

How to Finally Stop Drowning in Piles

LearnDoBecome Webinar with April and Eric Perry

April: Welcome everyone to today's free training -- "How to Finally Stop Drowning In Piles." I'm April Perry, this is my husband Eric.

Eric: Hello everybody, welcome to our class. Today we are so excited to have each of you with us.

April: And this is how you know you are in the right place. If, right now, your life consists of some kinds of *piles* -- it could be piles of email, it could be piles of mental clutter, it could be rooms or boxes and papers, books, toys, clothes, all kinds of stuff. If that is you and you would like to get out, we have a simple step by step process to show you how to do that.

Just taking you back in time about nine years ago I was drowning. And I'd started out with my first Franklin Planner when I was 13 years old. I went to Franklin seminars when I was in high school and I went on to work at Franklin Covey when I was in college. I felt that time management was just my thing. But then real life started. Eric and I got married, we started having children, we moved nine times, we had student loans, we had a mortgage -- there was just so much coming at us. And I was waking up every morning feeling overwhelmed from the start, working as hard as I could all day and then going to bed feeling like a failure.

Now whether you have children or not, I want you to let me know just in the text chat, if you can relate to what it feels like to not be able to breathe at the end of the day and you wonder -- why is everyone else doing just fine, when I'm struggling? And you think, even if I had twice as much time tomorrow to clean, these piles just aren't going anywhere. OK, we're seeing a whole lot of comments in the text chat-- *absolutely; every day; that's my life; yep for sure* -- I mean this is super common.

But I want today to be the first day of your happy ending. And I don't say this in a bragging way, but I need to be clear that for the past nine years since implementing what I'm about to show you today, I haven't had any lingering piles, anywhere in my life. Meaning the home is clean, organized generally, my desk is clear, my emails are at zero, my mind is calm. But I've been able to get more done than ever before. We've published three books and recorded hundreds of podcasts, launched an online business. We have time to hang out with our kids, do date nights and take a nap. And if you're wondering -- OK, but how do you do that? How do you get more done and not have piles? I'm going to show you how it works.

Now the book "Getting Things Done," by David Allen when combined with other books from others in the productivity space helped me to finally get a lock on all those things that I'd been studying and learning since I was young. And then I started teaching people a very simple, visual, step-by-step method. Then the emails just started pouring in, people saying -- "oh, my goodness, this is changing my life, my piles are gone, my mind is calm." Then I knew that this was my mission, to help people who are drowning, like I was, to get out for good.

Now, I'm not representing the David Allen Company but they have invited me to be a GTD, or Getting Things Done Influencer, because they know how much I adore them.

Now we're going to go into these before photos and I want you to just let me know in the text chat if you have a mind that feels like this or a place that looks like this or both. So you can type "M" for "Mind" and "P" for "Place" or "B" for "Both."



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But some of you won't have visual clutter so when you see this you may be thinking -- "I don't have a place that looks like that." But some of you will be like -- "ah, mostly both." There's no shame. That simply means that you have not yet discovered the system that works with your busy life.

I want to show you the "afters" of the exact same rooms. I now want you to give me an adjective that comes to mind when you see clear space. How would you describe this? Is it... Yes, we're seeing in the text chat: "Peaceful, clarity, serene, relax, neat, calm." This is what we're going for.

Eric: We love these photos because they're real life situations. Real people live in these spaces. They're not perfectly organized, they're not Pinterest worthy and they don't need to be. We actually love this kitchen desk nook on the left here the most, because despite not everything being perfectly put away or the binders being color coordinated, it's a system that's working really well for that individual and that family. They can find the materials, resources, or information when they need it. They can see their family values there on the left to be working toward them.

That's what we want to do today is teach these very simple core steps to be able to help you develop a very simple mental and physical system to move your lives more in the direction you want.

April: The main idea is that each of us needs a command central. This is what I call my "machine." It's a system that holds all your papers, tasks, projects, ideas, receipts, all the things that are important for you to move your life forward.

Eric: I just asked the question in the text chat. Who in the class today would love to have a system like this? A command central, or whatever you'd like to call it that is handling the details of your life beautifully and it's easily built and even more easily maintained month after month, year after year? I think the obvious answer is all of us would love something like this or better than what we have. But if having this in place would be helpful maybe just share in the text chat in a few words or a sentence how would this be beneficial to you and those you love.

April: Yes we see a lot of enthusiasm. And just thinking what would change. Just think for a moment. Would it save you an hour a day because now you're not digging through piles? Would it help your whole family to be on the same page? Now we're seeing in the text chat: "game changer." Saving time, right? "Marriage saver. Clear my mind. Stop paying late fees. I'm a teacher, I've got tons of stuff." Yes, I mean this is what we're talking about.

And I want to explain a little bit about why we have the piles in our lives. Now all of us have stuff that comes and most of us have a filing cabinet or something to hold things that we want to archive, but typically there's nothing in the middle. So if you're not ready to handle something in two minutes or less, but you don't want to put it in a filing cabinet, then just sits in something that looks like this -- some kind of piles.

Now I grew up in a home that had tons of piles and when people came over we had to move the piles from the living room back to our beds and then when we wanted to go to sleep at night we had to move things off our beds back in the living room. And sometimes we would



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even cover our piles with blankets. In fact I want you to type a "B" in the text chat if you've ever covered a pile with a blanket, or if you've hid your pile somewhere else.

Eric: Yeah, or type in the most creative place you've ever hidden piles or mess when someone was coming over.

April: [laughs] I'm seeing a whole lot of people. Yes. Using towels, putting them in the garage, in the tub.

Eric: Spare room, bath tub, in the oven...

April: Dishwasher, car, truck, cabinet -- oh my gosh this is so funny. And the thing is we do this because we don't want people to see all these piles, right. We feel a little overwhelmed.

OK, so what we do here at LearnDoBecome is we teach you what goes in the middle. So we still have stuff that comes into our lives and we still have a filing cabinet, but now we have other places to put the things that are weighing on us so that we don't feel that consistent need to keep everything in limbo or hide things around the home.

But I don't want you to feel overwhelmed by the image I'm showing you. I want you to imagine I just disassembled a different machine in front of you, like a car. You know that if you have an engine and four tires in your driveway that's great, but it's not going to get you anywhere because you need the entire machine. It's the same machine when you put together all the parts of the command central. Like if right now you only have a calendar and a filing cabinet but all this other stuff on the screen you're thinking -- well, I don't really have that. That is why you have piles.

I'm going to show you what it looks like when you learn how to build a command central. That room we looked at on the left, just tons of piles. Now look on the right. I mean this is a simple beautiful easy place to be able to get work done. I'm going to show you just a few more photos because when people like you and me who have a lot on their plates, a lot going on learn how to build a command central the piles simply go away. It's because our minds need to be organized. When our heads are organized and we know where things are and where they're going, and we have things really just dialed in, that command central is what creates order throughout the rest of our lives.

I mean like look at this room it's kind of chaos, right? A command central is built and when that hub is organized everything else just naturally stays clutter free. I want you to know that even if you feel like -- oh, I just have tons of stuff. Or -- I'm too busy, or I have three jobs, or I've got a family. We can show you how you can go from having big huge piles and tons and tons of papers to having clear space where you can work and this would become your new normal. That's what we're so excited about. I mean just look at this desk on the right. The feeling when you sit down to work is so different, and that's what we want you to know is totally possible for you.

Now, in today's class we're covering these two parts of the command central. The current projects list and the context based next actions list. These two parts work somewhat independently and you can get instant momentum doing them today. Then at the end of the

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class if you're thinking -- I love where this is going where have you guys been all of my life, I want to hire you all to be my coaches, I want to learn how to build the rest of the command central. Then we'll show you how you can work with us if that's the best next step.

But here's how you know if your head is doing the job of a command central. Right now do you have a constant voice that's in your head reminding you to do things all day long? See, even while you are try to watch this class you're thinking *I need to follow up with that client, I was going to run back to the gym, I need to get some groceries, I need to make that phone call, there's a gift I need to order, I think I need to pay that bill.* It's like constant?

OK, everybody's saying -- "Yes, yes, constant, all the time, exactly."

OK, so tell me on a scale of one to ten, ten being awesome how would you feel if that voice were eliminated for good because not a thing is slipping through the cracks? You're not letting anyone down, you're not behind. Exclamations marks, 10, 10, 10, great, millions, 11's. This is why I want you to know is your new possibility, OK?

So here's are our goals for today. Number one, I just want you to renew hope and take a deep breath. If you are drowning right now, we're going to help you get out.

Today we are going to identify one current project and one next action then we're going to learn create context based lists. I'll show you how that works with paper or digital lists. And then we're going to review the Four Decision Making Criteria to help you get things done during a busy day.

So now we're jumping into our four steps. And those of you who have just joined us we're so excited to be able to help you. Alright, so step number one is where we're going to get our focus. If I came and sat down with each of you individually and we did an honest deep dive into the number of projects that you are working on right now, I guarantee we would come up to a list of 50 to 100 projects. And that's why you might feel like a pinball in a pinball machine.

In fact I want you to type "PB" for pinball in the chat if you can relate to that feeling of starting one thing and jumping to something else, and then you get a reminder to do something else, and then you're hungry, and then you get a phone call. OK, so we have a whole lot of pinballs, times 50 a lot of people, times million. OK, super common. So the way we solve is that we create a very simple list called "Our Current Projects List," and we organize it into these three categories. I will give you an example of each one.

So a project "for me" is something like -- establish a new exercise routine, so I can just get moving every day. For "my family," it's something like we're going to organize the garage so we can find our sports equipment, and we can park our cars in there. Then "beyond," means outside your personal and family life.

So the dollar bill represents paid work things like -- I'm putting together a new video series for my web site. Or the cupcake represents the volunteer work, like we're doing a fund raiser for the elementary school. But here's a few more details. First of all let's define "a project." In order to earn a spot on this list a project must have a beginning and an end. What we're often tempted to do is put routines on this list. I'm going to pause for a second just to show you an

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example of a routines list. Because these are going to be happening in the background.

So here's a command central here and there's a routines list. We're zooming in for you: daily, weekly, monthly twice a year, yearly, categories down the side. The goal is to be able to have routines on auto pilot. But we're going to focus today not on routines. Today we're focusing on the current projects list, OK. So your projects have a beginning and an end. This current projects list lasts for about one month and ideally I recommend no more than seven to eight projects total across those three categories.

Now if seven or eight sounds like too many to you, two or three is fine. Like right now I have five total. If seven or eight doesn't sound like enough, you can add more later just don't start with 30, 40, 50 projects because that's what got you feeling overwhelmed from the start. But if you're wondering -- well, where do I put all those extra projects I'm not working on? I want you to brainstorm them and get them out of your head but put them on a feeder list, OK. Like this next in line list. That way you have a very focused list of seven or eight and everything else is waiting patiently for its turn.

Eric: Now these last two bullet points of step one are the most important because like April said, most of us are trying to focus on 10, 20, 50 projects all at the same time and it's the reason we're overwhelmed, stressed out and burning out. If you had that many tabs open on an internet browser it would definitely slow it down if not shut it down.

We're encouraging everyone in the class today to focus on no more than eight projects at the same time. We're going to show you in steps two through four how to get them done quickly, easily, and well. We know that you and we have way more than eight projects. We're going to show you how to focus on those eight projects, getting them done very quickly and then as they're done you can replace them with those that are next in line from your future projects list. But we promise you're going to be getting more done every month and every year and you're going to feel and be more productive than you've ever been.

Then that last bullet point. The idea of brainstorming or mind sweeping all the projects you want to get to someday. Let's get those out of our heads because they're taking up mental and emotional energy. We've found as we've taught this class over the years that most people have between 200 to 300 projects that they want to get to sometime in the future, but they're keeping them all in their heads. We encourage people to grab a few sheets of paper, a digital note, I like to use Excel or Evernote, whatever's most convenient to you.

But over the next few days start writing down all the projects you want to get to someday and you can keep adding to them in the next weeks/months ahead. But then you can relax knowing they're recorded somewhere. You don't have to think about them anymore. In this future projects list you'll refer to a couple times a month, scanning over it to identify which projects are the most essential or important and you'll make those your current projects when the ones you're working on are done.

I promise what's going to happen is this list is going to shrink on paper rather than growing in your head and you're going to focusing on and achieving more and more of the projects that you value most.

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April: Now it doesn't matter where you write this list. It could be Excel, it could be a whiteboard, it could be paper like the one on the left or digital like the one on the right. The point is that you have one list of your current projects and when you look at the whole list, it looks manageable for the month.

So under "For Me," things like Apply for Passports right? Now under "Beyond" that includes your work projects, like finishing a website redesign or hiring a new assistant. Now remember, as you get these done you can add more, but the goal is to have a very balanced list that looks really doable for that month.

Right now we're going to practice and I want you just to think what is one current project weighing on you the most and then type it in the text chat when you've identified that. It might be your biggest pile like -- "oh it's my living room" or "It's my desk." Or it could be something like -- "I've got some back taxes I've got to take care of." Or "I'm looking to hire somebody," or "I've got an event I need to plan" or "I've got a dissertation."

But what is that current project that every time you think about it, you feel like you need a 100 hours because it's so overwhelming. But even if you had a 100 hours, you'd probably procrastinate for 99 of them because you just don't know where to start. OK, so in the text chat we're seeing: office, mail, receipts, photos, desk, updating a resume, basement, piles in the room, cabinetry. OK so much right? But I love what you guys are doing. You're coming up with very specific projects that could be accomplished. We're going to take this project through the next three steps. I promise by the end of the class you're going to feel excited about getting it done. But first Eric has a little challenge for you.

Eric: So April calls it a challenge. I think of it more as a kindly or a loving invitation because I don't want any of you guys to feel stressed out or worried given all the projects and things that are on your mind. I love the list of projects that you guys are typing in here in the text chat. Obviously these are things that are important to you, things that are weighing on you that you'd love to get off your plates so that you can move on to other things. So we're going to help you get this project done easily and well using steps one through four.

But my invitation is to help you pick a second project to take with us through the steps today, so that we really learn how to use these steps in our lives going forward but this second project's going to be one that's fun, enjoyable and rewarding, something you look forward to getting to. I'd like to give everyone in the class today the chance today to think about a little scenario to help you pick this second project.

I'd love everyone today to imagine that you have this system, this command central or whatever you'd like to call it. It's up and running and it's handling the details of your life beautifully. You don't feel like you're constantly putting out wildfires and nothing is falling through the cracks. Everything around you, all the piles and things they're gone, because everything has its place and everything is generally in it. Your email and physical inboxes are empty, they're down to zero because you have a simple process a few times a week to keep it that way.

Now I realize that some of you in the class are shaking your heads saying -- "they have no idea the piles and overwhelming chaos that I'm dealing with at work and at home there is no



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way this will work for me, for other people sure, but not for me." And I promise we are not holding out a false hope or a pipe dream. It is possible for everyone in the class today and we're going to show you how to do it.

But here's my question -- what would be one current project you would love to focus on and make some real progress on over the next month or so, from the "For Me" category? Now this might be something you once loved to do earlier in life but you just set it aside because life has become overwhelming. Or maybe it's something new at this stage of your life that you'd love to dive into and try like a new talent, a hobby, or a class. This should be something that's rejuvenating, revitalizing, and replenishing.

Often when we teach this class, this will be where it slows down or starts off slow in the text chat, because honestly people are thinking to themselves -- I can't even remember how to think like that, I don't remember what I love to do anymore. Others of you might be thinking -- there's no way I can possibly do that, my lists are too long, I have far too little time, there's no way I can make this happen. And still others of you might be thinking -- well wouldn't this be selfish of me? I have other people and their needs that rely on me and depend on me, I couldn't or shouldn't take time for myself.

I would suggest that far from being selfish this is importantly self-replenishing. This "For Me" project doesn't have to take a lot of time, in fact it can be the smallest project on your list not taking a lot of time or energy but it's going to become a great motivator to help you want to finish the other projects you pick each month. I think the greatest impact is the example and influence it has on the people around you, co-workers, people in your community, but especially your family members. Maybe it's your spouse, maybe your children, they're going to see you taking time to invest and to develop yourself, they'll see the joy and fulfillment that comes from that, and they're going to see that example and they're going to follow it. So April what are you seeing from our class members?

April: We're seeing: exercise, painting, drawing, writing, yoga, time with family, oil painting. I mean this is where fun starts coming back and I want you just thinking just for a moment how would your life change just if both of these projects, the overwhelming one and the replenishing one could get done quickly, easily, and well. I mean just let me know in the text chat. Would your mood change? Would your confidence change? Would your energy change? Would you feel like a rock star?

If you knew that every time you wrote down between two and eight projects for the month that all of them were going to get done consistently because that's just who you are. Yeah, we're seeing mood, confidence, help my anxiety, bring balance, scale my business, I can relax and focus on my kids. I feel like I was finally adulting. I love that. And the thing is there's way more at stake here as we can see than just having a clean desk.

So were going to go into step 2 now, where I'm going to teach you how to never procrastinate again. And if you've been multitasking I want you to come back. In fact if you have been multitasking and I just caught you I want you to type MT in the text chat and let me know if you were.

Eric: Busted. Someone's out there horsing around doing other stuff.



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April: The reason I want you totally paying attention is because this step is going to help you to move from feeling unstuck. Now the next action, when you first think about that... Alright I'm going to show you David Allen's official definition. It's the next specific visible activity that will lead your chosen project towards completion. Now when I first heard this I thought -- OK, take a bigger project and break it down into smaller steps. Like we've kind of been hearing that our whole lives. So nothing really new there. But this is the key right here. It's to boil the next step all the way down, so you couldn't possibly procrastinate even if you tried. When you find the appropriate next action your heart gets a little lift and you think -- ooh, I can do that.

Knowing what good procrastinators we are we're going to boil this next step all the way down so that when we type it in the text chat we almost feel silly because we think, oh this is so easy. So we're going to work on identifying this very very next action.

But let me show you the first two biggest mistakes that we make. Mistake number one is that we identify a sub project instead of a next action. Now let's say my project was to organize my office and then I told you that my next action was my desk, because I hear that all the time. But a desk is not a next action, a desk is a sub project. But here's a next action. Set a timer for 10 minutes and clear this top left cubby. See how it's like 10 minutes and one little cubby, I couldn't put that off even if I try.

Mistake number two is that the next action we identify can't be done until something else happens first. So teaching a class and this woman raised her hand and said, "April, I have boxes of books in my living room and no one can come over."

So I said, "OK, well, what's your next action?"

She said, "I think I just need to be ordering bookshelves for the office."

Now that sounded logical because you think, OK, order bookshelves, assemble them, load them, recycle boxes, right? She wasn't doing it. So I said, "OK, if I brought you my computer right now, could you open it and order those bookshelves?"

And she thought for a second and said, "Well, first I need to measure my office walls to see which size I need to order."

I said, "OK, could you go right now and measure your office walls?"

And she said, "Well, I can't find my tape measure." And then everyone in the room started laughing because we get it. You go to do something and you think -- ah, but first I need to do... Oh, but first I need to do... And then you abandon the project, and you go get something like a little handful of chocolate chips. I want you to type CC in the text chat if you can relate to getting a handful of chocolate chips instead of moving forward on a project.

Eric: And no chocolate, melty fingers on the keyboard if you do have chocolate chips in your hand.

April: OK, so super common. So what we did is we crossed out "order bookshelves" and then we replaced it with this, which is "to find, buy, or borrow a tape measure." Because that's a totally



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different task, but that tape measure is the key to getting the books out of the living room. Now Eric has a fun Pez analogy that he's going to share.

Eric: So we were totally talking about chocolate chips, we've got Nutella, we've got chocolate peanut butter dip, chocolate chips, and now we're talking about Pez. So if we're throwing anyone off their diet regimen, we are so, so, sorry. I'm going to go back and circle back real quick before I talk about Pez, though, to give a quick recap of Step One for anyone who may have just joined us.

So back in Step One, our objective was to help everyone in the class identify and focus on eight or fewer current projects. To help us do that, we encourage you to do that brain sweep of all projects and get them all out on a master projects list, a future projects list. Then you can scan over that list and identify the eight or fewer projects that are most essential or most important right now.

Now here in Step Two, now that we've got our current projects identified, our objective in the class is to help each of us be able to find the very simplest, easiest action step to get each of the projects moving forward. And this is actually how we kill procrastination and get momentum rolling forward. We just recommend a very simple brainstorming exercise at the beginning of each month. It only takes about 10 or 15 minutes, but I love to encourage people just to take a little bit of time. Grab a sheet of paper, a digital note, whatever's most comfortable, but across the top of that sheet of paper or here on the template we're providing you can see that down the left side you can write your projects there. But I love to encourage people across the top write down each of the projects. And then underneath or next to each of those projects take the 10 or 15 minutes to brainstorm out all the action steps you can think of that would be required to complete that project.

The list of actions steps doesn't need to be complete. If you think of an additional step or two mid month you can always add them in later. The list doesn't need to be in any prioritized or sequenced order just stream of consciousness get the action steps you can think of out there.

But doing this is going to help in two really important ways. One, it's going to help you realize how big or small your projects really are. If you're like me and maybe others in the class today are I tend to make out projects to be way more complicated than they really are in real life. But once you can see a project only has seven steps or five steps, you're like -- oh, that's not so bad. And I can now see my way forward on how to get it done.

The second way that it helps is to be able to help you identify your very next action. As you scan over that list of steps under each project the very simplest, easiest step is almost going to jump off the page at you. Quite often that's going to be your very next action to get the project started.

Now the reason why the Pez is on the screen here is because I love to compare that's that sheet that we made of that template to Pez dispensers and Pez candy. I love to imagine that that list of projects across the top or down the side those are Pez dispensers and the action steps that we've listed for each of the projects are like the candy that go into each of the Pez dispensers.

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I don't know about you but I'm pretty good at loading a Pez dispenser with the candy. But I'm even better at emptying it out by just tipping the head back and taking out one maybe two pieces of candy, enjoying those and then when they're gone, going back and getting the next one or two pieces of candy. And as we do this little by little over time all of a sudden the Pez dispenser's empty. We're going to show you in steps three and four how to work on our projects like that. Focusing only on the very next action until before you know it each of those Pez dispensers is empty. Or by analogy each of our projects is done, usually well before the end of the month.

Let me give you a little example of how this works in our lives. For years we've wanted to take our family on a little trip up to Yosemite National Park. It's about four or five hours from where we live in Southern California. But I kept putting it off year after year because it just seemed overwhelming. The logistics, the reservations, getting a family of six up there to do it, so I put it off, year after year. But as our children get older and we realize that they'll be leaving home soon we want to create more of these experiences and memories for them.

So I decided, OK, enough procrastinating I'm going to step back about a year ago in June, I decided I was going to make Yosemite family vacation one of my eight projects for the month. So I wrote it down as a project heading, made it one of the Pez dispensers and brainstormed out the action steps. And it turns out there are only about eight steps that were needed, not nearly as bad as I thought. As I looked them over I saw the very simplest action step was just to reach out to a few friends and ask their advice on where to go, what to do and where to stay. Like, that's not hard.

So I grabbed my phone, sent out a text message and a quick Facebook post and step one was done. Then as their ideas and suggestions started coming in I got excited, the adrenal kicked in and I ended up getting all eight of those steps done in two days. Two days time to plan a little trip we'd been putting off for years. The best part of this story is that later that summer in August we were able to take a beautiful memorable super inexpensive vacation, maybe one of the best that we've ever taken. And it was all because I'd taken a very simple project based approach, identified the action steps and focused on the very next action to make it happen.

April: Alright, so next time you guys see a Pez display I want you thinking of Eric and thinking of current projects and next actions. We're going to practice with two more and then we're going to have you guys start sharing.

So Eric and I needed a logo for our business, but we don't have graphic design skills and I was feeling stressed. So we just sat down with markers, we said -- OK, well what could we do? We could take 10 minutes, sketch out some logo samples and then we took a photo and emailed that to the person we'd hired to design our site, who then created the logo that we use and love today.

Stephanie was one of our “before and afters” and she said – “oh, my room made me want to hyperventilate.” But she said, “I just set the timer for 15 minutes, went in and did what I could and then I pulled out knowing I could come back because it was on my current projects list as one of my key projects for that month.”

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So I want you typing in the text chat, what is the very next action that you could do in 10 minutes or less to move your project forward. So if it's something like, OK, I've got a really messy desk. Could you just pull the papers off the desk that need to be shredded or recycled? Or could you divide your papers into "action," versus "non-action." Like "action" meaning I need to do something on them, versus these are more file or reference. Or if it's something like your closet could you say -- 10 minutes just clearing the top left shelf? Or just pulling the shoes out of the closet.

OK, we're seeing some awesome things coming in: Take down some boards. Collect the bills that need to be paid. I love that. Grab a trashcan. OK. Unload the dishwasher. You could do a quick outline of what it is that you want to get done for the project. So you could just brainstorm the project for 10 minutes. Clean the nightstand. Clean the mail bucket. Put those clean clothes away. Open the office door. OK, I love those.

But when we can boil it all the way down to something that you could do in 10 minutes or less -- make one phone call, have one conversation, send one e-mail -- our minds don't feel overwhelmed by that. And that's going to help us to move forward.

OK, so I love what you guys are doing there.

We're going to now go into Step 3, where we're going to talk about where we write down those next actions. Now, anything that is calendar specific, like -- well, I've got a dentist appointment Tuesday at three, or I have to pay that bill on Friday, I can't do it before, I can't do it after, it has to be on Friday. Anything that 's going to be done on a certain day goes on your calendar.

But then all of these other next actions that are flexible go on this list, where they're organized by where you are when you're getting them done. So it doesn't matter if it's for work or if it's for home or if it's for a friend or if it's for your children or if it's for you. If it happens while you're at your house, you put it in the Home category.

So let's give you some examples. So like under Home would be something like -- 10 minutes clearing off the left side of the desk. Or errands -- I'm going to go buy some new file folders. Or "To Discuss," -- I'm going to talk with my spouse about when we could do a camp-out as a family. Or a phone call -- I'm going to call the real estate agent and find out what month we need to put our house up for sale. Or a computer -- I'm going to go print that PDF that I need in order to go get my passport.

Now, if you would prefer to use a digital list, you are in luck. Because there are awesome people out there who have made it really easy for you. Pocket Informant, Cozi, Google Keep, Todo, Trello, Asana. There's lots of options. Now, Eric and I use Evernote.com as our digital filing cabinet. It's amazing. It holds pdfs, and audio, videos, text, and it even searches handwriting. So I can take pictures of my planner pages and search them by keyword. Now Eric just uses a single note inside of Evernote, where he has those same contexts that I had on my paper list and he's going to share how he uses that.

Eric: And before I talk about Evernote, I want to make sure it's really clear to everyone in the class today that it doesn't matter what approach or system you use. These four steps and principles will totally work to bring you kind of success and progress. So if you're a paper and planner



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person like April is, or you like digital notes and apps like I do, or even a mixture, a hybrid of the two, that's totally fine. We'll show you how to use these four steps to get great success and great results. Like April said though, I love Evernote. It's an amazing digital note app, digital filing cabinet, and they have a great basic free version that will do everything we're talking about today and so much more.

Like April said I actually keep all three of these lists that we've taught today in one single note. At the very bottom of the note I actually keep that future projects list, that brainstorm all of the projects I want to get to someday. And I keep it clear at the bottom of the note because it's something I don't look at that often. So a project pops into mind I'll add it down there so it's in the holding tank. In the middle of the note is where I keep this second list we talked about in step two -- the current projects list. Those are those eight or fewer projects we're working on this month, with the brainstormed action steps under each one. That's my Pez dispenser that's holding those little pieces of candy that I can then go to, to get the next one and next one as I finish the one ahead.

At the top of the note is where I keep this third and final list that we're teaching about today. And this is the context based next actions list. It's the very next action for each of the projects I'm working on and any single item action steps that need to get done over the course of the next week or so. So it really, really helps to organize, we've found by context and not by category like most of us have been taught all of our lives. Most of us have been taught to organize our action steps by home, school, work, community, or church. But that doesn't make a lot of sense because that's where the task came from. It's not where we need to be in order to get the task done. Context is where the rubber really hits the road.

So if 10 or 15 minutes opens up in your day, and it's relatively quiet and you have a phone or computer with you, you're going to know exactly what phone calls to make or exactly what computer work to get done without being distracted by the internet. If 20 or 30 minutes opens up and you're at home, you're going to focus on the home items and get those done, maybe even involving someone around you to help you out with that.

I love thinking of the next actions list as a "choice list", not as a to-do list. Because in my mind a to-do list is long, disorganized, overwhelming. Then we feel guilty if we don't get everything done on it during the day. The next actions list is really a choice list we're working from selectively over the course of a week or so. It's flexible. It's how we're going to choose to use the time that we either set aside or that pops up unexpectedly during busy days and weeks to be able to use that time to our greatest advantage to move our projects ahead. I promise even the busiest among us in the class today have little windows of time that pop up unexpectedly - this context based next actions list, this choice list can really help make the most of that time.

Let me give you just a quick example of how this has worked in my life. So we have a son who practices basketball with his team across town for about an hour and a half each week. One day I dropped him off at the practice and I pulled up this note on my phone in the parking lot and I saw that I had three errands that I could run while I was over in that part of town. And I thought great, I'll take advantage of the hour and the free time and being over here to get this done. But, because I had my actions organized like this, by context, I could see that I had four phone calls that I needed to make. They were all related to other projects that I was working on that month, but all of those people would be available during that time of day.



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So, I thought great I'll put in my ear piece, drive safely around running these three errands while I make the four phone calls. I was able to do that. I made it back to my son's practice with about 20 minutes to spare so I could watch him finish up, hang out with him, talk with him on the drive home. But I'd also been able to accomplish these seven action steps that had been on my list with that found hour of time that had popped up.

Just to conclude I'll say that of all four of the steps we're teaching today this third step -- the idea of working on our projects from a context based next actions list has been the biggest game changer for me personally, because it has allowed me to get so much more done to achieve my projects much more quickly. And I've been able to do it without having to invest any more time or energy into the process. It's simply making a better and more focused use of the time and energy that's already there.

April: So this is one list created or updated per week that includes tasks for the projects you're working on that week. So if you are doing let's say six projects for the month, but this week you're just focusing on two you only write the two next actions for those projects on this list. Now this can also include extra one step tasks. One of the errands that Eric had on his list was getting a prescription from the pharmacy. That wasn't related to a project, but it was something that he needed to do while he was out running errands. So you can just throw it on the list and have that be there in the context.

Now what's beautiful about this list is that we are not calendar specific. So if I don't get a chance to look at this list during the day because it is just crazy busy, it's OK, nothing's going to expire. But if there are things on the list that are flexible that do have some kind of a deadline, like let's say I needed to get that prescription at least by next Friday. Then I create a little calendar trigger to remind me, so it doesn't slip through the cracks. That way this list is total relief and it doesn't cause any stress.

So I want you to just type in the text chat where you will be when you're doing your next action. So you know your 10 minutes doing blank, where is that? Is that something you're going to be doing from home? Is it an errand? Is it a computer task? Or if you have an office or a classroom where you work, you could say at the office or at the classroom.

OK, so we're seeing a lot of home, home office, errands, lunch hour. OK, awesome. I love this. OK, now we're going to go into step four, where we're going to help you to understand the four key decision making criteria. Now when we wake up in the morning we want to at least first check our calendars just to know -- hey do I have an early morning meeting, do I have an event tonight, what do I need to be wearing, what are we doing for dinner? Just so you can kind of look at the day and see what has to be done.

But then we work from context. So while our kids are at school we do our computer tasks. When they come home from school we shift to our home tasks. When we're running errands we shift to our errands. That way you're just naturally accomplishing things as you move throughout the day. You look at the time and energy that you have available as you're making those decisions, because if you have five hours and tons of energy, you're going to make a different choice than if you have 10 minutes and you're feeling really tired. And the reason why priority is last is because if two or three things are competing you just have to say -- OK, which



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one is the most important?

Now we're going to do our quick review of what we covered today. These are the four steps that all of us can apply right away and I'm going to share them with you. Just simple, I want you thinking -- yes, I could do this today.

So step one, remember it was make a current projects list, organized by: me, my family and beyond. And I recommend no more than seven or eight total projects for the month. Then you effectively identify a next action for each one, so you couldn't possibly procrastinate even if you tried. Then you create a context based to do list. Here is my paper one on the left, it looks very much like that and I even color code it and I keep it super short. Or you could do it digitally. And then you work from context, time, energy and priority.

Now I know we've given you a lot, so we'll send you a replay and we'll send you the slides so you'll have all that. But our question is not if you have all of this memorized, our question is this -- Do you feel hopeful? Do you feel like there's at least a light at the end of the tunnel, even a faint light? To go from feeling overwhelmed by your project to thinking -- you know what, I could at least start moving forward. Our class members are saying: OK yes, yes, yes, absolutely, yes, a little bit, I'm getting it, absolutely, I can do one thing. OK, I love this.

For some of you, this is going to be all that you're going to need from us today and that's totally fine. Eric and I have worked very hard to make sure this a standalone class. Anybody can come learn the four steps and go get rid of any pile. But some of you are going to say -- I want more, more mental clarity, I want to hire you to be my coaches. I would like to join a paid program. I want to work with you at a deeper level and learn how to build the whole command central.

Now if that is you, we would be privileged to work with you. And our program is called STEP -- *Steps to Everyday Productivity*. And I know everyone's different so we have a Self-Study and we have a Mastery and I'll show you the difference in how they work.

But I want you just to ask yourself how long you think it takes to get organized, because what I most often hear is -- ah, forever, the rest of my life, infinity. But what if I told you that in two weeks, about 15 to 20 hours, totally self-paced, you could go through these eight modules which we call the Path out of the Drowning and you could have your functional command central up and running to help you get rid of every pile in your life?

Eric: Now I kind of like to give April a bit of a hard time at this point because how many of you out in the class today hearing her make that claim that she could help you build this system, get your command central up and running in a couple of weeks, just 10 to 20 hours, think she's absolutely crazy, she is up in the night, she is bonkers? You just can raise your hand here in the zoom-room if you want or please type in the text-chat your most creative and clever way of telling someone they're cray-cray, loca, out in left field, you just let her know. [laughs]

April: [laughs] OK, and I totally get it, because I would have been skeptical too, but I'm just going to walk you through and show you what it looks like. But here's the thing, if you wanted to hire a professional organizer, you totally could. But if you've ever priced that, it's literally thousands of dollars to have someone come in and do it for you. I also think of it like you can give a man

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a fish or teach a man to fish. When you come into this program, it's like we're teaching you how to be your own organizers so that you can maintain the things that you are going to organize.

And we also have this philosophy that your piles want to pay for themselves to go away. I can't tell you how many times people are finding cash and gift cards and checks they forgot to cash inside of their piles. Because we think that your piles don't want to be there any more than you want them there. So we think that the money is actually going to come from the piles, and we'll show you a little bit more about that.

Let me just walk you through the eight modules just so you can see if this is a good fit. So, Module One we help you Make Time and just Create Space. This was my very first command central. I didn't have a desk and I didn't even have an office. I had a card table in the corner of my bedroom. Your command central is a specific place for you to work. It's not for your family. We are going to show you what you are going to do to help your family because it is definitely important for them to be on board. But this command central is a place where you get to sit down, you get to think, you get to process, and you get to put together your plan for the week, update your list, and actually have time to really focus on what you've done in the past and what you're going to do moving forward. So in this module, we just help you decide where you're going to locate it and clear that space.

Then we go to Module Two where we help you get your Emails to Zero. Now if you already have them at zero, you already know how awesome that feels. If you don't have them at zero, it's a simple series of filters and rules and you can do it in about 90 minutes or less.

Eric: I just asked the question in text chat, if you want you can share the number of emails you have read or unread across all email accounts you have responsibility for. There's no shame, no guilt, no embarrassment here at all. No-one's judging you. You're going to find you're not the only one with tens of thousands maybe even hundreds of thousands category. To be honest, April helped me with this about five years ago. I had over a hundred thousand emails in my account, and in three hours we had that inbox empty down to zero. Not with any mass delete, but just archiving, sorting, filtering, and tagging. Simple things she'll show you how to do. You still have access to all of your old emails, but then my inbox was a clean, clear place I looked forward to using to communicate and it was no longer this sea of emails that had to do, action items, and gotchas hiding from me in.

April: Seeing a whole lot of thousands in the chat here...

Honestly, we can help you get these down and keep them at zero, so it doesn't feel overwhelming anymore. And then we go to Module Three and help you just Collect Tools. We're going to show you the kinds of things that you might want on your desk, on your command central, to keep you organized. We'll give you a little checklist, and you can use things you already have. But most likely, you've already got everything that you need, you just need to know how to put it together.

And that's what we do in Module Four, we help you Create the System. It's like a Lego instruction manual for the command central. We're going to teach you how to label your current project support materials. We're going to teach you about your routines list. How to



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make it awesome. We're going to help you with your someday and your incubation and getting that inbox going. And we'll show you paper and digital options.

Then we go to Module Five where we help you gather your stuff. Now I want you to type "FSD" for "Flat Surface Disease" if right now you have every flat surface in your home or office just covered with stuff because you're terrified that if you put it away that you wouldn't remember to do it. So instead you just have all this stuff all over the place. I see a lot of people struggling with Flat Surface Disease. I was the exact same way.

So what we're going to do is solve that once and for all. We're going to gather all your stuff, we're going to do a mind sweep, get everything out of your head.

Then we go to Module Six to become a Master at Processing. This flow chart is like driver training for your command central. I don't need to get out the flow chart now every time I process just like you don't need to get out your driver manual every time you get in your car. But this flow chart is what teaches you how to bring a flow to your life in general. You're going to see that every idea, task, paper, project, everything that's in your piles actually has a landing spot in your command central.

The reason why the piles do not come back with this system is because the piles never start to begin with. You know exactly where things go the moment you get them. It doesn't matter if you don't have time to deal with it right then. You have your machine that's going to hold it until the appropriate time.

Then we go to Module Seven to help you Schedule your Weekly Review. I know that you need short term success, I get it. But I want you to type "LT" in the text chat if you're looking for a long term solution as opposed to only a short term fix. Because if you really just want a short term fix you can just have a big bonfire in your driveway.

Eric: Little safety disclaimer, we're encouraging no one to light a fire anywhere, anytime, for any reason. Thank you.

April: I see a lot of you wanting long term because that's really what's going to make the difference. I built my command central nearly a decade ago. I've never had to rebuild it because the system just continues to work even with our business and our family and all the stuff that life brings.

So we're going to teach you how to do a weekly review. Help you to get this in place. If you miss a week or two, it's fine, you can come back. But we teach you how you're going to save hours and hours every week by getting totally streamlined.

And then we go to Module Eight, which is our favorite. This is where we help you complete projects and dreams. Here's the thing, clearly I want you to hire us. I want to be your coach. I want you to invest in yourself, come join the program, build a command central. I have this dream of a command central on every desk.

But hypothetically speaking let's say you did hire us. What would you want us to help you do to help other people? Now I did a few screenshots from some past classes and here's what

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people have said. Things like: more margin and space, dream again, write my book, get my non-profit going, let my kids invite their friends over more often. I would love for you to type in the text chat what's something you feel you are uniquely meant to do but you can never get to it because you're so overwhelmed by this stuff.

Eric: This is honestly one of our very favorite part of the class. We love getting to this eighth and final module because this is the reason why we're doing it. We hope that everyone will take the four steps that we taught today and put them into practice starting today to get amazing results. Many of you will want to use these eight modules to be able to build this system. But we're not doing these things so we can become email ninjas, master processors, and amazing projects managers.

Yes, all those things will come as awesome side benefits but the real reason why we're doing this is so that we can streamline our lives and have more time, energy and margin to focus on the things that we value most. And by "things" we mean the people, the relationships, and the causes that are most important to us.

I love what we're already seeing coming into the text chat. I would encourage you, if you're sharing, make sure it's going to all panelists and attendees so that you can actually be able to inspire others in the class who might be doubting themselves as you're making that resolution more concrete to yourselves.

But I love this because you see people just taking 60 seconds to reflect inward, which is something we don't do often enough as humans, to reconnect with that mission, that purpose, that passion, that ministry, however you like to think about it. Because if we can help you build this system that you can maintain in an hour or less a week, but it gives you 40 to 60 hours a month back, what would you use that time to do? How would you use the talents, gifts, and abilities that you've been given to be able to be of greater service? To lift and inspire others? Or to be able to find greater self-fulfillment or self-expression?

I love this part of the class where we see it come pouring into the text chat because you see people reconnecting with this amazing human potential they have that has been stored away or chained up for far too long and it's time to let it out.

April: OK, I'm loving what we're seeing here. And honestly as I'm reading each of your beautiful dreams, I'm thinking -- I know 100% that we can help you to get there faster, not only because we've done it ourselves, but we've helped thousands of people do it already.

One of our dreams has been to increase our learning. Eric and I invest in ourselves all the time; we buy programs; we hire coaches; we go to conferences. We invest a lot of money learning how to run our business, run our family, improve our health, because online learning is fantastic. You can do it wherever you are, and we have our system in place, so that it becomes a current project, we've got our next actions in place, and we actually apply what we learn.



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And here at LearnDoBecome, we're here to support you and help you. We know that this program will change your life, because that's what's happening every day. But we also make sure that we're respectful of where you are in this decision-making process, so that you know - hey, if I need some time -- totally OK with us. So we've set it up. So hopefully you'll be able to feel that from us.

I want to share a little bit more about the Step Library. Because this only is with Mastery, and then we'll be signing off in just a couple minutes.

The Library is a treasure trove. And it actually has more in there than what I'm showing you right now. I just don't want you feeling overwhelmed. Because you don't have to jump into the Library. You're going to go into Module One, Step One and start building your Command Central. But if you want to come in the Library, now we're going to teach you about Evernote; we're going to help you with your kids.

Eric and I have had a lot of experience planning together, because we work together. We didn't always do it well, so we'll share what we've learned. But now when we plan together, we get each other. And we're like -- alright, here's what's going to help us create that structure so we can move forward.

Things like the "Seven Step Plan to Organize the Home and Office," that's going to help you. If you just don't know how to make decisions on things, you don't know how to do clutter, and you're thinking -- can you just help me to be able to do this?

If you own a business, we have a lot of people who do choose to put this on a business credit card. We're not giving tax advice, so you need to make that decision on your own. But if you have a spouse that owns a business, and perhaps you might want to do this together and put it on that business card. We've also had employers who say -- hey, I'll pay for half; or I'll reimburse you; or I actually want to buy this for the whole team -- we've had that too.

So just something to think about. We run our business using this. Because as I'm going to conferences, and as Eric's going to conferences, and we're learning new things, and we have a million new ideas every day, we don't want to get sidetracked; we don't want to feel like we're always squirreling all over the place. But now we know where to put the projects, how to prioritize, how to delegate.

Our whole team runs on STEP. So when we have a team meeting, everyone is there the minute the meeting is supposed to start because everyone is super organized. It's a thrill and a pleasure to be able to work inside a team where everyone has the methodology in place, and it's not hard.

So it's super, super exciting.

Eric: I got to welcome in some more people who are like -- am I in? Do I get it? Before we close off the class, I want to welcome in to find quite a few more people coming in all to the Mastery

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program. Again, we're excited about that. Because Self Study is a great program if you're more of a self-starter do-it-yourselfer. The eight modules are great. But people are like -- for twice the price more of the discount, most of the people of the community say it's probably worth five to ten times what Self Study is worth, as far as the resources, the additional materials, the live Q&A calls, and that STEP Mastery Facebook group is just incredible.

April: Awesome. So excited.

Eric: So, welcome to all of you who are coming in now.... Congratulations! And we are so excited to have you with us. Very grateful for the trust that you've had and kind of finding us. We know that you've known us for less than a week or so. Maybe you found us through a podcast or a Facebook post, and you've come to this class, and you've known us for about an hour, and hour and a half. But we appreciate the trust and the confidence that you have in us.

We promise that we're here to take care of you as part of the LearnDoBecome community as members of the STEP Program.

We do hope that everyone who's been part of the class will take these four steps that we've taught and this Create-a-Day resource we're sending out as your free gift, and put those into practice to get amazing results. Put down that as a foundation to move forward. Because it's a stand alone value, and you can use it starting today. We want everyone to get that benefit.

But if as you heard, April and I teach, it's a resonance. Again, I feel like this comfort level, I want to work with them, I want to learn with them, I want to be part of this group. I want to get these results that they've been talking about and have them stick in my life, then we would love to welcome you into one of these two step programs. Whatever's the right fit for you. But like we said, no pressure, no sales pitch here, no requirement to come in. We just want to create a community and a resource that will be of help to the people to get the results that they really want.

So we're just very grateful for the trust. We promise that you will be well taken care of inside of Learn Do Become and Step communities and it's just our privilege to be able to serve you.

April: OK. So excited. So many good questions. I'm going to show you guys how to get started, what it looks like. Once you join within about five to seven minutes you get your login and then you can start exploring. Now Module One Step One is where you're going to want to start. I'm going to show you how that works. You can see when the Q&A calls are. We do them once a month and you can either start this month or you can wait. You can start any time between now and three months from now. If you don't start within three months from now, we just automatically start them for you, because our goal is to get you results and those Q&A calls are awesome. You can also always access all of the archived Q&As, which they're fantastic, we have time stamp recordings, so you don't have to watch the whole recording, you just look at the time stamps and you can say -- oh, hey this is where they answer this question. And you can just go right ahead and do that.

I want to share this beautiful testimonial that was published publicly on our website from somebody who came into STEP Mastery. Here's what it says:



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"Saying you changed my life sounds over dramatic doesn't it? But you did. I've been married for 15 years and my husband and I love each other very much, but I am a hoarder, have been as long as I can remember. It has been a strain on our marriage and even though I knew I needed to do something, nothing helped me. Not therapy or more money or more family support. I'd given up on my husband ever being able to invite his family over without being embarrassed. I don't know how your system of filing papers changed my way of thinking. And I don't know how that one clean desk turned into doing the dishes or emptying the trash or opening the dreaded bill envelopes and being able to sit down with my husband to create a budget. My son has never had friends come over. We aren't quite there yet, but I can see it in the future. I don't know exactly why your STEP program helped me change the way I see things.

The biggest change has been my relationship with my husband. As I'm overcoming my hoarding tendencies I feel more equal, like I'm finally becoming more of a helper and partner, instead of a hindrance or embarrassment. There's less stress in the house and I feel closer to my husband and son. I feel like I was drowning in my own chaos and you helped me see the simplicity in things. I told you this would sound over dramatic. In a thousand small ways you'll never know you made me a better person. [I need to say *she* made herself a better person, we were just there to help] And it all started when you told me my first homework assignment was to clear off a space. I felt I could trust you, so I did."

Now I love this. Not everybody in our community has felt that they had hoarding tendencies, but this woman is clearly an educated, compassionate, amazing woman, who just didn't know what to do. She wanted to change but she didn't know how. And when she learned how to build a command central, it's like all of the things she'd been stressing about she realized -- oh, this is totally possible. I mean we're watching people each day coming into the program, saying -- oh my goodness, I'm now committed, this is hitting to the very center of my soul.

This is not just a productivity class, this is learning how to actually bring order in a simple step by step way with a community. We're not here to force you to join us. If that isn't valuable to you and you don't need that, no problem. But if you're tired of living in piles and if you want to get out and you just didn't know it was possible, then we want you to know we're here to help you and it is possible.

Now if you want to come back in a few months, and now is not the right time, totally fine, we're not going anywhere. We have thousands of people go through the program and so we've had thousands of people already giving us feedback "oh, this would make it more clear, or can you add another video there?" and we are there to help you do that.

These kinds of messages are showing up every day like this one from Nerissa: "I just finished the online course STEP system- it's changed my life. I actually finished my very functional to-do list this week. What a relief. You are bringing hope with what you do. Thanks for creating a system to help people like me become good stewards."

And that's how Eric and I think about it. We're here to help you become stewards in your lives, because you have influence and capacity and experience that we do not have. But we can help you clear your piles, get out of the stuff, feel excited about your life again and guess what- you can go into your homes, your families, your communities and you can start making



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that influence happen where you are, and that's how change happens in the world, and that's why we're so grateful for a chance to be apart of this.

And I'm going to share how to get started- is now a good time to do that Eric?

Eric: I just want to make sure I am doing my job and wanted to welcome those that are coming into the program- holy cow we've got 5 more people who have come into Mastery. Welcome to STEP Mastery- you're going to love this program and you're going to love the results, we are so excited and grateful.

April: So let me just show you when we get started. So once you join within 5- 7 minutes you receive your login. It has an auto login link- we even tell you where to store it so you won't lose it, and you'll see a 'Click here to get started.' Now there's a checklist we've created for you. Our most successful students, (let me just tell you this, with working with thousands of students) they print the checklist and they hang it at their command central. I watch people start doing this and these are the people who get results, results, results. So you need to have this and just print it. Now we have a digital option and an Evernote option, so if you don't have ink in your printer, add this to your errands list to go get ink for your printer, or on your computer list if you are going to order this online. But we have this digital list, so that's fine. We don't want that to stop you.

Now as you can tell we've learned the reasons for what makes people stop and we're going to help you get rid of all those. Now if you just joined Mastery you have the opportunity to come into the Facebook Groups. You can just click this link and you can see how to come and join us. The Q&A call recordings- you have lifetime access to all the recordings. The classes where you get to submit your questions- you get 3 months if you do payments today, or 6 months if you do a single pay option. And we'll share when the next one is happening- as long as they are activated (you can click to activate them), or they will just naturally activate at 3 months. And a week before the call we'll send you a special form where you can submit photos, long lists of routines, you can submit anything that you need, as detailed as you want, and you have a personal coach who is going to go through and help you on the call.

Now again the Facebook groups are open 24 hours a day and it's awesome. We have ambassadors in there, coaches in there, a whole community of thousands of people who are already building their command central. All these pictures I have been showing you – these are people in the groups, so you can ask them questions, they will be there to cheer you on. With that many thousands of people, you can put it in the group and honestly within a few hours, typically all your questions are answered, because the group is so helpful. I have never seen a group like this before that is so interested in the success of the people around them. There is no competition. If everyone in the world is organized, it's only going to help you, it's not going to make things harder in you. So you also will feel an invested interest in helping other people get organized. And then we'll show you how to add your spouse, the STEP Library is there.

This is really important, if you signed up for the webinar with your spam email because you didn't know who we are, you didn't want to give us your email, we totally get it, but then you bought using a PayPal email or your legitimate email- that means we need to merge your account. People do that all the time. Just go ahead and reply to any email that we've sent to



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you and just let us know to please merge your two emails and we can do that. We'll merge your two accounts, just let us know what you want to be your primary one. Because if you just give us one of your emails we can't do it.

Then you get to come in and you get to start meeting people in the program. Like Samantha, who has been with us from almost the beginning, who is now an ambassador. She says: "I can guarantee that if you actually go through the modules and do the tasks and come to us all when you have an issue, you will never feel any regret!"

And that's what is happening – this photo was posted just after Module One. This is the kind of transformation when people come into the program. All of a sudden they are thinking "oh my gosh- I have hope! I can get out!" And on a personal level, when I finally figured out how the system was going to work and I could see in my head- I could see the vision of not having piles anymore. I was in my pajamas the whole week and fed my family cereal for dinner because I was so excited.

Eric: And we were okay with that, because the result that came from it was awesome. It seemed crazy at the time but it was so worth it.

April: Well the thing was I was desperate for that peace and that is helpful for you to know if this is the right program for you. If you are okay with your piles, and you're like "yeah I've got piles ...they are not that bad" and "I'm actually doing okay in life and I don't feel that anxious or stressed" then I would say don't join, because I don't think the pain point isn't that high. Then you probably wouldn't open the program because you are okay with the piles.

But if you are drowning and thinking—I can't live like this anymore, I am not even living. I am treading water, I am missing everything, it's costing me money, my marriage, or peace at home, I'm not enjoying my kids, I don't enjoy my kids, I'm stressed out, I'm in my shut down mode. If that's you, then I would say- you know what- come in and let us help you change that. And we really created such a safe way for you to come in, where you know what, we are not here to hold you hostage. If the program does not work for you –that's fine, you don't have to stay in. But if you are thinking I really want to get out and I feel hopeful for the first time in years then you are in good company, and in the right place, and we are here to support you. So I just want you to make this decision that feels best for you. Eric and I are not trying to force anyone in. Our business is doing great and we love our community.

You don't have to come in if it's not the right fit, but just know you don't have to live in that stress, or those piles anymore. If you are waking up sick to your stomach in the morning and then you are running throughout the day frantically and then you're crashing into bed feeling like you are failing, that's actually very normal but it's optional. I know when I say that some of you might say "It's not optional you don't know my life, it's so stressful!"

And I just want to let you know we've got a community and our lives as well. We don't share everything personal on line as well, but we've had a lot of hard things going on in our lives. But this system helps us stay on top of the things that need to happen. When you have your command central in place and when you have a system and you don't feel overwhelmed you can think--I can totally do this- then you can focus your energy on family and focus on building that marriage, you can be more sensitive to feelings you receive from your Higher



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Power...and you can feel like opportunities are now available to you because you have space in your mind. It's amazing to see what happens.

And we feel privileged, we don't think of this as work, we think of this as our mission. Because when I wake up in the morning, there are people out there that are drowning like I was for years. Now I work at a pace that is doable for me, so I can also enjoy my family and have a great life but I'm very passionate about this because I want to be able to help you. I want you to get results, I want you to get out of that, and feel that relief that we are hearing from the people who come through our community every day.

Now I understand it's an investment, and I think it's more the time and energy than anything. If you are thinking- "I am going to put my trust into a program, I am going to put the time and energy into this and make this investment, I want it to be worth that." But that is what we are going to do for you, I've never seen anyone go through the 8 modules and not be successful. I've seen some people not open the program, and I can't make them open the program. But if you will open the modules and just go through and do the tasks, you will see that the piles are going to be gone and they won't come back. The emails I love the most say "okay my office has been clean for four days, it's never been clean for four days" or "our house has been clean for three weeks, it's never been clean this long...we're actually considering opening up our home to a foster child now." I mean people start saying things about their life starts to open. Emails are at zero, things stay clean for weeks, mess isn't coming back and they actually think "I can keep this going!" and it's not that hard to keep it going and it's giddiness, and I'm thrilled because that is how I lived for years.

Now does my life still have hard things in it, oh of course. But none of the hard things have to do with piles, I mean, yes, I just lost my mom to Alzheimer's or we've got things that we're trying to help our children with, some people have health problems that we love. There is stuff that is going on, but don't have worry about piles, because these are just non issues. And that is what I want for you. I want the piles to be a non issue.

I know it looks like I help people organize desk and offices, and I guess I do, but it's because of the mental clarity and because this unlocks all that potential that is waiting for you. Eric and I just believe it's time for you to do what you were meant to do. And we honestly don't believe that anybody was meant to dig through piles and feel like failures, and I know that it's happening more often than not and I know that more people blame themselves for the piles, but it's just that you never learned what to do.

And we're here to teach you what to do, step by step where you can ask questions, you have support, you have a community. It's a living breathing program, we are here to serve you. When you think about it, our success depends on your success. So we are deeply interested in getting you results, because that is how our impact and mission grows. So thank you guys! Thank you so so much!

Eric: We want to give you back your day and get back into, we want to welcome a few more people who have come into the program. And gain like April said, if you want to step back and see if this is the right fit for you, we totally support you in doing that, but those that are really excited, that want to come in while we are on the live class, we have like 3-5 minutes left. We want to welcome a few more people who have just come into the program. Welcome



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each of you to the STEP Mastery program! I don't think I have seen this before, every single person who is coming into the program wanting Mastery over Self Study. We're just really excited to have each of you with us, and we hope you'll share your story with us.

It's like the Facebook groups- my favorite part of the whole program is the Facebook group, and I'm not a big social media user, but I love going in this group 3-4 times a week, commenting or adding a few things that might help. I also love seeing the pictures. The before and afters, the transformational pictures are awesome to see and pretty amazing. But my favorite part of the group is hearing people sharing their stories. Earlier in the class we talked about your 'for me' project you'd like to get to. Like in Module Eight- your mission, your purpose, what you are called to. I love reading how people are having more confidence and self-esteem in that group. I love reading stories about how relationships are being strengthened, marriages getting stronger, families getting more unified, because they have a simple process, or system that makes it possible for people to finally achieve these goals and dreams and ideas that they have had stored away for years or decades. It's a pretty powerful thing. So excited for so many of you coming in! We hope you'll share your stories! It just makes for an amazing dynamic for people sharing and encouraging and inspiring others with the amazing things they are doing in their lives.

April: Thank you so much, we are so glad to have you here with us at LearnDoBecome.com!

