

Zusammenfassung

Dies ist eine Zusammenfassung von [keller2013](#).

Table of Content

- Mdnotes File Name: [njlivehacks2019 "The One Thing" by Gary Keller and Jay Papasan \(Book Summary\)](#).

focuses on a few key points, including prioritization, goal setting, and the superiority of single-tasking over multitasking [NJLivehacks 2019:1](#)
[20311-1908 The One Thing](#)

1. Going Small

1. Going Small [NJLivehacks 2019:1](#)

Going small' is ignoring all the things you could do and doing what you should do. It's recognizing that not all things matter equally and finding the things that matter most. [NJLivehacks 2019:2](#)
[20335-1830 Singletasking im Kleinen wie im Großen](#)

If we want the best chances of achieving something meaningful, we need to prioritize: Choose our next domino and give it our full attention [NJLivehacks 2019:2](#)

2. The Domino Effect

2. The Domino Effect [NJLivehacks 2019:2](#)

extraordinary success is sequential, not simultaneous. What starts out linear becomes geometric. You do the right thing and then you do the next right thing. Over time it adds up, and the geometric potential of success is unleashed. The domino effect applies to the big picture [NJLivehacks 2019:2](#)

Extraordinary results come from doing one thing at a time. Success is built sequentially, not simultaneously. It's all about lining up the domino, giving it all of our attention, knocking it over, and then lining up the next domino. One thing at a time. [NJLivehacks 2019:2](#)
[Domino-Effekt von "The One Thing"](#)

3. Prioritization

3. Prioritization, the 80/20 Principle, and Success Versus To-Do Lists [NJLivehacks 2019:3](#)

. Achievers do sooner what others plan to do later and defer, perhaps indefinitely, what others do sooner. The difference isn't in intent, but in right of way. Achievers always work from a clear sense of priority [NJLivehacks 2019:3](#)

Richard Koch, in his book The 80/20 Principi [NJLivehacks 2019:3](#)

he 80/20 Principle asserts that a minority of causes, inputs, or effort usually lead to a majority of the results, outputs, or rewards.' [NJLivehacks 2019:3](#)

Not all activities are equally valuable and not all activities bring about the same rewards. This goes back to the idea of "being busy versus being productive." [NJLivehacks 2019:3](#)

success lists are short. [NJLivehacks 2019:3](#)

Juggling is an illusion

. Juggling is an Illusion [NJLivehacks 2019:4](#)

singletasking statt multitasking. [NJLivehacks 2019:4](#)

s 'task switching [NJLivehacks 2019:4](#)

[20335-1855 Task Switching](#)

When you switch from one task to another, voluntarily or not, two things happen. The first is nearly instantaneous: you decide to switch. The second is less predictable: you have to activate the 'rules' for whatever you're about to do (see figure 6). Switching between two simple tasks—like watching television and folding clothes—is quick and relatively painless. However, if you're working on a spreadsheet and a co-worker pops into your office to discuss a business problem, the relative complexity of those tasks makes it impossible to easily jump back and forth. It always takes some time to start a new task and restart the one you quit, and there's no guarantee that you'll ever pick up exactly where you left off. There is a price for this.

[NJLivehacks 2019:5](#)

ultitasking doesn't make you more productive, it makes you less productive. The reason: switching costs. [NJLivehacks 2019:5](#)

David Meyer [NJLivehacks 2019:5](#)

n short: Multitasking leads to mistakes, poor choices, stress, and low productivity [NJLivehacks 2019:6](#)

5. The Focusing Question

5. The Focusing Question [NJLivehacks 2019:6](#)

. The Focusing Question always aims you at the absolute best of both by forcing you to do what is essential to success—make a decision. But not just any decision—it drives you to make the best decision [NJLivehacks 2019:6](#)

"The Focusing Question: What's the ONE THING I can do such that by doing it everything else will be easier or unnecessary? [NJLivehacks 2019:6](#)

The Focusing Question is the secret sauce of this book. It's the one piece of advice you won't find in any other book. [NJLivehacks 2019:6](#)

It forces you to prioritize, focus on one thing, be specific, and it directs you to take action.

[NJLivehacks 2019:6](#)

You can use it to create a vision for your life, you can use it first thing every morning, you can use it throughout the day, you can use it to set goals, or you can use it to prioritize. (

[NjLivehacks 2019:6](#)

[The Focusing Question](#)

6. Specific Uses for the Focusing Question

6. Specific Uses for the Focusing Question [NjLivehacks 2019:6](#)

Say the category first, then state the question, add a time frame, and end by adding 'such that by doing it everything else will be easier or unnecessary?' For example: 'For my job, what's the ONE Thing I can do to ensure I hit my goals this week such that by doing it everything else will be easier or unnecessary?'" [NjLivehacks 2019:7](#)

Here are the specific questions the authors recommend... [NjLivehacks 2019:7](#)
[20335-1858 The Focusing Question > Umsetzung](#)

7 Productivity's Greatest Power Tool

7. Productivity's Greatest Power Tool [NjLivehacks 2019:8](#)

Papasan and Keller suggest time blocking three things: Your time off Your ONE Thing Your planning time [NjLivehacks 2019:9](#)

Productivity isn't about putting in more hours, it's about getting as much high-value work done in as little time as possible. Working too many hours only slows you down. As the authors suggest: Take time off [NjLivehacks 2019:9](#)

After you've time blocked your time off, time block your ONE Thing. Yes, you read that right. Your most important work comes second. Why? Because you can't happily sustain success in your professional life if you neglect your personal 're-creation' tim [NjLivehacks 2019:9](#)