



Office Hours



Welcome to Office Hours

- A relaxed, informal, free mentoring program
- Held every Monday at Noon Pacific Time
- The recording will be available online, along with many previous week's recordings
- All recordings will be archived in our member's area



Agenda

- In depth discussion of a business success principle
- Closing remarks, special offers, and invitation for next weeks session
- Open Q&A



Today's Topic:

- Preparation Paralysis – Tips for Getting Unstuck and Into Action!



The Key Performance Areas



The Key Performance Areas



Two Definitions!

- Being stuck because you just can't get started with the preparation
- Being stuck because you just can't stop preparing, editing, and rehearsing
- ... we'll talk about both, and the tips will apply to a lot of other "stucks", too



Preparation is not a Bad Thing!

- A natural next step to planning
- Improves performance
- Increases confidence
- I am a big fan of repetition, rehearsal, and practice
- But too little, or too much, is counterproductive



Getting Unstuck ...

- Is a perfect example of the relationship between personal growth and business growth
- About how fears get in the way of doing what we need to do to move forward in business



A confession...

- I used to be a very frightened person
- I was angry, sarcastic, and bitter
- I have an intimate relationship with my deepest fears
- ... and I have healed tremendously over the years



Paralysis is a Response to Fear

- Fight
- Flight
- Freeze
- Flip



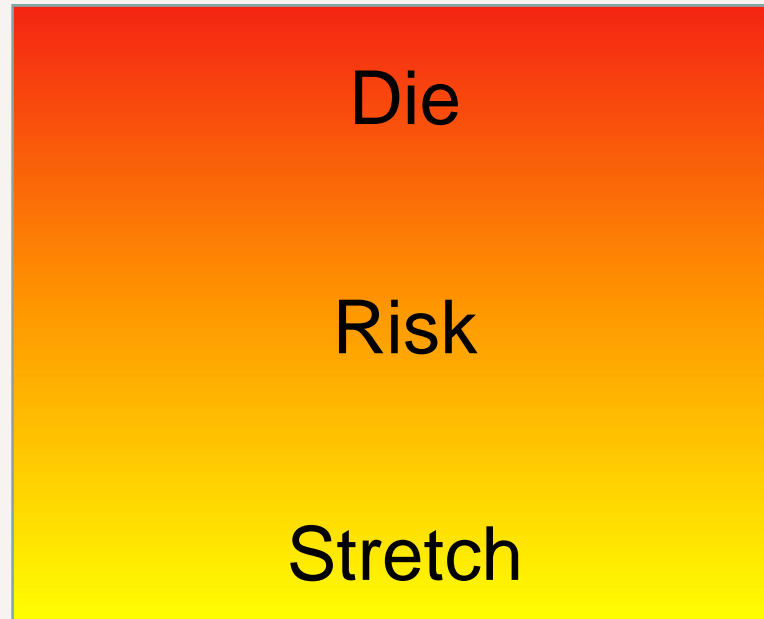
The Nature of Fear

- Not always a bad thing!
- There to protect us
- If it is reasonable, can prevent us from doing things that hurt us short term and long term



The Nature of Fear

- Multiple levels



Thanks to Rhonda Britten,
Fearless Living Institute



Fears Add Up

- Stretch + Stretch + Stretch = Risk
- Risk + Risk + Risk = Die
- Die + Die + Die = Dead!



The Steps

- Reduce the Immediate Fear
- Study the Fear
- Understand the True Risk
- Focus on the Reward
- Make a Decision
- Reduce the Risk
- Increase Your Courage
- Flip the Fear



Step 1: Reduce the Immediate Fear

- Breathing
- Venting
- Exercising
- Doing things that make you feel more powerful
- Get into a calmer place where you can deal with it
- Remember – there are 1,000 Ways to Shift Your Energy!



Step 2: Study the Fear(s)

- Screwing up
- Being embarrassed
- Wasting precious time and resources
- Failing in some way
- Someone saying “no”
- Making a bad impression
- Looking like a fool
- Blowing the only chance you will get



Step 3: Understand the True Risk

- What's the worst that could happen?
- What's the probability of a disastrous outcome?
- What's the probability of an unfavorable outcome?
- Can you live with the risk?



Step 4: Focus on the Reward

- What's the best that could happen?
- What's the probability of an incredible outcome?
- What's the probability of a good outcome?
- Are you excited about the reward?



Step 5: Make a Decision

- Are you ready to take the next step?
- Does the risk so far outweigh the reward that it doesn't make sense to go any further?

- or -

- Is there sufficient potential reward to take additional action?



Step 6: Reduce the Risk

- Go after a smaller dream
 - make it a “winnable game worth playing”
 - Right-size your dream
- Take one step at a time
- Test in front of a friendly audience
- Turn to your advisors and mentors
- Rehearse and practice



Step 7: Increase the Courage

- Connect with your passion
- Have a bigger dream, worth fighting and dying for, and focus on that vision
- Talk to your cheerleaders – those who see your greatness and your potential
- Get inspired
- Just “suck it up, cupcake!” and do it anyway!



Step 8: Flip the Fear

- Use NLP or hypnosis to change your response to the stimulus
- Turn your stimulus to fear into a stimulus to be courageous, excited, even joyful!



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There are 1,000 ways...

- ... to shift your energy
 - To be more productive
 - To be more peaceful
 - To be more joyful
 - To be more ... whatever you want!
-
- Practice, and you will get better
 - Practice, and you will be great!



Homework / Exercise

- Download the Fear Buster worksheet at www.PaulHoyt.com/Tribe/Office-Hours
- Go through the step by step process the next time you are stuck
- Listen to other recordings if you have missed any



Open Q & A – in a minute

- Comments and questions on the topic of the day
- Any other issues



Closing Remarks

- Invitation to join “Paul’s Tribe”
 - a Skype Group
 - Skype Address: paulhoyt
 - Information is private



Study!

- Watch the Business Survival Boot Camp
 - Learn key survival strategies
 - Learn about Business Complexity Profiles
 - ... and much more
- Then purchase and study
Beyond Business Survival



Beyond Business Survival

- Critical small business owner training
- “What you need to know when you’re the CEO”
- Helps you:
 - make good decisions
 - avoid mistakes that will slow you down or shut you down
- This program can save you \$10,000, \$20,000, \$50,000 or more!



Services

- Available for group coaching, private mentoring, strategic plans, business plans, and financial models
- Available for radio interviews, webinars, teleseminars, with a very generous affiliate program in place



Kind Words

- ... are greatly appreciated!
- Give me a shout-out on Facebook, LinkedIn, and/or Google+
- Send an email to paul@paulhoyt.com



Next Monday

- Topic is:
“Keep Pace with Technology – or Go the Way of the Dinosaurs!”
- Let me know what topics you would like for me to address: www.PaulsSurvey.com
- Watch Business Survival Boot Camp in the mean time
- Do your homework



Open Q & A

- Comments and questions on the topic of the day
- Any other issues
- Survey: www.PaulsSurvey.com

Contact Me at paul@paulhoyt.com

call or text: 415.997.8001





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