

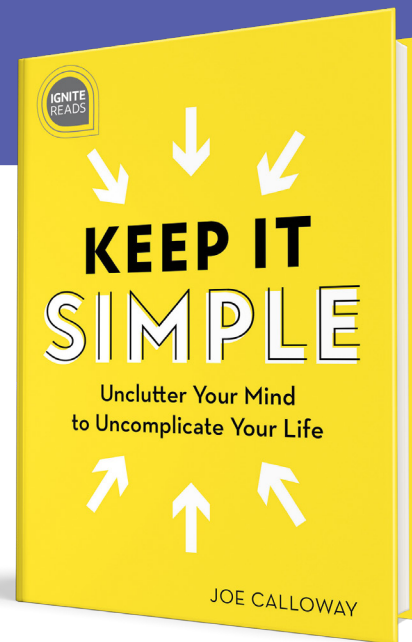
Spark Impact in Just One Hour

Value-Building Experiences
by SimpleTruths.com

A Guide for Simplifying

Keep It Simple
by Joe Calloway

Includes printable worksheet for meeting participants
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***Unclutter your mind to uncomplicate your life,
and, in the process, take back control.***

How?

Prior to your meeting, provide a copy of Keep It Simple to each meeting participant...

Ask these thought-provoking questions prior to discussing the book:

1. Think about some tasks that you do weekly at work. Are any of these tasks more complicated than they need to be? Why?
2. Think about some tasks that you do weekly at home. Are any of these tasks more complicated than they need to be? Why?

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Book Discussion Questions

1. What is Most Important?

- Think about what you have to accomplish at work this week. What is mission-critical?
- Think about what you have to accomplish in your personal life this week. What will help you reach your most important goals?

2. Begin With the Basics

- What makes your company stand out from the competition?
- Do you give each task you do all your focus and effort?

3. That's What Winners Do

- What is the most basic skill you have to use at work to accomplish most of your tasks?
- What can you do to improve this skill?

4. The Price We Pay

- Think about a time in both your personal and professional life when you have made something overly complicated.
 - ◊ Did it slow you down?
 - ◊ Did you feel like your choices were limited because you were overthinking the issue?
 - ◊ Do you feel like your efforts were watered down and weakened?

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5. Blue-Tip Flame

- Think about an instance when there was a problem at work. Did you focus 100% of your energy on solving it?
- Did you feel an instance where you felt scatterbrained and unfocused?
- Do you know the reason why?

6. Will It Make the Boat Go Faster?

- Think about a task you are trying to accomplish at work. Do your activities, choices, and decisions go through a filter of completing that project?
- What could be done differently to efficiently complete the task at hand without losing your basic focus?

7. Great Leaders Simplify

- Think about all the tasks you need to complete in both your personal and professional life. Do you know what the top priorities are?
- Do you feel overextended in everything you are trying to accomplish? Has that made you feel unable to focus on completing anything?
- Think about a time you lead a project. Did you take the time to get everyone focused on the shared goal or vision?

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8. "This Made Him Valuable"

- Think about your leadership style. Do you show your team what is important vs. not important?
- On the other hand, does your leader at work distinguish what is important vs. not important?

9. Remember Who You Are

- In your personal life, think about an instance when you had to make a challenging decision. Did you stay on course with your values? Did you take a moment to remember who you are in determining your choice?

10. Plainspoken and Clearly Defined

- Think about your most important personal goal. Can you sum it up in twenty words or less?
- Have you clearly defined what you want to do and how you want to get it done?

11. "We Help People When They're Hurt"

- Think about your company's mission statement. Can you summarize it in one sentence?
- Do you feel excited and committed to achieving that mission every morning on your way to work?

12. Doing the Impossible

- Think about a goal you achieved that seemed impossible at the time. What steps did you take in order to accomplish that goal?

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13. Clear the Space

- Have you taken action to end negative patterns, habits, or relationships that are getting in your way of personal growth?

14. Let It Go

- Do you have your own “let it go” list? Have you come up with what you need to get rid of in order to focus on what is truly important to you?



When you focus on what is most important, you can make better decisions, you become more effective, and you experience less stress.

Getting focused is the path to simplicity, and simplicity is the path to success and fulfillment.

Contact us to learn more or tell us about how this Discussion Guide sparked impact for you and your team!

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