

Glossary for *Stronger Advisor*

1-2-3 Planning Process: a method for planning your week and each day; more effective than working off a *Master To-Do List*

4-3-2-1 Rule: a sleep-boosting guideline in which you avoid high-intensity exercise within four hours of bedtime, food within three hours, liquids within two hours, and work and technology within one hour

Boost Break: a strategic mental pause that gives your brain some downtime and naturally boosts your energy, so you can work more effectively during your next *Peak Performance Block*

Daily To-Do List: a document that includes a list of everything that you want to complete for a given day; used to create your *Work Stronger Day Planner*

Domino Habit: a special kind of habit that sets off a chain reaction of other habits

Habit Sugar: something that you add to a behavior to activate your senses in a positive way and make the behavior as enjoyable as possible

Headlights Method: a high-performance strategy in which you break a larger change or goal into small, bite-sized habits to repeat every day or most days

Identity-Habit Cycle: a term for the connection between how you see yourself (your identity) and how you behave (your habits)

Longer Advisor: an advisor who produces less value in more time and with more stress

Master To-Do List: a document that serves as a storage bin for all your ideas and the tasks you eventually need to complete

Meaningful Mountain: a voluntary physical challenge that takes you out of your comfort zone and improves your fitness, discipline, confidence, and mental toughness

Midday Walking Reset: a device-free walk (ideally fifteen to thirty minutes long) after lunch to help clear your head and be sharper, calmer, and more focused in the afternoon

Morning Message Location: a place that you use in the mornings exclusively for checking emails and other messages; should not be your bedroom or your workspace for the day

MVT (Most Valuable Task): the single task that will provide the greatest return on your time that day; your #1 *Unscheduled Priority* for a day

MVT Challenge: a high-performance strategy in which you complete your *MVT (Most Valuable Task)* immediately upon arriving at your workspace for the day

Occasional Office: a distraction-free location that you occasionally use for work when you really need to concentrate; could be a local library, a quiet area of a hotel, or a vacant room in your office building

Peak Pregame Ritual: an intentional, personalized morning routine that puts you in an optimal physical, mental, and psychological state before your workday begins

Peak Performance Block: a distraction-free period (typically between thirty and ninety minutes) during which you focus intensely on one high-value task

Personal Policy: a self-imposed guideline that reinforces your long-term interests

Power Journal: a daily journal (completed each night before bed) in which you write down at least three things you were proud of doing that day, three things you were grateful for experiencing, and one thing you learned

Post-Habit: a behavior that has to occur after you perform a habit

P.O.W.E.R. Pyramid: a five-level framework (Purpose, Optimism, the Way, Environment, and Reinforcement) to build stronger habits, achieve big goals, and sustain high performance

Pre-Habit: a preliminary behavior that has to occur before you can perform another behavior

Reminders and Fast Tasks: a category of the *Work Stronger Day Planner* for professional or personal actions that you can complete in a few minutes and with little effort

Role Model Motivation: a powerful kind of motivation that comes from wanting to be a positive example for others

Scheduled Commitment: a category of the *Work Stronger Day Planner* for calls or meetings on your calendar

Soothing Sleep Ritual: a tech-free, peaceful bedtime routine that helps you wind down and fall asleep faster

Stronger Advisor: an advisor who produces more value in less time and with less stress

Stronger Advisor Assessment: a free tool at StrongerAdvisor.com that measures your habits and how strong you are working

Stronger Cycle: a two-step system (Focus and Renew) to achieve high performance

Stronger Habit of the Month: a behavior that you want to focus on adopting or eliminating over the next month

Unscheduled Priority: a category on *The Work Stronger Day Planner* for high-value tasks that are not scheduled

Weekly To-Do List: a document that serves as a storage bin for all your ideas and the tasks that you want to complete over the next week

Work-Life Performance: a state of being when you consistently thrive at work and in life; not to be confused with the concept of “work-life balance,” which says nothing about performance at work or in life

Work Longer Myth: a false belief by *Longer Advisors* that the longer you work, the better you will perform

Work Stronger Day Planner: a one-page peak performance tool that helps you create and organize your *Daily To-Do List*; available for free download at StrongerAdvisor.com