're seeking and ask to meet for coffee next week.

Pages 177-178





CHAPTER 9

IMPROVEMENT AND FOCUS
THE RESOURCE THAT AFFECTS ALL OTHERS.

OBJECTIVE

To identify and eliminate distractions so you can work to completion. Be aware of these different types of distractions:

1. Visual
2. Auditory

Read more on page 193.

WHAT READERS SAY

“Jason Womack’s activities create tangible learning by asking participants to make small changes that, when practiced over time, produce big results.”

-John Robinson

Federal Agency field training consultant

1. WHAT’S THE “MORE” DO YOU WANT TO MAKE?

Money, time with key people, memories, vacation days, business trips, healthy choices & self-care behaviors...

Pages 181-184

2. FOCUS-TO-FINISH MINDSET

Plan out how long you’d like to spend on an activity without any interruptions. Be specific.

Pages 186-188

3. PICK ONE TASK FROM YOUR LIST, ASK YOURSELF THESE 3 QUESTIONS:

Pages 196-197

1. Me or them? Do I need to do this or can I delegate it?
2. Now or later? Do I forward the email right now or “bunch it”
3. Track or trust? Do I need to keep track of what I’ve delegated? Or do I trust that person to do what they agreed to do?





CHAPTER 10

IMPROVEMENT AND PRACTICE
PRACTICE DOESN'T MAKE PERFECT; IT MAKES COMFORTABLE.

OBJECTIVE

To start practicing the behaviors you want to reinforce like:

1. Saying “No.”
2. Maximizing interruptions.
3. Managing meetings
4. Practicing accountability

Read more on page 211

1. WHAT NEW BEHAVIORS DO YOU WANT TO PRACTICE?

Example:

Pages 206-210

What do you bring to every meeting you attend?

WHAT READERS SAY

*“After working with Jason for the last 10 years to help my teams achieve the next level of success, I was thrilled that his book, **Your Best Just Got Better** offers actionable strategies to maximize the impact you can have in your business, community & life.”*

-Russ Stalters

Director, British Petroleum

2. WHAT WOULD AN IDEAL DAY LOOK, SOUND AND FEEL LIKE?

Pages 218-220

3. PICK 1 NEW BEHAVIOR TO PRACTICE AND WRITE YOUR “5-DAY EXPERIMENT.”

Pages 220-225

