

## Protect Your Castle and Flourish

Smart phones. Multiple screens. ~~Regardless of where one works, During a work day~~ interruptions occur as much as every 11 minutes ~~every day (regardless of where we work...)~~. ~~Easy to imagine in a~~ regular office setting, ~~right? is easy to imagine. Those working wherever they want~~ But in nontraditional venues, ...the distractions can range from ~~could be the~~ music in a coffee shop, laundry, hunting for a snack, ~~in addition to~~ more common job-related examples like social media, cleaning notes on the desk, or answering one more email.

### **Create a Bailey.**

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What's a "~~B~~bailey"? Bailey is the name of ~~our family's the 14-14-year-year-old~~ Rat Terrier ~~in our family. It's~~ The word also means the outer wall of a castle. Now let's apply the concept to human beings: You since individuals effectively function are your as their own castle, the bailey is only as strong as you any particular person makes it. ~~So,~~

The upshot? Define, practice and stick to your boundaries. ~~Then, practice them and stick to them—make the bailey~~ Construct a strong and impenetrable bailey.

Gatekeepers provide an invaluable service. Yet ~~C~~ choice is a powerful force, ~~and~~ what you choose to acknowledge, you are letting breaches through the bailey. ~~Gatekeepers provide an invaluable service. Our~~ A person's internal gatekeeper, by practice, may allow information ~~lets many things~~ in that may be better kept out or maybe even let things ~~them~~ in too soon.

### **Train the Gatekeeper.**

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Shon Kokozka shared a valuable insight from The ONE Thing (the book featured on Amplify Your Impact, a Jess+Scott+You episode) about building a bunker: prepare! -Get what you need to hole up and stay away from hindrances ~~distractions~~ while working hindrances. Removing ~~the~~ temptations and opportunities for distraction will create a space for choosing a priority, and laser-like focusing, like a laser, of all energy ~~and attention~~ for an extended periods of time.

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~~What can we do it!~~ Every single one of us can accomplish this goal! ~~And it~~ But doing so takes constant attention ~~vigilance~~. At E every ~~where we~~ turn something wants ~~competes for~~ our attention, arouses curiosity, and creates an opportunity ~~forms openings~~ to explore...-which means ~~our the~~ gatekeeper function is always operating ~~working~~.

### **The Most Important Thing.**

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Another thing that came up in Amplify Your Impact also covered a related item that fittings into regular Gatekeeper training is the "4D Approach":

**Ditch It.** ~~It is so~~ far out of the realm of supporting the overarching ~~ONE "one thing, let it go."~~ The Any approach to let go (gently, with ferocity, sheer avoidance, ~~etc. or some other approach~~) all will work.)

**Comment [PB1]:** Because this is not a direct discussion of the book itself, this phrase should be regular type, perhaps emphasized by bolding or quotes, as I have done here.

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**Delegate It.** ~~Who do you know, or need to find, that someone who can do perform the function#~~ for you.?

**Comment [PB2]:** "That" refers to inanimate objects.

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**Do It Later.** Grouping similar tasks ~~enables channeling~~ allows the use of similar brain power ~~being channeled~~ for a specific purpose to increases productivity and maximizes time.

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**Do It Now.** It is the most important ~~thing-matter~~ at this moment.

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**Busy, Busy, Busy:**

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Blah! There ~~is~~ are so ~~many-much~~ more ~~things~~ to do than ~~there is~~ time ~~permits~~ for. What an opportunity to shift ~~focus-direction~~ and support the power of the present. ~~What is done right now~~ Current endeavors reflects on where we were and ~~what we do~~ planning the next steps.

The challenge: switch the focus of busy to full. Choose to enjoy down time as much as active time. Treat both as equally important and Engage in both fully, -- quit thinking about what could or should be done!. ~~Both are necessary and important~~. Building that gatekeeper will serve to and in doing so honor both the self and priorities.

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What now? Oh... Gatekeeper...