



Facilitator Guide
For *Start Finishing* Book Clubs,
Discussion Groups, and Other Work Groups

INTRODUCTION

This Facilitator Guide is meant to serve as a framework for facilitators interested in leading discussion groups, working groups, book clubs, masterminds, etc. around Charlie's book *Start Finishing*.

The first part of this guide offers a sample 4-week curriculum outline. Don't feel pinned in by that time frame; guided groups can run as little as a single hour-long session, or as long as a few months. No matter the length of time or size of your group, all facilitators can use the suggested exercises to help other readers work through the concepts and exercises outlined in *Start Finishing*.

The Exercises

There are many more potential exercises offered than there will be time in each group meeting. Pick and choose the exercises from the list below that feel most appropriate for the group you are leading.

NOTE: Some of the guided exercises offered can be paired with worksheets or other resources that the Productive Flourishing team has created. Those resources are listed alongside the exercises in the EXERCISE EXAMPLES BY BOOK CHAPTER section that follows.



Use Your GATES

While all the exercises are pulled directly from *Start Finishing*, some exercises will speak to you more than others. As a group leader and facilitator, it's important to lean on your own GATES to create a custom curriculum that both helps readers start finishing their own projects AND highlights your expertise and passion as a [Creative Giant](#).

For example, in the list of potential exercises from Chapter 2, the exercise about intention setting is right up my alley as a yoga teacher. It's easy and fun for me to guide people through a visualization or meditation exercise to help get them in the headspace for setting project intentions.

But that might not be your cup of tea. You might be an expert at setting boundaries and be more interested in discussing this idea with your group. Choose the exercises that you feel will help the members in your group the most and that you feel most comfortable teaching or supporting.

Customize to Suit YOUR Group

Feel free to add other exercises or discussion prompts as you see fit. This is not a set-in-stone curriculum, but a jumping-off point — a source of inspiration and support to help you craft your own awesome guided book groups.

~ Ashley Zuberi

SAMPLE CURRICULUM OUTLINE - FOUR WEEKS

Suggested Sessions each week: one two-hour session, or two one-hour sessions.

WEEK 1

- Review Chapters 1 & 2
- Choose one to three exercises from each chapter

WEEK 2

- Review Chapter 3
- Choose two or three exercises from the chapter

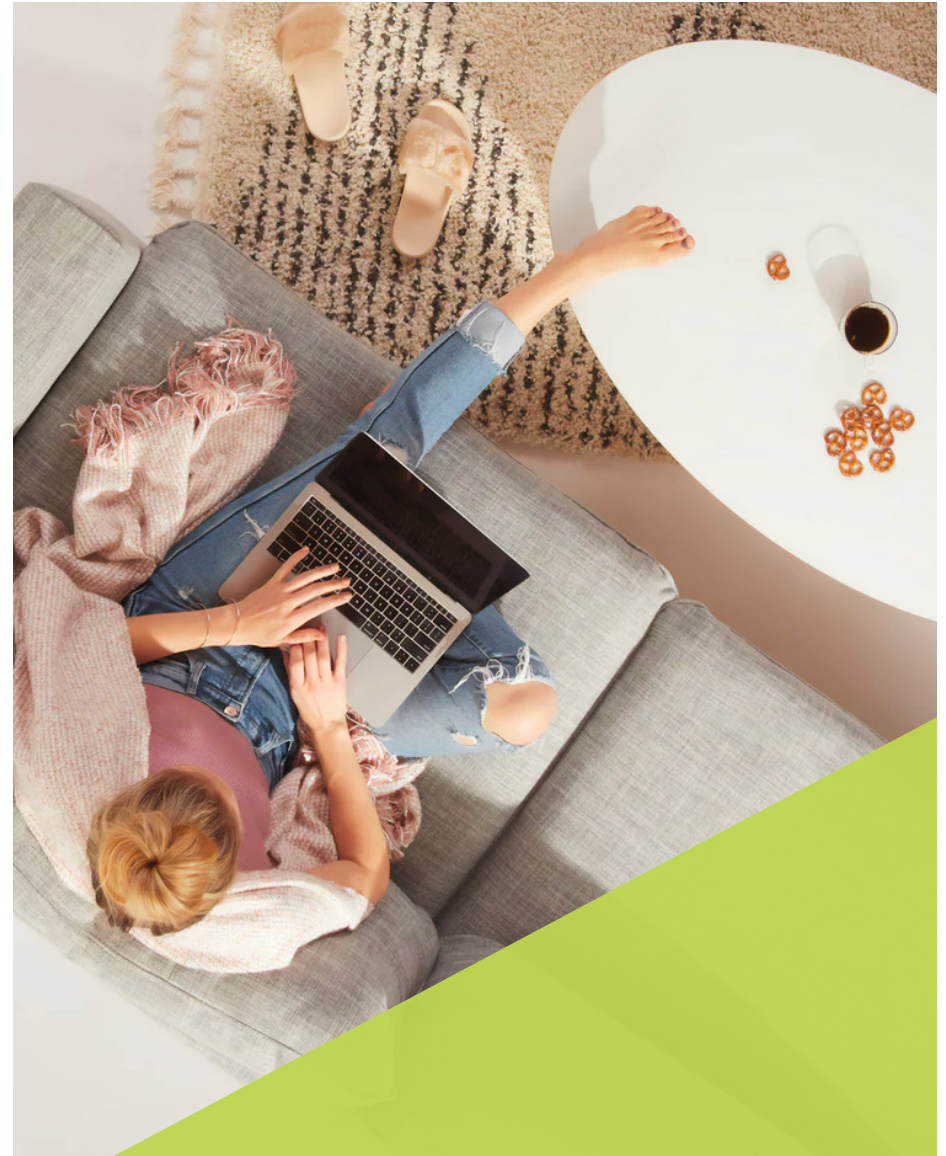
WEEK 3 (two sessions)

- Review Chapters 4, 5 & 6
- Choose one or two exercises from each chapter

WEEK 4 (two sessions)

- Review Chapters 7, 8, 9 & 10
- Choose one or two exercises from each chapter

NOTE: This is just one example of a schedule. Your group might prefer to tackle one chapter per week over the course of several months, or even one per month over the course of a year. You might also consider giving extra time for chapters 3, 6, and 8, since those are often challenging chapters/topics to complete.





Exercise Examples by Book Chapter

CHAPTER 1

Exercise Type	Description	SF Page	Resources
Journal Exercise	Current Projects Inventory <ul style="list-style-type: none">• List all current projects and your associated roles in each project• How is each project serving you and your best work?	5	
Discussion	Discover your Best Work <ul style="list-style-type: none">• What would you do even if you didn't get paid to do it?	9-10	

CHAPTER 2

Exercise Type	Description	SF Page	Resources
Journal Exercise	List Your Priorities / Define Competing Priorities / Align Priorities	21, 36	
Discussion	Confront Limiting Beliefs (Name Your Head Trash Out Loud)	23, 37	
Journal Exercise	Assess Your Current Plan <ul style="list-style-type: none">• What is your plan right now? Is it realistic?• Where are you getting hung up?	23-25	
Guided Exercise	Intention Setting	28	
Guided Exercise	Cultivating Awareness: Mindfulness Practice/Meditation	29	
Journal Exercise	Set Boundaries <ul style="list-style-type: none">• What do you need to create space for?• What do you need to let go of?• What is crowding your space and energy and not giving you the space you need for your best work?	30	
Discussion	The 5 Keys <ul style="list-style-type: none">• Which keys do you need to practice more?	41	

CHAPTER 3

Exercise Type	Description	SF Page	Resources
Guided Exercise	Letting Go of Projects <ul style="list-style-type: none">Reference Current Projects Inventory from Week 1Option for Cleansing/Releasing Ritual	58-61	Letting Go of Your Projects worksheet (p. 11)
Discussion	What Kind of Thrasher Are You? <ul style="list-style-type: none">What are your warning signs?	45	
Guided Exercise	Pick a Project	63-64	Pick Your Project worksheet (p. 12)

CHAPTER 4

Exercise Type	Description	SF Page	Resources
Guided Exercise	Convert Your Idea into a SMART Goal	75	How to Make Your Goal SMART worksheet (p. 13)
Guided Exercise	Choose Your Level of Success	45	
Guided Exercise	Assemble your Success Pack	63-64	Assemble Your Success Pack worksheet (p. 14)

CHAPTER 5

Exercise Type	Description	SF Page	Resources
Guided Exercise	Create Model Weekly Calendar with Blocks <ul style="list-style-type: none">Use Weekly Block Scheduler/Focus Block Planner	112	

CHAPTER 6

Exercise Type	Description	SF Page	Resources
Guided Exercise	Find your GATES <ul style="list-style-type: none">Which gates can you leverage to complete your project?	127-128	Leverage Your GATES worksheet (p. 15)
Guided Exercise	Build Your Budget	134	
Guided Exercise	Determine Your Capacity	135-137	
Guided Exercise	Plan Your Project Roadmap <ul style="list-style-type: none">Chunk listSort and link chunksSequence chunksClump chunksUpgrade clumpsOverlay clumps on timelineSchedule chunks	141-150	

CHAPTER 7

Exercise Type	Description	SF Page	Resources
Discussion	No-win Scenarios and Reframing	152	
Guided Exercise	Project Premortem	171	How to Do a Project Premortem worksheet (p. 16)

CHAPTER 8

Exercise Type	Description	SF Page	Resources
Guided Exercise	Consider Your Environment	176	
Guided Exercise	Create a Plan for Batching & Stacking Work	182	
Journal Exercise	Define Your Frogs	184	
Guided Exercise	Define Your Chronotype	190	
Guided Exercise	Create Your Monthly Plan	202-203	
Homework	Try 5/10/15 for One Week	199	

CHAPTER 9

Exercise Type	Description	SF Page	Resources
Guided Exercise	Create Your Routines	213	Creating Your Routines worksheet (p. 17)
Homework	Deal with Your Distractions & Interruptions	223	
Homework	Track Your Wins	223	Tracking Your Wins worksheet (p. 18)

CHAPTER 10

Exercise Type	Description	SF Page	Resources
Discussion	Victory Lap	233-236	
Guided Exercise	List CAT Work	240-243	
Guided Exercise	AAR (After-Action Review)	244-246	



PICK YOUR PROJECT

Day/Date _____

Take the short list from the previous worksheet and use the following five questions to pick the project that matters most. Once you've made the choice, do the following three steps:

1. Circle the idea you've chosen to work on.
2. Fill in the date on the top of this worksheet so you know when you made this choice.
3. Take a picture of this worksheet so you have a digital record of it, and put the physical piece of paper someplace you'll see it a few times a week.

List Your Projects >					
<p>1. Imagine that you're celebrating with a friend or loved one the most important thing you've done over the last year. If you could only pick one of the items on the list, which would it be?</p>					
<p>2. Which of the items on the list causes the most gut-level anguish when you consider cutting it from the list completely?</p>					
<p>3. Which of the items on the list are you most likely to wake up for two hours earlier, stay up for two hours later, or steal time elsewhere to create two hours to do?</p>					
<p>4. Which of the items on the list, if finished, will matter the most in five years, in terms of having done it or how it sets up your future self for thriving?</p>					
<p>5. Which of the items on the list is worth claiming one of your remaining "significant project" slots? Recall from the section on displacement regarding your number of significant project slots.</p>					



HOW TO MAKE YOUR GOAL SMART

Make sure your goal is simple, meaningful, actionable, realistic, and trackable. Here's how to convert your idea into a SMART goal.

1. Verb it! State the goal with a verb that best captures what finishing the goal looks like. If you're stuck, use the word "finish" for now; when you break the project down, you'll use more specific completion words.

2. Time it! Think about what seems to be a reasonable amount of time to complete the goal, then double the time (to account for the fact that we chronically underestimate how long it will take to get something done).

3. Check it against reality. You'll be doing this project along with other projects, and almost all of us creative folk underestimate how long something will take and overestimate how much we'll prioritize any given goal

4. Reread the goal to see if it's still simple. It will probably have some formulaic phrasing such as "(Completion Verb) (Idea) by (Date)" and that's a very, very good thing.

5. Level It! After you make your goal SMART, it's time to figure out what successful completion of that goal looks like. How does success look different for this goal when it's a small, moderate, or epic success? Which level of success best fits the current time and resources you have available for this goal?



ASSEMBLE YOUR SUCCESS PACK

List Your Groups >				
<p>1. List the three to five people who are a part of each group. You're looking for specific people. In this step, you're building your phone-a-friend list.</p>				
<p>2. For each person, brainstorm at least three specific ways they can help you or your can help them. If you can't think of at least three items, you likely have the wrong person on the list.</p>				
<p>3. Determine the frequency of communication that would be most supportive for you and the project.</p>				
<p>4. Let each person know they're a part of your success pack.</p>				
<p>5. Pro-actively communicate with and show your work to them per the pulse established above.</p>				



HOW TO DO A PROJECT PREMORTEM

1. Have you created any no-win scenarios for yourself? How might you detangle them?

2. Have you picked a method of doing your project that's especially hard for you? How might you start from and leverage your GATES?

3. What OPP do you need to account for? How might you align OPP with your project?

4. Are there any derailers and (real) naysayers you need to account for? List them by name and how you'll address them.

5. Are you carrying any projects that you can let go of to keep them from bogging you down?

6. Are there any bad or unhelpful stories you're telling yourself – you're a flake, you're not good at planning, who are you to think you can do it, and others – and what will you do to counteract those stories?



CREATING YOUR ROUTINES

Routines are habits or behaviors that are consistently done in the same sequence or at the same time. Routines include things you may do in the morning, at bedtime, before work, checking out of work, chores, and more. Track your routines below.

Morning		Afternoon		Bedtime



TRACKING YOUR WINS

Highlight your wins below! Small, large, and everything in between.

A large area for writing, consisting of 25 horizontal lines. Each line is a solid top line and a dashed bottom line, providing a guide for handwriting.

