

How to get the best from The FOCUS Gym



The Focus Gym is designed to give you maximum support, with minimum fuss. The various aspects have been carefully constructed so that the whole framework is easy to follow.

These notes are suggestions that have helped people in the past, and will continue to do so in the future. These are only guidelines, and you must use the FOCUS Gym in the way that best suits you. At first I suggest you follow these guidelines before adapting them for your own use.

Be prepared for the daily sessions

- Make it a habit. Choose a time to do the session and stick to it. Put it in your diary as a recurring action.
- The sessions are best listened to at the start of your day. It's no good getting focused after half the day is gone!!
- This is Focus time. Sit in a quiet room where you are relaxed and can concentrate.
- The sessions are not to be done while driving, because of the powerful *Visual-is-ACTION techniques* we use.
- Pen and paper for creating your Daily Action Plan. You may find one of those multi-pens useful with green, red, blue, and black available to colour code your action plan.
- Headphones. Some people like to use a headset for privacy and to make it easy to write while listening.

The Members' Area

As well as including the daily recorded session, this area also contains some templates and further resources for you to use as you wish. More are being added all the time.

In addition there are supporting audio tracks on some key concepts, and the guided *Visual-is-ACTION techniques*.

The *Visual-is-ACTION* techniques

These have been honed over years of working with successful people, and are drawn from the fields of sports performance and business performance. They are steeped in success psychology, yet they are very easy to follow.

For the most part, no preparation is required for these. Phil will talk you through them.

I recommend you use at least one of these techniques every day... preferably just before you do the daily recording. They hone the subconscious focus that helps develop a heightened sense of priorities and goals.

For more details on these techniques and how to get the best from them, see the pdf link "How to get the best form the Visual-is-ACTION exercises".

Weekly Highlights

To get the best from The FOCUS Gym, send your weekly highlights email- a regular Friday afternoon action. You can use the template provided in the Members Area, or just a simple bullet point "highlights" email to focusgym@philolley.com or to your Personal FOCUS Coach.

As with all elements of The FOCUS Gym, like any gym, sending your weekly highlights email is completely optional.

But we have found that it's amazing how something so simple can really have an impact.

Just taking the opportunity to reflect on what went well during the week is a huge step forward.

The 1-1 initial session with your Personal FOCUS Coach

Your 1-1 initial session is immensely important, especially if you are not quite sure how to set goals – after all without goals, what are you going to FOCUS on?!

The sessions are designed to create personal accountability for Focused Action, and offer you an objective sounding board with an accredited Personal FOCUS Coach. In fact, all our coaches are successful professional business people in their own right, with a track record in their own field, as well as being dedicated coaches. They are hand-picked and personally accredited by Phil.

The key to success here is to be on time, and to have an uninterrupted focus on the session. You may wish to take notes (advisable, and all our current members do so), and you may even wish to use a headset to call in order to make that easier.

Your coach will be waiting for your call at precisely the allotted time, ready with some key points for discussion on the call. It is advisable for you to do likewise. Remember, these sessions are absolutely confidential, and the coach has no axe to grind other than your success.

If you have any questions at any time about any aspect of The FOCUS Gym, email focusgym@philolley.com and we will come right back to you to offer advice and support.

Wishing you every success.



Phil Olley
Founder of The FOCUS Gym