

The Tapping Solution For Financial Success & Personal Fulfillment

7-WEEK PROGRAM



· **Workbook - Bonus 3** ·

How to Achieve Maximum Focus and Concentration



Our new and improved workbooks now allow you to type in your notes and save them right to your computer! Just type your answers into the blue boxes and then save the file to your computer.

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“One reason so few of us achieve what we truly want is that we never direct our focus; we never concentrate our power. Most people dabble their way through life, never deciding to master anything in particular.” – Tony Robbins

How do we get more done in less time? How can we be more productive? How do we – as Tony Robbins points out above – direct our focus and concentrate our power? We covered a lot of the content behind this in the week on procrastination and self-sabotage, so make sure to listen to that session first, because we’re going to build on those topics here.

Our purpose is to learn how to focus better, how to set a strong intention for what we want to get done, and how to be more productive.

What I have found, my personal experience, is that increasing my productivity, increasing my focus, is not so much about getting more done in less time as it is about having a richer and deeper experience while I’m doing it.

All too often, we’re running around doing things that are urgent but not important, or urgent and important but not the long-term actions that will take us towards our broader plans and vision.

So how do we get those big things done? How do we get to those tasks that are in front of us, but that we keep putting off?

The first step we need to take for maximum focus and productivity is to set a clear intention. What is it that you are actually looking to accomplish? Why are you doing this? What’s the purpose? What’s the “why” to this action?

Are you clear on your intentions right now?



One of the challenges that come up right away, with regards to setting an intention, is not knowing what that intention is. We’re not even clear on what our intended outcomes are. We feel we’re all over the place. We feel like we just run from one thing to the next.

This is a big problem for many people. They’re scattered, they don’t know how to find that focus and intention.

So let’s tap on helping to get clear, to understand what we really want:

KC: Even though I'm not clear on what I want to do
I deeply and completely accept myself.

Even though I'm really not clear on what I want to do
I deeply and completely accept myself.

Even though I don't know what I want to do right now
I deeply and completely accept myself.

EB: I don't know what I want to do.

SE: What's the best thing to work on right now?

UE: I don't know what I want to do.

UN: What do I want to do?

CP: I wonder what I should do.

CB: Or even better, I wonder what I could do.

UA: I wonder what I choose to do now.

TH: I'm starting to make this choice now.

EB: The choice is getting clearer and clearer.

SE: I'm getting clear on exactly what I want to do.

UE: I am choosing now.

UN: I'm making a clear choice

CP: and setting a clear intention.

CB: I wonder what my intention is.

UA: What might my intention be?

TH: What would be a great intention here?

EB: I now know what I want to do next

SE: and I set my intention.

UE: I'm getting more and more clarity on my outcomes.

UN: I know why I want to do this.

CP: I'm getting more and more clear.

CB: Clarity about my intentions.

UA: Clarity about what I want to do exactly

TH: and clarity as to why I'm doing it right now.

Back to the eyebrow. Now we're getting clarity on an issue. Let's really lock in that feeling before we address the next step, which is how we actually get started on what we want to do.

EB: It feels so good to be clear.

SE: It feels so good to be clear about what I want to do.

UE: It feels so good to be clear about my intentions.

UN: I know my outcomes

CP: and I know how good this will feel to get done.

CB: Increasing my levels of clarity now.

UA: Feeling more and more clear now.

TH: I know what I want to do, I've set an intention and I'm ready to go.

Take a deep breath and let it go.

You should feel some energy and some clarity.



If you're still not clear on what you want to do or what your intention is, please go back and do the tapping again; keep doing it until you feel you are getting the clarity that you need.

Having a clear intention means seeing the project in front of you with great clarity and seeing it in its completeness, and then seeing exactly what it is that you need to do at this very moment.

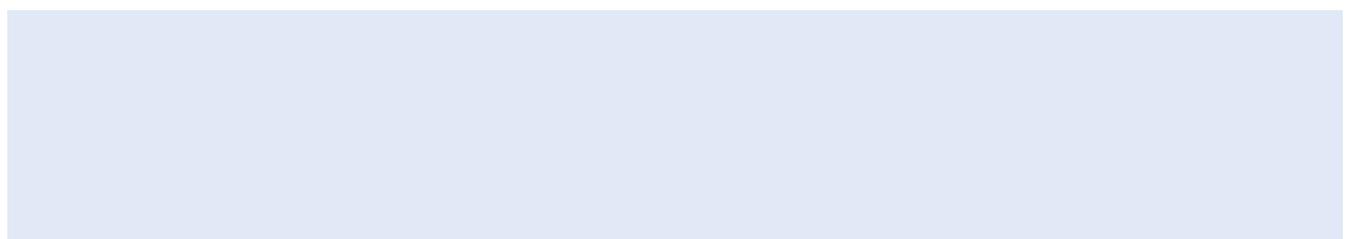
Very often, especially with a big project, we tend to be overwhelmed because it is so large, and we don't even take the next action. We don't look at what's right in front of us at this moment. But we cannot expect to get the project done all at once. So what you want to do is "chunk it down" to bite-size pieces, and focus only on what's in front of you right now.

So you might say, for example, "In the next hour I've got to work on researching my competition. My intention is to spend the next hour just investigating what other people are doing with similar projects. I'm going to set a time limit. I'm going to say 60 minutes, that's it. The outcome is going to be that I'm going to have a bunch of fresh ideas for my project. That's it. That's my intention. That's the outcome that I want for that one hour."

So whenever you can, chunk down on your task. Chunk down into small bits, get clear on just that portion, set an intention, and tap to get clarity on the intention.

"The journey of a thousand miles begins with one step." – Lao Tzu

What's your first chunk, right now?



If at this point you're still feeling some resistance, then it's time to clear out the distractions. If you went through the tapping we just did above, and you're still not focused, you're still not locked into doing this work, then there's something else going on. There may be limiting beliefs behind that resistance.

So focus on the task in front of you, and ask yourself: what's the downside to getting this done? Most people have a hard time with that, but stop for a second and really think about it. If you got this action done what would it mean? What might happen? It may be that it will draw unwanted attention to you, or that you will have to take on the next task after this... What is it?

You should also ask yourself what you believe about doing this task. Is it hard? Is it boring? Those are beliefs.

And you can also ask yourself what you believe about yourself with regards to this task. Are you not able to do it? Are you a procrastinator?

So let's do some tapping on this. If you want to, replace these global tapping phrases with your own words:

KC: Even though part of me is distracted,
I deeply and completely accept myself.

Even though part of me is really distracted,
I don't want to get this done,
I deeply and completely accept myself.

Even though part of me is really distracted,
I just don't want to get this done,
I deeply and completely accept myself.

EB: I'm distracted.
SE: I set my intention
UE: but now part of me doesn't want to do it.
UN: I wonder why I don't want to do this.
CP: I wonder why I don't want to do this.
CB: Why don't I want to do this?
UA: What's the downside to getting this done?
TH: What's the downside to getting this done?

EB: I wonder if there's a downside.
SE: I wonder if there's a downside to getting this done.
UE: All these distractions.
UN: All these patterns of not getting this done.
CP: All these beliefs about myself.
CB: I wonder what I believe about myself
UA: and getting this done.
TH: I wonder what I believe about myself

EB: with regards to getting this done.
SE: I wonder if I can get this done.
UE: I wonder if I can release these distractions
UN: and move forward.
CP: It's time to get this task done.
CB: It would feel so good to get it done.
UA: I choose to get this done.
TH: I choose to clear all these distractions

EB: from my life
SE: and my mind.
UE: I choose to get this done now.
UN: I'm ready to get this done.
CP: I'm ready to be more focused and productive than ever before.
CB: I'm ready to double my productivity right now.
UA: All I have to do is focus.
TH: I believe in my ability to focus.

EB: Once I set an intention
SE: and then clear these distractions
UE: my focus and productivity increases.
UN: It feels so good to get this done.
CP: It feels so good to get this done right now
CB: and I'm going to have fun doing it.
UA: I'm going to feel so good doing this.
TH: I'm going to feel so good doing this right now.

EB: It's time to get this done.
SE: I'm ready to be focused and productive.
UE: I'm ready to be focused and productive right now.
UN: It's time.
CP: It's time to get it done.
CB: I choose to get it done, to be focused and to be productive.

Take a deep breath, and let it go.

So now you've done the tapping, you've set the intention, you've clear the distractions and you are ready to go and move forward in a positive direction and to be focused and productive.

Go for it!!

"The best way to predict the future is to create it." – Peter Drucker