

## 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 "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~~ 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~~ creates 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~~ 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...