

PEGGY SULLIVAN

Beyond Busyness

WORKBOOK

“Beyond Busyness is the framework you need to help you balance being productive with what matters most to you.”

—Mel Robbin, NYT Bestselling Author

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Too Much To Do, So Little Time

Eat. Work. Sleep. Repeat.
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Eat. Work. Sleep. Repeat.

We spend our days checking the boxes and trying to fit everything in. There is too much to do and too little time. At the end of the day, we wonder where our time went and why we didn't get to accomplish what we set out to.

If this sounds like you, you are not alone. It's time to end your cycle of time poverty and not having time for what's important.

If you're tired of drowning in the unimportant, read on.

Like many people, I'm proud of my accomplishments. But I found myself addicted to something terrible: busyness that came with a really big price tag.

My busyness cost me my health, happiness, friends and family, and the mental clarity that fuels bottom-line performance.

If you've started to realize that endless hustle isn't the road to fulfillment and that success is more than being busy, you're in the right place.

It's time to learn to go beyond busyness.

My three-step **Busy-Busting Framework** will help you get time back for what's important and truly brings you joy. It's as easy as three actionable steps:

- Subtraction
- Mojo-Making
- Value Vibing.

So, let's dig into how to do each one.

TOOL

Are You Addicted?

Today's hustle society teaches us that busyness is good; it's a status symbol, a sign of importance, and means you are productive. And to be honest, we love being busy. It feels good to get stuff done and makes us feel valuable.

That is why busyness is an addiction. We are forever chasing the dopamine high. Every time we get something done, we get a hit of adrenaline, so we do it again and again.

Because of the addictive nature of the habit, the compulsion to be busy is an itch that must be scratched.

Take the quiz below to find out if you're addicted.

	Yes	No
Is multi-tasking a strategy you use often?	<input type="checkbox"/>	<input type="checkbox"/>
Do you find yourself always handling three or four projects at a time?	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep skipping the time you wanted to spend watching your favorite streaming show or relaxing with a book?	<input type="checkbox"/>	<input type="checkbox"/>
Do you move from one activity to another without finding time to catch your breath?	<input type="checkbox"/>	<input type="checkbox"/>
Do you chase "highs" that Busyness offers, like an adrenaline rush?	<input type="checkbox"/>	<input type="checkbox"/>
Do you find it hard to pause to enjoy the fruits of your success?	<input type="checkbox"/>	<input type="checkbox"/>
Do you eat your meals while doing something else?	<input type="checkbox"/>	<input type="checkbox"/>
Is your to-do list even possible to get to the end of?	<input type="checkbox"/>	<input type="checkbox"/>
Do you book so many appointments that there is no time to get any actual work done?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered “yes” to at least three of the above questions, you may be addicted to busyness.

What is the price tag for your busyness? Is it ruining your life? Make a list of damages Busyness is causing you. This can and should inspire you to get into and stay in recovery.

List the price tag for your busyness in...

ooo

Your professional life

ooo

Your family

○○○

Your relationships

○○○

Your health

○○○

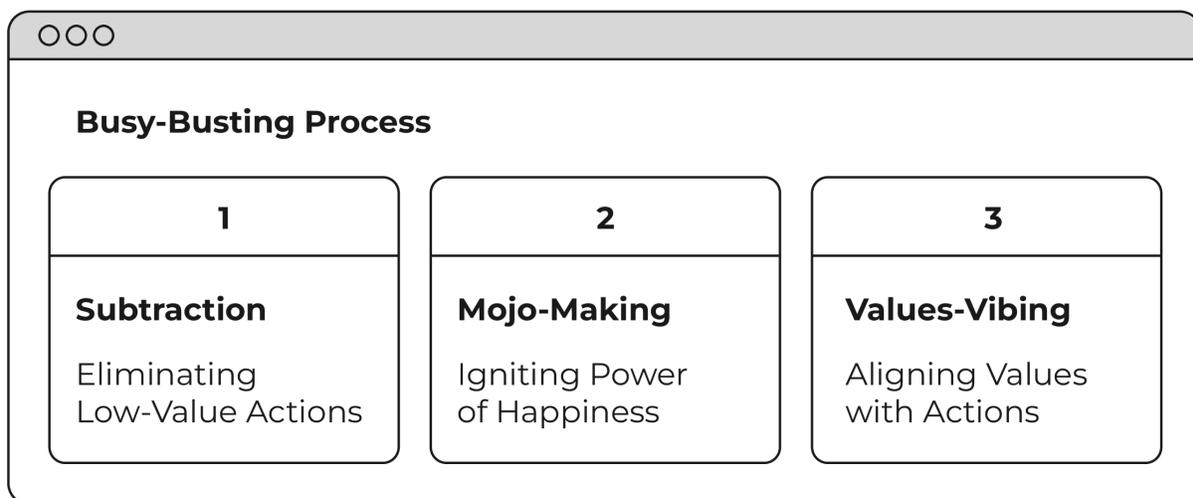
Your sanity

The Busy-Busting Process

We don't build a building without blueprints. We don't try to launch a business without a business plan. When we have a guide or an instruction book, we find it easier to complete almost any challenging task.

In Part 1 of *Beyond Busy: How to Achieve More by Doing Less*, you were introduced to a framework that makes everything easier. The rest of this workbook will give you a roadmap on how to become more productive and have time for what is important to you,

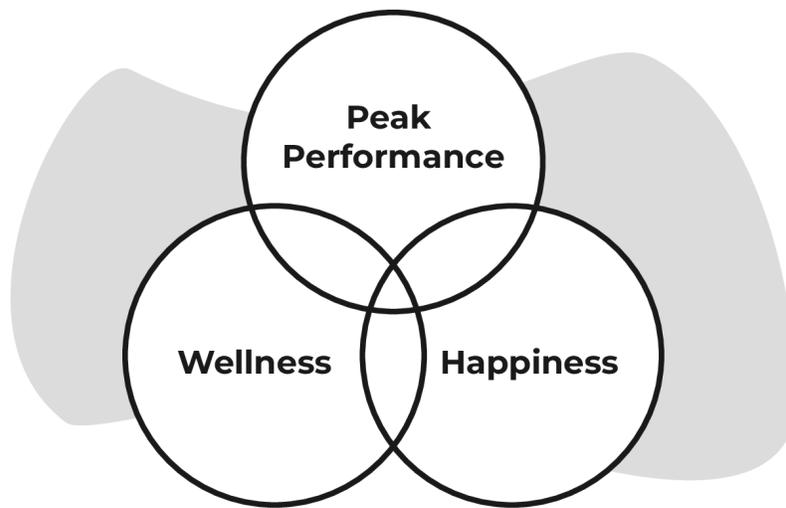
This process has helped me recover from my business addiction and has helped thousands of others become more productive, happier, and healthier. I call it the three-step **Busy-Busting Process**.



I learned this process mainly by accident, by trial and error over many years, and now thousands of individuals have used it with great results.

Beyond Busy: Your Sweet Spot

The prize you will get when you use this process is improved satisfaction: the sweet spot Beyond Busyness. This is a place where peak performance, wellness, and happiness collide without you having to sacrifice one for the other.



Stop Sacrificing One for the Other

If you follow the three-step **Busy Busting Process**, you will develop new habits and a new mindset -- it's that simple. You will feel renewed. This process creates a space for possibility in *everything*.

Subtraction

Our Hustle Society has encouraged us to embrace time wasters, or what I call **Low-Value Activities (LVAs)**. Things like:

- Checking your email every hour
- Scrolling social media
- Multi-tasking
- Failing to delegate
- Too many meetings that don't add value

These **Busy Traps** are detrimental to your health, causing poor eating habits, loss of sleep, and decreased productivity

We are conditioned to believe “more is better.” But in life, subtraction can be a remarkably effective approach. By removing things, we create clarity and focus.

But determining what to subtract and how is the hard part. Use the following table to list low-value activities that prevent you from doing what you really want to do. Then, make a list of what you would do differently,

Low-Value Things That Stopped Me	What I Will Do Differently
Checking emails every hour.	Create a schedule of checking emails 2x/day.

TOOL

Busy Barometer Survey

Measurement permeates every aspect of human life. We use FitBits or Apple watches to measure our heart rate and steps, yet none of these devices measure our Busyness or our happiness.

For that purpose, I have created The Busy Barometer with the help of extensive research, many human resource managers, and industrial engineers.

What Gets Measured
Gets Improved

This five-minute survey helps identify low-value things that can be eliminated from your life. You can take it on the following pages or complete it electronically at www.peggysullivanspeaker.com/busy-barometer.

Take the Busy Barometer Survey

Rate all of your answers based on your experience over the past few months.

○○○				
	Majority of the time	Sometimes	Rarely	Never
Do you end each day feeling you did NOT have time for what's important?				

Take the Busy Barometer Survey

Habits/Focus/Priorities/Productivity/Multitasking/Procrastination

○○○

	Majority of the time	Sometimes	Rarely	Never
Is your schedule filled most days?				
Do you feel so rushed that you have little time to prepare for important events or meetings?				
Do you routinely end the day with extra work that takes time away from what you enjoy?				
Do you struggle to set your daily priorities?				
Is multitasking a core strategy for getting your work done?				
Do you mostly focus on easy things to cross them off the list?				
When focusing on big projects, do you feel overwhelmed or unable to break them down into smaller pieces?				

Take the Busy Barometer Survey

Health/Self-Care/Sleep/Nutrition/Mental Health/Pushing Reset

○○○

	Majority of the time	Sometimes	Rarely	Never
Is your sleep suffering because your mind is too focused on your to-do list or are too busy to get enough sleep?				
Do good nutrition and physical movement suffer during the day?				
Do you feel overwhelmed, stressed, or struggle with your mental health?				
Do you get to the end of the day without regular breaks to eat and recharge?				
Is it difficult to keep up with routine tasks like haircuts, doctors' appointments, or shopping?				
Do you skip vacations and holidays?				
Does your sense of purpose or values get lost?				

Take the Busy Barometer Survey

Communication/Connection/Meetings/Delegations/Strengths

○○○

	Majority of the time	Sometimes	Rarely	Never
Is it difficult to find time for meaningful relationships (family, friends, community)?				
Do you attend meetings where there is no clear goal, objective, or next steps?				
Are you interrupted with calls and messages?				
Is it difficult to return calls, emails, or messages in a timely manner?				
Do you look at your email and other messages so often that you can't get work done?				
Do your activities fail to align with your strengths and likes?				
Do you find it easier to do something yourself rather than ask for help?				

Your Busy Barometer Action Plan

Note the areas where you chose “Majority of the Time” and “Sometimes.” Those are the areas you need to work on to get beyond busyness. Pick your top three and fill out the chart below, including how you will address these areas.

Example:

- **Area of Improvement:** I look at email too much.
- **Action Plan:** I will schedule times to check my email.

Area of Improvement	Action Steps

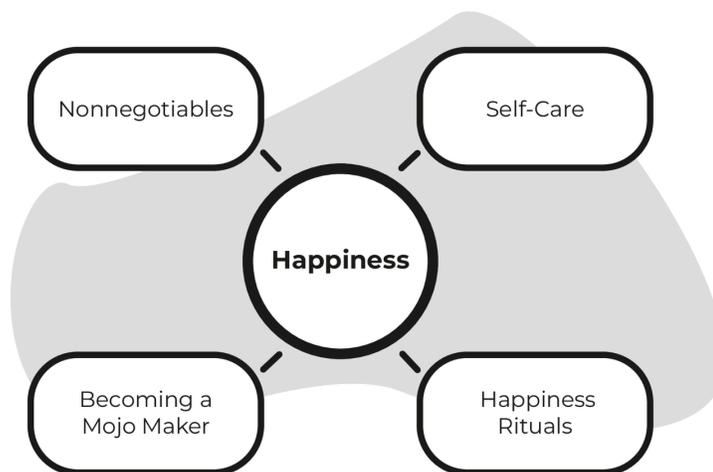
Mojo Making

Happiness is not an object, a destination, an accomplishment, or an “I will be happy when...” It's a journey, a series of micro-moments we create for ourselves.

The essence of **Mojo Making** is creating intentional, repeatable acts of happiness. When you intentionally plan mojo-making activities, you will find you have more energy and focus and are in a better mood overall.

Here are four ways to **Mojo Make**:

- **Determining Your Nonnegotiables:** What are your must-have activities? What things will keep you focused, successful, and healthy, no matter the external circumstances?
- **Focusing on Self-Care:** Established “Me Time” through self-care around Quiet Space, Child’s Play, Lifestyle & Growth.
- **Creating Happiness Rituals:** Consistent habits and behaviors that evoke joy, generate energy, drive endorphins, and make you feel connected.
- **Becoming a Mojo Maker for Others:** Giving is better than receiving. The easiest way to make mojo for yourself is to create it for others.



TOOL

Get Your Mojo Making in Motion

Make a list of things you can do or start doing to get your endorphins going. List three to five actions under each of the following steps:

○○○	
Declare Your Nonnegotiables	Practice Happiness Rituals
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Acts of Self-Care	Become a Mojo Maker for Others
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Values Vibing

Recovery from the addiction to Busyness begins with focusing not only on your goals but also on your values - what you find important.

The opposite of busy is not a lack of activity but rather a conscious choice to prioritize our actions based on our values. It is about balancing doing and being, recognizing that not every task or commitment is equally important or aligned with our core principles.

Your values are what matters to you. For example, mine are human connection, energy management, learning and

authenticity. But why values instead of goals?

Values are enduring; goals are short-lived. We reach them, and then we set new ones.

- When you live life according to what you value, **you experience joy.**
- When you live according to what you value, **you experience clarity.**
- When you live according to what you value, **you feel in control.**

Therefore, to recover from Busyness, you need to live a Values-Driven Life.

TOOL

Values Rough Draft

Make a list of your top five core values below. Don't think too much about them. Just put down the first ones that come to mind.

○○○

Core Values

1.
2.
3.
4.
5.

Next, make some short notes about why they are important.

Second, honestly rate your current state for each value on the list, from 0-4, with 0 meaning you are not living it at all and 4 meaning it is at the core of every moment of your existence.

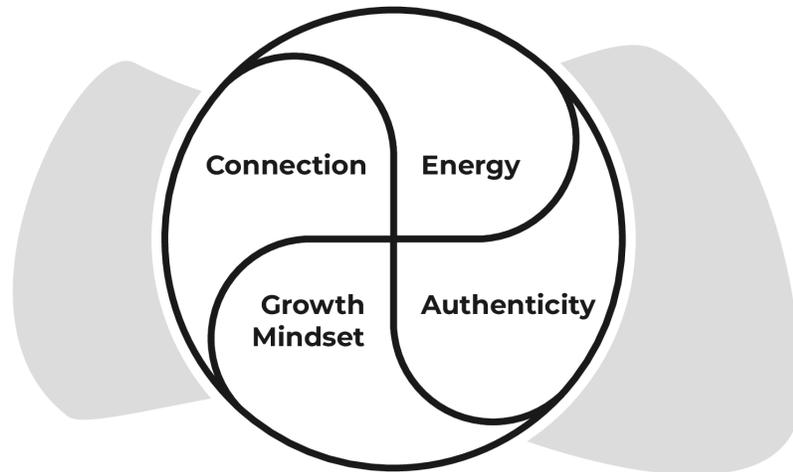
○○○		
Value	Notes	Rating

Now, pick the value you rated currently lowest and come up with five actions you can take to increase the score.

○○○
Actions I Can Take
1.
2.
3.
4.
5.

Four Important Values That Improve Your Quality of Life

4 Important Categories of Values



In making the journey from goal-seeking to values-living, I have learned that there are four basic “areas of life” you need to focus on. I call these keys to unlock quality-of-life value clusters. And if you want to live full out, you must unpack each one. When you do, you will be on your way to feeling like a badass. It's the best feeling ever.

- **Connection:** Forging bonds and creating a support system makes us human, so surround yourself with positive groups and people.
- **Energy:** Your capacity to do work comes in many forms: physical, mental, and spiritual energy. Remember, a positive attitude makes everything easier.
- **Growth Mindset:** Try to learn new things continuously. Those who engage in lifelong learning live longer and are happier and healthier.
- **Authenticity:** Knowing who you are and standing for that, regardless of the pressure to conform, while respecting other people who are different

TOOL

Values Vibrance

Jot down each value and create an action you can take to jumpstart your value vibrance practice.

○○○			
Connection	Energy	Growth Mindset	Authenticity

Look back over your last week. Rate your performance, in terms of living each value, rating it *always, mostly, sometimes, rarely, or never*.

○○○				
	Connection	Energy	Growth Mindset	Authenticity
Always				
Mostly				
Sometimes				
Rarely				
Never				

Choose the value you scored lowest. Think of three simple actions to embrace this value better today: _____

Keep Yourself Accountable

It's so easy to slip into old habits. And since delusion is at the heart of addiction, it's also easy to overlook when it's happening.

Accountability means implementing clear, active measures to keep you on track. Although accountability is simple, it is not easy.

Remember, we go Beyond Busyness by taking the steps that work for us one micro step at a time.

Accountability demands *measurement*: Track your values, not just your hours. Throughout history, people have tried to reach goals by measuring numbers only—and failed. The only way to truly hold yourself accountable is to be clear about how that goal aligns with your values.

Accountability demands *positive energy*: Making sure you practice Mojo Making keeps your accountability light and fun. Give yourself a mantra such as “I got this.”

Accountability demands *partners*: Don't do it alone. Collaboration and communication make accountability far more powerful. Teamwork also provides different perspectives and a variety of potential checks and balances that help identify challenges before they become problems.

TOOL

Beyond Busy Report Card

Having a simple, easy-to-use report card will help you become both accountable and action-oriented. This simple check-in exercise can be done as often as you like. Simply ask yourself two basic questions, each with three parts:

Part 1:

What low-value activity do I tend to do and am still doing that I can immediately eliminate?

What mojo making activity can I replace it with, starting today?

How can I ensure I keep doing that activity daily from now on?

Part 2:

What core value of mine am I shortchanging again and again?

What activity can I take on to start living that value today?

How can I ensure I keep living that value every day?

TOOL

Beyond Busy Report Card

Part 3:

You can then rate your values daily from one through four, with four being the highest grade you can get. Circle the value with the lowest rating and consciously try to improve it the next day without compromising the other values.

OOO				
	1	2	3	4
Connection				
Energy				
Growth Mindset				
Authenticity				

Plan Your Future

This workbook and its activities have helped you recognize and go Beyond Busyness. I want you to repeat these words out loud to yourself so you can emphasize your commitment to improving yourself:

- I can choose meaning over mayhem.
- I can do less to accomplish more.
- I can do less to become more.
- I can go Beyond Busyness and live a life of meaning and joy.
- All it takes is to begin the journey with the first micro-step.

Let's get going.

Additional Resources

FREE GUIDES & TOOLS

- 🔗 [The State of Workplace Busyness](#)
- 🔗 [The Happiness Report](#)
- 🔗 [The Busy Barometer](#)

BOOKS

- 🔗 [Beyond Busyness: How to Achieve More by Doing Less](#)
- 🔗 [Happiness is Your Responsibility](#)

ARTICLES, PODCASTS & VIDEOS

- 🔗 [Read Peggy's Blog](#)
- 🔗 [Forbes: Flexing Your Happiness Muscle To Achieve A Competitive Advantage](#)
- 🔗 [FOX News Radio: Mom Overcomes Addiction to Busyness](#)
- 🔗 [Watch Peggy Speak](#)



Connect with Me

Visit me on social media to get tips on escaping the Hustle Society and finally live life focusing on what is important to you,

 fb.com/peggysullivanspeaker

 instagram.com/peggysullivanspeaker

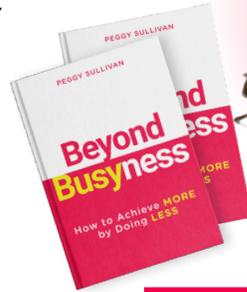
 linkedin.com/in/peggyasullivan



📖 **2x Author of *Happiness is Your Responsibility* and *Beyond Busyness***

🎤 **Keynote Speaker**

✦ **Corporate Performance Expert**



In a world that sees busyness as a badge of honor, Peggy has conducted in-depth research that exposes the truth: our packed-to-the-rafters schedules can actually make us less productive, less happy, and less capable of fulfilling our dreams.

Now she's bringing her proven solution for escaping the busyness trap to podcasts worldwide with her signature blend of humor, heart, and honesty.

Peggy has made it her life's work to lead audiences to the sweet spot beyond busyness, through speaking engagements, consulting, authoring the book *Happiness is Your Responsibility*, and founding the nonprofit organization SheCAN! Peggy and her message have been featured on Fox, ABC, CBS, NBC, and Forbes, and she's been awarded the Marketing 2.0 Outstanding Leadership Award and New York's 2019 Woman in Leadership Award.

As one of the most authentic and energizing new voices in the leadership world, Peggy is on a mission to change how we value our time and ourselves.

Peggy's message covers a range of subjects, from breaking free from busyness to the science of personal happiness.

Peggy is an unforgettable speaker. Her unique ability to engage with storytelling, use data to support her messages, and bring high energy to her audience is truly remarkable.

- German Santana, Head of Revenue at Google

SPEAKING TOPICS

- ✓ Eliminating Time Poverty for Peak Performance
- ✓ Get More Done: The Power of Subtraction
- ✓ Mojo Making in the Workforce
- ✓ Values Vibing: Values Management for a More Engaged and Productive Workforce

BOOK PEGGY

To book Peggy for:

- Corporate events
- Work conferences
- Team trainings
- Workplace consulting
- Media interviews

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