



## How to GSD at GSD

GSD was designed to make its attendees maximally productive, so it's fitting that our binder starts with an exercise on how to absolutely crush at this conference. Let's do this!!

The Uncharted conferences have always been (and always will be) built and rebuilt using a concept known as "Backward Design." In Backward Design, we start with the end in mind (what we want the outcome to be), and then work backwards to determine what steps should be taken along the way.

The ultimate goal for Uncharted Veterinary Conferences is for you to leave with clear goals and a support system for accomplishing those goals. The goals you set will be unique to you, your situation, practice, team, lifestyle, strengths, weaknesses, interests and opportunities.

At this stage (Friday morning), it's most important that you take stock of where you are in your business/career and what **sh\*t you need to get done**. Now is the time to inventory your interests, strengths, and the opportunities you have to grow your personal and professional self. You need to lay out your challenges and consider what snags you during the day and holds you back.

This worksheet is meant to be a living document to help you organize those thoughts and get the absolute most out of the workshops and discussion sections that GSD offers this weekend.

So write as little or as much as you'd like. Make some decisions about where you will spend your time while you're here with us, and know that the ultimate outcome of this conference should be clear direction on where to go when you get back to the "real world." Good luck!

# How to GSD at GSD

Andy Roark, DVM MS



## THE 8 TRUTHS OF GETTING SH\*T DONE

1. Time can't be managed. Only your tasks and your energy can be managed. You will not stretch your day or bend time to your will. Let's just start there.
2. There are no awards for being busy. Life doesn't reward you for how frantic you are or penalize you for the amount of time you take for yourself. The only thing that matters is what you get done. Being efficient > Being busy.
3. You cannot do everything that needs to be done in a day. Full stop. You must prioritize. You must delegate. You must let some things go.
4. Continuous partial attention is no way to live your life. Manage distractions or be ruled by them.
5. Working fast is a poor alternative to working smart and doing things right the first time.
6. You probably overestimate what you can do in a day and a year, and underestimate what you can do in a decade.
7. You should enjoy your work. If you don't, make changes or find something else.
8. Getting more done will not make you happier. Happiness comes from positive emotions, engagement with other people, and a sense of meaning and purpose. Take pride in what you do and find satisfaction in the respect of those around you, not in your to-do list.

## PLANNING

**Stop responding to practice and make a plan for how you want to run it.**

The first step on the path to efficiency is to consider how you use your time and where it could be used more effectively.

Think about your average day. What eats up your time?

And what else?

What adjustments can you make to get more stuff done?



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## PROCRASTINATING

**Where and how are you wasting time?**

Where and how are you wasting time? (Re-doing work others didn't do correctly? Surfing the internet? Taking phone calls others could/should be able to handle? Social media? Driving to appointments that are spread across a wide area?)

What steps can you take to reduce procrastination and get things done?

## PRIORITIES

**Choose your red dots.**

Make a list of the things you do that truly matter. Once you've made the list, rank them based on importance. Is this priority list how you treat these tasks? (e.g: If responding to email is #8 on your list, do you treat it like it's #8, or do you treat it like it's #2?)

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## Delegation

**Give away the rest of your dots.**

What do you do regularly that could be done by someone else?  
Can this be delegated or outsourced?

# Tackle Your Top Priorities Using Your Greatest Strengths



Andy Roark, DVM MS

**Success comes with greatest speed and scale when we isolate and engage our strengths.**

What are the superpowers that will make you most valuable and successful at GSD and beyond?

**Luck is what happens when preparation meets opportunity.**

What opportunities do you see most clearly that would help you be more effective in your career/practice?

What preparation will help you seize these opportunities?  
What, specifically, do you need to do or learn?

Who have you met at Uncharted who can help you?  
How will you access them after the conference is over?

**Getting the right answer is rarely as important as asking the right question.**

What questions do you need answers to?

