



# OCEAN FLOW

## goals & productivity eBook



*Ocean Flow is about clarity & ease...*

When we get overwhelmed, we're usually struggling with holding too much stuff in our heads and we lose focus on what's important rather than just urgent. We procrastinate and we find excuses about why we have to put ourselves and our business last.

Here are some simple tips for getting back into the zone of calm and ease with Ocean Flow.... Set a vision and goals you'll want to make happen and use easy-to-apply Ocean Flow Productivity techniques to stay on course...





## TOP 5 TIPS FOR SETTING A POWERFUL VISION AND CREATING GOALS THAT 'STICK'

### 1 explore your *VALUES* & find your *PURPOSE*

Exploring where we came from, what shaped us and what values guide us, can help us to be really clear on what we want our future life to look like.

- Spend an hour being inquisitive: gather and reflect on insights you have gleaned from the past and use these to help guide your vision for the future.
- What major life events have caused you to pause? What are your key achievements and successes? What lessons have you learned from your challenges?
- What values will guide your future vision? What purpose will your future life have...?

### 2 Dream *BIG*

Take some time to dream.... and it's important to start by to dreaming BIG.

Vishen Lakhiani, founder of Mind Valley, tells us that we often over-estimate how much we can achieve in 3 years and under-estimate what we can achieve in 1 year. So, if you're keen to stretch your horizons in 2021, give dreaming BIG a go...

- ➡ Don't be constrained – let your day dreams be wild and fanciful for a while...
- ➡ Do you have a bucket list? Outstanding goals you'd like to explore? Consider all of these too as you dream and see which are still relevant and what new ideas appear.
- ➡ Try Vishen's 20 minute 6-phase meditation to help you dream BIG....

<http://bit.ly/oceanflowdreambig>

➡ dream ➡



### 3

## Play with GOALS in KEY LIFE areas

Goal setting can be boring and tedious (especially if you're used to the corporate space with things like SMART goals... yawnnnn!).

- Try playing with inspiring goals for each key life area shown below or just select those that fit best with your vision and will give you a sense of joy, accomplishment, financial advantage, reason for being or your sense of purpose.
- Meaningful goals are the most likely to be achieved with the most ease and flow...



### 4

## create a VISION BOARD you LOVE

Creating a vision board can be easy and fun with a few simple steps! Collect images, words, treasures, things that inspire you and that are in alignment with your dreams and goals for the future and place them all on a board.... arrange them in groups of each life area if that feels right for you. There are few rules, it's totally YOURS!



### 5

## pressure test your GOALS & COMMIT

There are so many goals we could choose in 2021, but which do we REALLY want to work on???

- Ensure you choose goals that you are passionate about – there's nothing more dull than goals we hate (like losing weight, savings plans we don't think we can achieve)
- Choose goals across several life areas (see above). You don't have to have goals in all of them but, choose goals that give you a balance of professional and personal goals. You know the saying.... "all work and no play ...". It is essential that you have goals around things you are passionate about if you're to stick with them throughout the year. If we choose the goals we think we should, we won't have as much energy to make them happen.



"After two encounters with cancer, I know the importance of self-care and reducing stress, whilst still being able to function; run my business, take care of my family... One of my main acts of self-care revolves around the water. I love diving and underwater photography and it's become an increasing passion. One I indulge in every week. So, now I set my goals around my passion and I schedule time every week to do what I love most. It's the way to live a full and happy life, to de-stress and maintain my productivity with ease and flow."



## TOP 5 TIPS FOR ACHIEVING YOUR GOALS WITH FLOW...

### 1 care for your INNER MERMAID (or merman!)

Self-care is critical for reducing feelings of overwhelm, staying focused and being productive! Without self-care rituals and time to recharge, we are at risk of not achieving our goals with a never-ending to do list and be ready for burn out.

- set up a morning ritual that includes even a few minutes of time just for you. This can be challenging with young children in the house but even a short 3 minute shower can be used to focus your attention and reset. For a water/shower meditation check out the website ...

[www.juliejones.com.au/ocean-flow-water](http://www.juliejones.com.au/ocean-flow-water)



### 2

### YOU need an OCTOPUS BRAIN

Every Mermaid (or Merman) needs an Octopus Brain. In productivity and creative circles this is referred to as a 'second brain': it's where you store all your important information: appointments, goals, projects, to do lists, ideas, calendar, meeting or client notes. And if you picture an Octopus, it's a great representation of exactly what it does for you. Outside of your own brain, it allows you to store everything within arms reach so you can get rid of the clutter and confusion in your head, organise it all effectively and think clearly. Update it regularly and you'll find your Octopus Brain is a highly trusted 8-armed friend. Contact me for more info if you'd like to explore this concept...






 LIKE A BOSS


 MAKE MAGIC

## LIKE A BOSS and MAKING MAGIC

Management consultant, Peter Drucker, is one of my heroes. He was an advocate for worker's rights and wellbeing in the 1950s and he proposed two kinds of thinking we all need to practice:

**Like A Boss & Making Magic** (my Ocean Flow take on his wonderful work).

- When we think **Like A Boss**, we are doing the planning and organising of our activities to prioritise our day and focus on the RIGHT things.

Use the **Ocean Flow Daily Boot Up** process to get going with flow. 5-10 mins of applying this 'Like A Boss Thinking' each morning is one of the most effective ways I've found of staying in flow every day. Give it a try for a week and see how much it helps... I dare you!

- When we **Make Magic**, we are doing the actual WORK. Blocking out time to do the work (hiding like a cuttlefish .. see below) means we get to put our **focused** energies on our dreams and goals, as well as the other work and more mundane tasks we need to do each day. We still need to do them, but we can do them with ease and flow...



Try some of the focus techniques on the next page to achieve your to do list each day. To do lists become 'Ta da' lists when we make things happens with flow...





# FOCUS



## 4 FOCUS like a SHARK

When we are stressed or overwhelmed, focus is the hardest thing to achieve. Try these techniques to **focus like a shark** and get back in the zone. Focusing your attention speeds your productivity – you'll be amazed at how much you get done:

- Try the **Pomodoro technique** – a simple timer to measure your work time  
– 25 min sprints 5 min break – repeat, no more than 4 sprints before a bigger break
- Or try the **Flowtime technique**, a variation where you choose the length of each sprint to suit your energy/style/time of day.

# HIDE

## 5 HIDE like a CUTTLEFISH

**Hide like a cuttlefish** to protect your fragile attention and get stuff done.

- Book meetings with **yourself**, block out time in your diary – hide from distractions and others who want your time and attention.
- Try **sequential monotasking** – do only one thing at a time. Then the next and so on... Try having only the one thing on your desk too. It stops you being distracted by what else you still have in line of sight...

NEED HELP WITH MORE TIPS AND TECHNIQUES?

If you'd like to learn more about Ocean Flow techniques and workshops, I'd love to chat. We run regular workshops and programs to help you achieve your dreams and goals with ease and flow. And you'll find more useful tips and ideas on our website blog, facebook and instagram feeds. Much love and Ocean Flow vibes, Julie xox

[www.juliejones.com.au](http://www.juliejones.com.au)

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