

WORD	DEFINITION	ACTION ITEM(S)
<b>Screensucking</b>	Wasting time engaging with any screen	<ol style="list-style-type: none"> <li>1. Be aware you are susceptible to it every time you log on or switch on.</li> <li>2. Insight can lead to moderation.</li> </ol>
<b>Leaches</b>	People or projects that waste your time and attention.	<ol style="list-style-type: none"> <li>1. Get rid of as many leaches as you can.</li> <li>2. Give yourself permission to make the most of the short time you have on this planet.</li> </ol>
<b>Lilies</b>	People or projects that, when you engage with them, make you feel fulfilled and satisfied.	Cultivate your lilies to the fullest.
<b>Doomdarts</b>	An obligation you have forgotten about that suddenly pops into your consciousness like a poisoned dart.	Make a plan in your mind of how you are going to take care of the problem as soon as the doomdart hits you.
<b>E-mail Voice</b>	That unearthly tone a person's voice takes on when they are reading e-mail while talking on the telephone.	Gently point it out when it happens.
<b>Gigaguilt</b>	The guilt a person feels over missing something or disappointing someone, even while knowing that keeping track of everything is impossible and having enough time to please everyone is impossible.	<ol style="list-style-type: none"> <li>1. Since gigaguilt does not respond well to reason...supplement reason with structure. Set limits on what you commit to.</li> <li>2. Reserve time for what matters most so you and function effectively.</li> </ol>
<b>Taildogging</b>	Going faster or pushing harder because other people are doing so.	<ol style="list-style-type: none"> <li>1. LONG TERM – restore connectedness to the culture.</li> <li>2. SHORT TERM – be courageous with our convictions and don't do certain things just because "everyone" else is doing it. Always try to put real names with "everyone".</li> </ol>
<b>Kudzu</b>	The clutter and piles that invade where we work and where we live, the unstoppable, unkillable stream of unexpected minor requests from people everywhere that slow us down, the spam that infests our e-mail, the junk mail that overruns our snail mail, and the useless information that we continue to collect in spite of our best efforts not to.	<ol style="list-style-type: none"> <li>1. OHIO – only handle it once.</li> <li>2. Close your door for a time</li> <li>3. Don't answer the phone for a time</li> <li>4. Close Outlook for a time</li> </ol>
<b>Gemmelsmerch</b>	The force that distracts the mind or steals it away from what it wants to do or ought to be doing.	<ol style="list-style-type: none"> <li>1. Do important work first</li> <li>2. Turn off phones</li> <li>3. Set TV guidelines</li> <li>4. Close your door</li> <li>5. Keep a pad of paper close to write down thoughts and ideas</li> <li>6. Clean up clutter every day</li> </ol>

<b>Morning burst</b>	The time of day when you are mentally at your freshest, most able to concentrate and think clearly, least burdened by annoyances and new tasks, most able to bring your entire mind to bear on a single task.	Know when your morning burst comes and take full advantage of it.
<b>Junk Time</b>	The many activities we can gorge on before we get to the main task, leaving little room for it.	Keep internet, email and phones off to get important tasks completed.
<b>Pile-On</b>	Your boss, your spouse, your children, their teachers, or simply fate piling task after task upon you, as if your capacity to handle them were limitless.	Get in the habit of respectfully saying, "STOP!"
<b>Info Addict</b>	Wanting what's new, what's the latest, what's now, a person can become all but addicted to keep up, second to second, with what's "going on", and relying totally on the judgment of others to select what belongs under that curious term.	Limit internet time.  <i>...the info addict loses his or her own ability to make a difference in life by trying too hard to keep up with all the differences other people are making.</i>
<b>Human Moment vs. Electronic Moment</b>	Connecting electronically (via e-mail, web, cell phone, etc) rather than connecting face-to-face.	The more emotion that enters the picture, the better it is to have a human moment.
<b>Frazzing</b>	Multitasking ineffectively	Devote full attention to one task at a time, multitasking is a myth.
<b>Pizzled</b>	A combination of pissed-off and puzzled when someone takes a mobile phone call in the middle of a conversation.	Ignore the phone when engaged in a conversation.
<b>The Megalocopus</b>	Wherever you go, the megalocopus extends its tentacles, trying to trap you and keep you from doing what you are trying to do.	1. Know it is there. 2. Don't believe you ought to do everything you're asked to do or could do.
<b>Fuhgeddomania / Losephilia</b>	Forgetfulness derived from data overload...a tendency to lose things based on the fact that a person has more things to keep track of than normal human beings can manage.	1. Lists 2. Reminders 3. Filing systems 4. Delegate the tasks of remembering and organizing whenever possible