

The

OnePageBook™

compilation



Essential concepts made simple

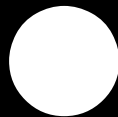
Geir Isene & Brendan Martin



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Make it Simple

a OnePageBook™



Geir Isene & Brendan Martin

This OnePageBook™ helps you simplify stuff. Your concepts, your messages, your life.

The publisher, "Å" (A-Circle AS, www.acircle.no) carries the slogan, "Boosting performance". The company helps teams and individuals to higher performance, reaching their potential.

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"The most valuable of all talents is that of never using two words when one will do."
(Thomas Jefferson)

"All the great things are simple, and many can be expressed in a single word:
freedom, justice, honor, duty, mercy, hope."
(Winston Churchill)

"Simplicity is the ultimate sophistication."
(Leonardo da Vinci)



Making soccer simple

My son Niklas was the goal keeper for a soccer team that sucked. They had lost almost every match that season. They were humiliated on the pitch, often losing by 10 goals or more. The coach decided to quit and someone had to take over this demotivated team. By accident or a moment of brain lapse, I (Geir) ended up raising my hand when no one else would. I knew next to nothing about coaching a soccer team – not enough to make it complicated.

Starting off with a simple question for each player, “Why do you play soccer?”. Bastian, who usually played defence said, “I want to be the guy in the team the others can trust. . . But it’s not going well.” He looked down.

Having seen him played, I said, “You look kinda like a sack of potatoes when the ball comes your direction. Why is that?”. “It’s complicated. . . because I’m supposed to look at all the players, notice where Jason and Alfred are, and if Alfred is in an open position heading forward, I should play the ball to his foot, but when Jason is open and heading toward the goal, I should play the ball in front of him, and when none of them are available, I am supposed to take the ball forward while assuring that Fredrik is covering the defence, dribble the ball and pass it along to. . .”. He was only 9 and already rattling off a 3 page job description. I felt pity for this truly nice guy with the heartfelt purpose for playing soccer.

It was a 5-a-side game – one goal keeper, two defenders and two attackers. I drew the pitch on piece of paper, divided it into four and pointed to the lower left. “This is your part of the pitch”. “The only thing we need from you is that no one from the other team tries to score from your square.” He looked a bit confused and said, “But I want to also go up and try to score if I have the opportunity. . .”. I clarified, “You can do whatever you want; score goals, go take a piss or sit down a draw cute doodles in the sand. . . as long as no one tries to score from your area.”. He brightened up. He got it.

By making each player have just one simple delivery, we ended up winning 65% of the matches that season. We won 3-2 over the team that beat us 17-1 the year before.

Making everything else simple

Beauty is found in simplicity. Truth is more often simple than complicated. *Remember that no epiphany is complex. Moments of “a-ha” comes with a delight of simplicity.* Even in hard-core physics, this is the case.

“The goal of physics, we believe, is to find an equation perhaps no more than one inch long, which will allow us to unify all the forces of nature and allow us to read the mind of God.”¹

To lead a happy, successful and valuable life, try to make things simple. Got a message to convey? Make it short and to the point. A book to write? Make it simple. You really have to make a business process? For everyone’s sake, make it simple. A theory to hash out? Remember Occam’s razor²:

“More things should not be used than are necessary.”

In keeping with this, let’s try to simplify even the simplest of books – the OnePageBooks³:

- **Organization - The simple way:** Break the organization down into small, autonomous teams and make sure each team has simple, clear deliverables, measure those and are self-correcting along the way.
- **Mental training – The core:** Exercise your ability to be here & now by sitting still and not think or emote.
- **Free will:** If free will can exist, it must be free of the laws of physics. It must be *non-physical* and “lawless”.
- **#Fail:** Learn from your failures, but more importantly exercise failing to become less fragile.
- **How to help a friend in trouble:** Go for a walk, help your friend settle, then help him tackle the thing that bothers him the most and get him through it, then the next thing, etc.
- **Listening – Superpower:** Be mentally present and listen without preconceptions.
- **And. . . :** Stop whining and do something about it, or not – but stop whining.
- **Your Kick-Ass CV:** Emphasize your factual, proven results.
- **Impress:** To be successful, create impressive value for others.
- **Recruitment:** Recruit people with a relevant proven record of measurable results.
- **Make it simple:** Just make it simple.

¹ Michio Kaku on simplicity: <https://aroyking.wordpress.com/tag/albert-einstein/>

² Occam’s razor: https://simple.wikipedia.org/wiki/Occam%27s_razor

³ The OnePageBooks: <https://isene.org/onepagebooks/>



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Impress

a OnePageBook™



The one essential tip

Geir Isene and Brendan Martin

This OnePageBook™ gives you the most essential tip in life.

The publisher, "Å" (A-Circle AS, www.acircle.no) carries the slogan, "Boosting performance". The company helps teams and individuals to higher performance, reaching their potential.

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"If there hadn't been women we'd still be squatting in a cave eating raw meat,
because we made civilization in order to impress our girlfriends."
(Orson Welles)



“I am struggling in my job. I don’t know if I should quit my job or continue. And if I continue, whether I should focus on this or that or the other thing. Is this type of work even for me? I feel exhausted. Not much positive feedback, and I don’t really know if what I’m doing is valuable for the company, for any customers or for other employees. I feel kinda lost. What should I do?”

He looked at me across the table. Across his cup of coffee, and mine. I started out slowly:

“You know, there’s stacks of books written about this, countless methodologies and coaching practices addressing these kinds of issues.”

He looked eagerly at me, waiting for some book or methodology that would match his complex problem. Some kind of intricate way of resolving his issues. But then I went on:

“But really, it boils down to just one simple concept. Just one.”

He looked sorta disappointed. Like I was about to invalidate his complex problem or insult his intelligence.

“You only need to impress.”

“Uh?”

“Yes, impress your customer, your boss, your colleague, your wife, your kids, yourself. But impress by delivering something of value. Impress your customers in every meeting. Impress your colleagues every workday. Impress your kids by really playing with them when they bring out the Lego. Impress your wife in bed. Impress by delivering. Unconditionally and as much as you can. If you do this, you’ll be doing good. And this is all you need to do.”

If it is one single tip you should embrace, it is this one: Impress! We are not talking about embellishment, “selling yourself” or making something that isn’t impressive look impressive. What we are talking about is creating real and lasting value. For others and for yourself.

Start by impressing yourself. Go a few steps beyond what you would expect of yourself. Do something that makes you proud, something that gives you that feeling of accomplishment. Ask yourself what could possibly make you go “wow!”. And then do that. Keep going.

Then impress others. But how would you know what an other would find impressive? Just ask¹. Ask that other person what would impress him or her. Get a few answers. Then deliver at least one of them. If there is nothing you could do to impress that person – either because the person doesn’t know what could be impressive or because the answers are something you couldn’t deliver – then find another person you can impress.

If you keep delivering impressive results, success is virtually guaranteed. And it is the best tip to ensure your success. Whatever else you decide to do in life, at least do this.

Make sure to record your achievements and other’s statements about your results in your CV². Your achievements are your assets that exemplifies what you are capable of – your abilities to impress by creating real value, to add a noticeable positive difference.

The difference you make each day stacks up during a year and make for an impressive life. Keep at it even when you’re having a shitty day or a terrible year. Maybe life is all dark and gloomy. You can still impress yourself – even if you have no long-term goals and only take one day at a time. It’s when your self confidence is at its lowest where you can do even small accomplishments that will make you proud. You can always surprise yourself by putting in that extra effort. Always.

If you think this is way too simple for your complex problem, then just start. Most people don’t start. Make sure to accomplish something worthwhile every day for 30 days. Then revisit this OnePageBook and see if that month made a noticeable difference in your life. Thinking about your problems, marinating in them, talking about them or sulking over them will never be as effective as doing something about them. And the best you can do is start creating some – even small – impressive results.

¹ How to listen, how to ask... read the OnePageBook, “Listening – Superpower” (<https://isene.me/onepagebooks/>)

² To make your résumé really stand out, read the OnePageBook titled, “Your Kick-Ass CV” (<https://isene.me/onepagebooks/>)



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Listening - Superpower

a OnePageBook™



Tune in, really understand

Geir Isene & Brendan Martin

Sharpen your superpower with this OnePageBook™ – listen, and listen good.

The authors help people to get a better grip of life – from professional to family life. One of the most important skills in life is the ability to truly listen. When you can master this essential superpower, then you can really begin to understand others.

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"Most people do not listen with the intent to understand; they listen with the intent to reply."
(Stephen R. Covey)

Publisher: A-Circle AS, Oslo 2017-10-10, first edition
<http://boostingperformance.no>



At school we were all taught the basics of reading and writing. However, it is rare to see a student walking into the Listening class. What training did you have where you learned how to listen in order to understand?

Most people are so focused on trying to be understood that they often forget to attempt to understand. Just like when we introduce ourselves to new people, we are often so focused on saying our own name that we don't really listen for the other person's name. A little later we ask, "What was your name again?" If we dare.

Stephen Covey, points out in his book, "7 Habits of Highly Effective People": Seek first to understand then to be understood (Habit 5).

The purpose of listening is to understand. It is not to merely figuring out a good come-back. Positive human interaction is based upon understanding. Understanding is achieved by listening. And by listening, we mean with all your senses.

Your listening superpower depends on you being fully mentally present¹. When you are free from your own chaotic mind, you can focus your perceptions on the person in front of you. You can tune in completely in order to clearly understand the other person.

Don't multitask when you listen. Empty your mind and truly get what the other person is saying. And don't interrupt.

It is bad enough to interrupt when another person is talking. It is even worse to interrupt when the other is thinking. It is harder to repeat a thinking process than to simply repeat something already said or partly said.

Be curious and interested. Being interested is the opposite of being interesting. When you are interested, you give attention. When you are interesting, you claim attention. To be interested requires empathy. To be interesting requires showmanship. Some people have a hard time giving attention and especially with genuine empathy. Some have a hard time enduring the silence when another is thinking. Master this by training yourself to sit still, be still, be interested, caring and try your hardest to understand.

Be interested enough to ask the person questions in order to understand better. And the best questions to ask are open rather than closed.

A closed question can be answered by a simple "yes" or "no," while open questions require more thought and more than a simple one-word answer.

Open questions are used to jump into another person's head to get the information you are looking for. These type of questions usually start with What, Where, When, How, Which. "What do you think about...?" Closed questions are used to confirm what another person has told you. These type of questions may start with Do, Can, Will, Have, Are, Is. "Do you think...?"

Whenever you ask a closed question you need to realise that you are in fact making assumptions. You have already created a set of possible answers in our own minds. If you are not aware of this, your experience may lead you to unconscious assumptions where you should seek understanding.

No matter what the person replies, respect the person's answer. You may not agree or find the answer logical, relevant or nice. But respect the answer before you decide to counter it with your own view.

Apart from the obvious action of acknowledging what you hear, how do you get across that you understand the other person?

1. Reflect emotions
2. Ask good questions
3. Rephrase content

By doing this you increase your chances of hearing, "Finally someone who understands me."

How do you reflect emotions? You listen with all your senses, observe the mood and relate to those emotions. You get on the other's wavelength, you get close to the person and convey your empathy. If you encounter a sad person, you can open the conversation simply by saying "I can see that you are sad." Observe and be honest about what you see.

How do you ask good questions? Ask mostly open questions. Confirm with closed questions. Ask questions in order to understand rather than to poke hole in arguments or make yourself look smart.

How do you rephrase content? Discuss with the other person what you heard, but in your own words.

By combining these 3 points and by being 100% mentally present you can really listen and get to truly understand other people. Practice your superpower daily.

¹ For the basic ability to be completely here and now, read "Mental training – The core" (<https://isene.me/onepagebooks/>)



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Mental training - The core

a OnePageBook™



The one essential ability

Geir Isene & Brendan Martin

This OnePageBook™ cuts straight to the core of mental training: The art of being present.

The authors have helped Olympic and World Champion athletes, performing artists and executives through the simplest of mental training exercises with amazing results. But medals, top performances on stages, companies and teams boosted doesn't match helping people struggling to regain their enjoyment and fun in life.

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"Don't waste today by talking about yesterday
until it's finally tomorrow." (Tim Fargo)

"Mental training sounds so easy, but it is remarkably hard to do.
It's about being here and now. Being present.
This is the difference between winning and losing.
This is one of the great recipes to my success. Being in the moment."
(Tiril Eckhoff, World Champion and Olympic Champion, Biathlon)

Publisher: A-Circle AS, Oslo 2016-04-01, first edition
<http://boostingperformance.no>



There are a wide range of mental training methods¹. From cognitive training² and visualization³ to memory training⁴ and cognitive therapy⁵. There are many excellent methods to improve your mental abilities. But they tend to disregard the one basic ability that forms the core of mental training: The ability to be mentally present. Here and now.

The opposite would be “there” or “then”. Examples: Thinking about yesterday, your last failure, what to have for dinner tomorrow or planning your wedding or your next funny comment are all examples of not being fully present. When a biathlon⁶ champion thinks about the target she just missed, her chances of missing the next target she is aiming at increases. If she starts thinking “I’m doing good”, her chances of hitting the next target decreases. Any thought or emotion can interfere with her chances of hitting a target.

Almost no coach or mental trainer focuses on exercising the core ability of staying present in the here & now. Most take for granted that the person they help is already mentally present so they just jump ahead to the more involved exercises. Usually with less than optimum results. To get the most out of any mental training, you should practice the basic ability of staying present. But how exactly is that ability fostered?

Sit on a chair. Close your eyes. Sit still and practice being here and now for 1 minute. Thoughts and feelings will crop up. Tiredness may start to get a hold. Keep practicing. Stay present. Just be. It’s hard work, but it pays off. This is not meditation. There is no mental tricks. Don’t think. Don’t visualize. Don’t resist thoughts or emotions. That would be doing *something*. Practice doing *nothing*. You will hear sounds. You will notice your breath. But let all that be as it may. Don’t create a bad conscience or feelings when you struggle with this exercise. Just let all that go. Continue the exercise and practice being present. A coach may help you by correcting you when he sees you getting tired or wandering off into your land of thoughts and emotions. A good coach will notice when you are not fully present, even while your eyes stay closed.

You will discover that it is quite hard to do this simple exercise. You will start thinking about your botched date, a slight pain in the back, last night’s movie or if you will pass the exam next week. We have seen people start crying or burst into laughter. We have seen people get upset. Shit happens when you try to do nothing. But just like physical training, you will get better with practice. And it does require a lot of practice to master the art of being present.

This art goes by many names – “In the zone”, “Peak performance”, “Going nuclear”, “Skywalking”, “In the flow”, “Riding the wave” or “Reacting spontaneously”. Whatever you call it, it is the core. All other mental abilities are built upon this foundation – your ability to just be.

We have seen gains from exercising this ability in a wide range of sports, from football to biathlon and from weight-lifting to running. We have seen gains in stage presence with performing artists, with parenting and children in schools, in solving marital problems or with teenagers not coping in life.

The more aware you are, the more you will learn from any training. The more mentally present you are, the more you will get out of your physical or other mental training. The more you are here and now, the more of life you will experience. Removing expectations, which is focusing on the future, will help you appreciate what *is*. It is in the here and now we can reach top performance.

When you can do the exercise for 5 minutes straight, do it for 10, then 15, then 30 minutes. Do it until you can comfortably stay present and focused in the here and now. Then you can start doing the exercise in a noisy place. Then with your eyes open. Looking at a spot on the wall or looking at another person in front of you. Or looking at an ant. Or looking at a spot in a busy square with lots of commotion and noise. You may find it hardest to practice being present when your eyes are closed and with no sound around. Because then you have no aids to help keep you here and now.

A coach can up the ante by trying to distract you while you keep practicing sitting still and doing nothing. Or the coach can train your concentration by trying to distract you while you say your line on the stage, try to hit that golf ball or lift to your maximum capacity.

We have done these exercise with athletes, executives, artists and random people off the street. They uniformly report better ability to be present, concentrated and undisturbed. It can relieve stress and help you “simmer down”. It can help you enjoy the present. Even when it’s not Christmas.

¹Mental Training: <http://www.amazon.com/Training-Performance-Revised-Updated-Edition/dp/1594860289>

²Cognitive training: https://en.wikipedia.org/wiki/Cognitive_training

³Creative visualization: https://en.wikipedia.org/wiki/Creative_visualization

⁴Working memory training: https://en.wikipedia.org/wiki/Working_memory_training

⁵Cognitive therapy: https://en.wikipedia.org/wiki/Cognitive_therapy

⁶Biathlon: <https://en.wikipedia.org/wiki/Biathlon>



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#Fail

a OnePageBook™



The hidden benefit of failing

Geir Isene and Brendan Martin

This OnePageBook™ aims to inspire you to fail.

The publisher, "Å" (A-Circle AS, www.acircle.no) carries the slogan, "Boosting performance". The company helps teams and individuals to higher performance and to reach their potential.

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"I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times, I've been trusted to take the game winning shot and missed. I've failed over and over and over again in my life. And that is why I succeed."
(Michael Jordan)

"You can fail at what you don't want [to do],
so you might as well take a chance on doing what you love."
(Jim Carrey)



If you are afraid of failing, it is because you have not failed enough. Avoiding failure will not make you handle failures better or help you conquer your fear.

Whatever you do often, you eventually become good at and comfortable with. Fear of failing is a fear of not being able to handle the consequences of blunders. The only way you will become good at handling such consequences is to handle them often enough. When you become comfortable cleaning up after your mistakes, your fear of failing subsides. Fail enough and you will become more relaxed and confident, and your chances of success will increase.

Different people take different amount of time to become skilled and comfortable in any given area. But eventually, they will at least lose their stress and apprehension in that area.

When training, it is important to push your boundaries – enough to fail. You become accustomed to flopping, to fix the crash and then learn so that you can better succeed when it really matters. But even then you can welcome a mishap so that you can relax regardless – even though it matters the most. And you will have an upward spiral of ever-growing confidence, learning and bettering your odds for success.

It is only a real failure when you stop – when you don't get back up on your horse and keep going. Real success comes from pushing through. Turn every slump into a small success by embracing it; learn to accept it, learn, extract the experience and move on.

Of course, you wouldn't want your brain surgeon to fail when he operates on you. You would want him to have slipped up sufficiently when practicing on dolls and dead animals so that he is confident and not up-tight as he starts the procedure on you. But even if he does kill you, the world is not better off with one less brain surgeon. It is better off with a more experienced brain surgeon. Brain surgery, like the airline industry, and like so many other critical areas have taken huge leaps of progress though failing.

Any change carries a risk of failure. Innovation carries the greatest risk. Which is why many are reluctant to explore their true potential for creativity.

I (Geir) did a seminar on the benefits of failing to a Norwegian shipping company. I paired up the more than hundred attendees and asked them to tell their partner a blunder from their childhood. It was a vibrant buzz in the room. They were then to tell each other about a flunk in a previous job. The sound level was noticeably lower. When I finally asked them to reveal a failure in their current job, the buzz became a simmer.

I started doing the same exercise in Japan, but couldn't get beyond the first question as nobody said a word. Nothing. It was dead silent as no one was ready to offer even a childhood mistake. The Japanese culture is known for taking failures so serious it can lead to suicide.

On one of my trips to Japan, I took one of my sons with me. To get a week off from school, Jonatan had to write an essay on a Japanese invention. He asked many people we met in Tokyo to give him examples of innovations from their country. He only got two answers: Sushi and blue LEDs. Incidentally, the blue LED was invented by an American, Herbert Paul Maruska. The Japanese improved upon it, like they have done with a wide range of technologies and methods. They improve rather than innovate as that carries a lower risk.

Fear of failing may be the greatest barrier to innovation. As innovators know so well, pushing boundaries means taking risks. Mistakes are an integral part of innovation. As Thomas Edison once said, *"I have not failed. I've just found 10,000 ways that won't work."* He also said, *"Many of life's failures are people who did not realize how close they were to success when they gave up."*

To unleash you creativity, you need to overcome the fear of failing. You need to take plunges, to risk losing time, money and face. But as long as you turn stumbles into an ability to be comfortable with failing and then learning from them, your confidence and experience will grow and you can take greater plunges and risk having even greater successes.

If you need to, start small. Risk failure through a small adventure that grabs your motivation. It should be something that creates butterflies in your stomach. Something you feel you should do. Something fun. Try another, greater change. And greater yet. Until you fail. Then admit freely to yourself, and even to others, that you did indeed wash out.

Never cover up a mistake. Doing so will only help you practice cover-ups. As my friend Ole Wiik says, "You become good at what you practice." Instead of practicing covering up your mistakes, become good at handling the consequences of failure. Only then will your fear of failure be conquered. And your creativity can be unleashed. You will have adventure and fun along the way.

I am confident we can boost the World if we all started embracing our failures, even publishing them to take the stress out of failing. #Fail



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How to help a friend in trouble

a OnePageBook™



Simple and effective tools

Geir Isene and Brendan Martin

Gain a set of simple and effective tools to help others with this OnePageBook™.
Help a friend, colleague, son, daughter or other family member or any person you meet.
Easy to learn, short time to master. Practice regularly and be of lasting value to others.

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We can't help everyone, but everyone can help someone.
(Ronald Reagan)



Oslo, Norway, 2017-09-20
Graphics by Geir Isene

In order to truly help another person, you need to listen. And listen good. With absolute intent on understanding the person in front of you. Sit down, shut up and let the person tell you what's the matter. Do not interrupt. Ask questions only to better understand the trouble. Take notes if you need to. Do not offer your opinions or evaluations. Just shut up and listen.

When the person is fully unburdened and you have understood everything said, only then do you start offering further help.

Every person is different. Even if two people seem to have exactly the same problem, they are still unique and may benefit from very different solutions. By practicing helping lots of people, you will acquire a toolbox to help different people in a wide range of situations. The clue is to help many, and often. Practice may not make you perfect, but it will make you effective.

We will offer some of the most effective tools on this page. There are many more tools, but these will get you and the people you help a good leap forward.

To unburden a person in trouble, you can start by doing these five steps:

1. Tell the person to write a list of everything he hasn't completed. Everything that nags him, that he thinks he should have done or should do. Every bad conscience. Everything. If it takes a stack of papers, it takes a stack of papers. If the list is short, so be it. But ensure you have exhausted his incomplete actions, his bad conscience. You are not interested in why the actions wasn't done or any explanation for them. Forget prioritizations or categorizations at this point. The list can be all messy or upside-down. Doesn't matter. Just get everything down on paper.
2. Tell the person to remove everything he no longer has the opportunity or ability to do. This could be items like, "Be a firefighter before I become 25 years old" (he is now 35) – or, "Be the next great goal keeper at Barcelona Football Club" (he is 35 and has a bad left knee). Strike out anything that he can no longer do. Make sure he also removes it from his mind.
3. Tell the person to remove everything he no longer wants to do. No matter what the reason is, anything that he really doesn't want to do is removed from the list. Make sure he also removes it from his mind. He now has a list of actions that he can, will and should complete.
4. Prioritize. In the order of what is really bothering him. The worst shit goes on the top, and all the way down to the more insignificant itches.
5. Make him do the one thing that bothers him the most. Help him. Complete the action together with him, or sit there while he completes it. Then make him do the second biggest source of worry. Then the third, the fourth and so on. Until you are confident he can do more actions on the list as home work. Follow it through until the person himself is confident he can do anything on such a list all by himself.

Another great tool is to get the person to go for a walk and take a good look at the environment. It doesn't help if the person is marinating on his problems while mechanically moving his legs forward. What is needed is to get the person "out of his head" and get some distance to his troubled mind. Then it will be easier to find solutions. The aim is to help the person to help himself.

If you can get the person to realize that he is the sole cause, the sole creator of his thoughts and emotions, you have come great distance toward helping the person to help himself. Because then he will realize that the mental discomfort he is experiencing is purely his own. *Nobody else is creating your emotions.*

There may well be real, physical problems in need of handling, but the negative thoughts and emotions is manufactured by him – and they only add a burden to solving the physical problems. By stop creating negative thoughts and emotions, he will stop being his own enemy and start using all his skills in solving his problems. This realization will help the person to "not give a fuck" in situations where he would otherwise submerge himself in negativity.

Getting the person to start helping others is an excellent way of getting him to focus on other's problems and understand that his own may not be quite the end of the world after all. Helping others will boost his confidence and self-esteem – and that energy will prove useful in tackling his own issues.

Try to uncover what he really loves to do and help him do more of that. Try to uncover his real purposes in life and help him prioritize actions that move him closer to them.



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And...

a OnePageBook™



What are you going to do about it?

Geir Isene and Brendan Martin

This OnePageBook™ is about you taking responsibility for your life – past, present and future.

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Photo: Anette Iren Isene

"I decided I can't pay a person to rewind time, so I may as well get over it."
(Serena Williams)

"We must embrace pain and burn it as fuel for our journey."
(Kenji Miyazawa)

"Find joy in everything you choose to do.
Every job, relationship, home... it's your responsibility to love it, or change it."
(Chuck Palahniuk)

"You're never served more than you can handle"
(Anette Iren Isene)



You: I lost my job.

Å¹: You did.

You: I've put on so much weight. I look like a fat pig now.

Å: OK.

You: My ex-husband used to beat me. Almost every day.

Å: I hear you.

You: My father abused me and my sister when we were children. He was a horrible drunkard.

Å: Yup.

You: I embezzled money at my previous job. And they nearly found out about it.

Å: That happened.

You: I went bankrupt last year. My reputation is in shambles.

Å: Right.

You: My manager at work is giving me a hard time. I'm feeling so stressed.

Å: True that.

You: I didn't win gold at the last Olympics. I... I only got silver.

Å: Yes, silver.

You: I shagged a sheep when I was a teenager.

Å: Alright.

You: My colleague at work doesn't like me. Actually, I think they hate me.

Å: Shit happens.

You: I missed that penalty kick in the final.

Å: Yes. You did.

You: I haven't been a good husband lately. Or a good father. Or a good boss.

Å: You haven't.

You: I never got to tell my mother I loved her before she died.

Å: Well?

You: I was gang raped when I was 14 by a dozen elderly women.

Å: And?

You: I've been in 150 job interviews without getting a job. It's hard, man.

Å: And...?

You: I was born in rural Africa and had it really tough.

Å: And...?

You: My mother caught me masturbating. That was so embarrassing!

Å: And...?

You: I grew up in the conflict of Northern Ireland.

Å: And...?

You: I had a heart attack last year. I almost died.

Å: And...?

You: I shot the sheriff.

Å: ...?

You: I have a really bad conscience.

Å: ...

And? And...? And what the fuck are you going to do about it? We've been given this 1 in a trillion chance to experience life as a human. You could have been a worm, a fish, a spider, that sheep. You were born as a human with this amazing option of being 100% able to choose how to experience your events. While you are not always responsible for what hits you, you are fully responsible for how you choose to experience it. You are 100% responsible for your own experiences and how you decide to act on them.

Alternative 1: You dwell on the past and keep complaining.

Alternative 2: Come through it. You decide to stop spending energy on what has happened and start creating positive effects.

If you decide to have at least a sliver of free will left, you can choose. Choose wisely.

Your life depends on it.

¹“Å” is the company created by Brendan Martin and Geir Isene: <http://www.a-circle.no/>



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Your Kick-Ass CV

a OnePageBook™



Making your résumé really stand out

Geir Isene and Brendan Martin

This OnePageBook™ helps you write an outstanding Curriculum Vitae or Résumé.

The publisher, "Å" (A-Circle AS, www.acircle.no) carries the slogan, "Boosting performance". The company helps teams and individuals to higher performance, reaching their potential.

The authors can be contacted here:

Geir Isene: geir@acircle.no - <http://isene.com>

Brendan Martin: brendan@acircle.no - <http://brendanmartin.com>

about me

Seeing my company and my customers benefit from my work is something that brings me professional and personal satisfaction.

Soft skills : good listener, empathetic, non-judgements, compassionate, funny

languages

Norwegian	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
English	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Russian	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Latvian	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
French	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

skills

Presentation	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Communication	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Intercultural	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Time management	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Computer	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Problem solving	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

interests

Yoga, squash, surfing, snowboard
Saxophone
History, human rights, reading
Travel & exploration, hiking

achievements

- ✓ Passing ISM/ISPS office audits with 0 remarks during the five years of operation.
- ✓ Passing MLC audit with 0 remarks (one of the first vessels in its flag).
- ✓ Significant improvement in accounting routines. Result: less open posts and payment reminders, reduced time and cost for auditor involvement.
- ✓ Organized annual work trips (4-5 days, ca 40 employees): budget, agenda, logistics, on-spot coordination. Result: all positive feedback from both management and employees.
- ✓ Telemarketing/sales - in six months from 0 sales and no customer database became the best sales person for a number of products.
- ✓ Call Centre - within eight months became one of the best consultants and started training new employees.
- ✓ Hotel pre-opening work – created a strategy and presentation for our department that was further modified and implemented in other departments.
- ✓ Renting an apartment via Airbnb – earned SuperHost status and maintain it for several years.

employment

23.04.2017 – present

Personnel Consultant River Crystal Cruises Manning AS

Daily correspondence with river boats and manning agencies. Maintain personnel files / crew records. Coordinate crew change. Handling of applications and agreements.

09/2012 – 06/2017

Crew Manager / Operations Norock Ship Management AS

Recruitment, follow-up, personnel development. Crew change planning and logistics. Purchasing and logistics of supplies. Weekly bunkering in Northern Sea and Baltics. Salaries, voyage and general accounting. Following up vessel's certificates / surveys / agreements with third parties. Responsibility for annual office and vessel audits. Communication / coordination with crewing agencies, port agents and suppliers, flag authorities and class. MLC 2006 Designated person.

10/2010 – 04/2018

Administration and Accounting Norock & Co AS

Accounting and office administration (Mamut). Company trips organisation (up to 46 participants). Customer service and communication.

"Choose a job you love, and you will never have to work a day in your life." (Confucius)



After evaluating more than 22000 CVs¹, interviewing 6000+ applicants and helped hiring north of 2000 people in a wide range of fields, Geir Isene² has a few tips to share³:

Focus on your accomplishments

Base your CV on your accomplishments, measurable results, the values added, the output, the outcome, the difference you have made in your professional and personal life. Accomplishments could be anything from how you increased a company's revenue, cut cost, increased customer satisfaction or shortened delivery times. It could be lowered employee sick leave or increased employee job satisfaction. Or people helped, books written, children doing better in school. Facts, numbers and figures backed up with relevant references – quotations from others or contact information to those who can confirm your results.

Your accomplishments should be the most striking part, they should capture the reader's attention within a few seconds. They are the backbone of the document, the reason why someone would hire you. Because, make no mistake, you will get hired to add value, to produce real, tangible results.

The standard CV timeline of your jobs and education is helpful, but again, focus on the results you created rather than the positions you held, the titles, the tasks, the responsibilities. Results trumps all that. *"Director of Marketing, responsible for global marketing strategy and execution"* is dwarfed by *"Increased the company's market share from 18 to 25 percent."*

Keep it brief and easily readable

Keep the CV short. One or two pages, clean and easily readable. Keep the sentences short and to the point. Avoid sentences with more than 20 words – the average should be less than 15 words. No unnecessary sentences or words. Everything you put in should be relevant.

Have a clean structure

The order of priority goes something like this: Actual results created, then your abilities, skills and personal values that made those results possible. Then your timeline (work and education), positions, responsibilities, tasks. Then your interests and finally anything else the reader may find relevant.

Tailor your CV

If you are using your CV in applying for a job, tailor it. Rather than throwing in your standard CV, put the accomplishments most relevant to the job at hand on top along with the abilities and skills most useful in this specific job.

Write the CV for the reader, not for yourself. Make it useful and relevant for the person evaluating your CV. Do your research, figure out what the recruiter wants to see and make that jump out of the page.

Make the layout and form fit the job

Adapt the form to fit with the content and to the job you are applying for. For a creative job, be creative – go crazy with the layout. For a conservative job, make it clean and sober. But make sure it reflects you, your personality, your essence.

Stay honest

Never portray yourself as someone you are not. You want to work with those who will appreciate you for who *you* are, those who value *you*. Be truthful. Never lie or stretch the truth.

Explain gaps in your timeline and include how you have learned from your mistakes and failures. A good employer would want someone who are not afraid of failing and at the same time able to learn from failures.

Be personal

Include your interests and personal values. They help the reader emphasize with you on a more personal level. It opens the door for you to become more personal during the interviews. And you want to become more personal because that will increase your chances to land the job. And finally, if you can, deliver your CV personally.

¹ For all practical purposes, the terms *CV* and *Résumé* are interchangeable

² Geir Isene's CV on LinkedIn: <https://www.linkedin.com/in/isene/> – his website: <https://isene.com/>

³ A sample CV can be seen on the back cover. Natalja Sunevica is one of many we have helped creating a better CV



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Recruitment

a OnePageBook™



Effective tips to hire the right person

Geir Isene

This OnePageBook™ helps you recruit the right person to the right job.

The publisher, "Å" (A-Circle AS, www.acircle.no) carries the slogan, "Boosting performance". The company helps teams and individuals to higher performance, reaching their potential.

Need more tips on recruiting the right person and to build a powerful team?

The author can be contacted here: Geir Isene: geir@a-circle.no - <http://isene.com>



"If you think hiring professionals is expensive, try hiring amateurs"
(Anonymous)

"Do not hire a man who does your work for money, but him who does it for the love of it."
(Henry David Thoreau)

"Never hire someone who knows less than you do about what he's hired to do."
(Malcolm Forbes)



Having helped hiring more than 2000 people in a wide range of fields and held several hundred workshops on recruitment, Geir Isene¹ summarizes the essentials on hiring the right people:

Attracting the right candidates

Use your network, real world and social media. Write an ad if you must. The message should be short, clear and honest. Focus on what results must be delivered in the job and how they will be measured. Then list responsibilities, tasks and the challenges. Do not oversell the position, do not embellish the job. Avoid sentences longer than 20 words. Short paragraphs. No unnecessary words or sentences.

Sifting the candidates

Sort applications into three categories: “Interview”, “Maybe later” and “Nope”. The candidates with the most relevant achievements, best production record and proven results are put into the “interview” category.²

Focus on the results

The most important topic to cover in an interview is the actual results that the candidate has produced – both in earlier jobs and generally in life. Ask for *measurable* results. Let the candidate draw a graph showing the development of production in each job. You are wasting time by asking “trick questions” and then trying to piece together whether he or she can actually produce value. Instead ask directly for the results. Especially those comparable to what you expect the candidate to produce in your organization.

Efficient interviews

If you have any questions about the candidate - before, under or after any interview - ask the candidate. Rather than speculate. Do not think a question without asking. Do not end the interview with unanswered questions. Prepare questions and ask those early on in the interview. Do not beat around the bush or shy away from asking. Be direct and encourage directness from your candidate. Remember that the candidate’s decision about the job is more important than your company’s. It will be 100% of the candidate’s work time for the next period, but a smaller percentage of the company’s workforce. You should respect that. Make the first interview short and sweet. The second or third interview should be more in-depth and preferably include more people from your company to capture more aspects of the candidate.

Testing

Tests can be useful to get another perspective of a candidate. Skills tests are more pertinent than personality or IQ tests. All have their value. But don’t overrate their value just because they have numbers and professional graphs. Do not devalue your own perceptions and evaluations just because of test results. Put all information to use in forming a complete as possible evaluation of the candidate.

Checking references

Start by letting the reference freely describe the candidate and their history. Then verify the results that the candidate described during the interviews. Verify any other answers from the candidate, how the candidate got along with others, important personality traits and other important elements that will decide whether the candidate will be a success in the job.

The hiring

Get the new employee through an effective introduction program. Getting to know the company, the history, culture and strategies early on saves blunders. Getting to know coworkers at the get-go and them to know their new team mate right away boosts collaboration. Set specific and measurable targets for the trial period. Follow them up weekly and help the newcomer achieve them. Let there be clear consequences for not reaching targets. Encourage direct feedback to and from your new employee. Be empathetic and help him or her succeed.

But...

Sometimes you should skip all the above and just follow your gut instinct. A high quality recruitment process may help you avoid bad recruitments. It can also stop you from seeing great potential.

¹ Geir Isene on LinkedIn: <https://www.linkedin.com/in/isene/> – his website: <https://isene.com/>

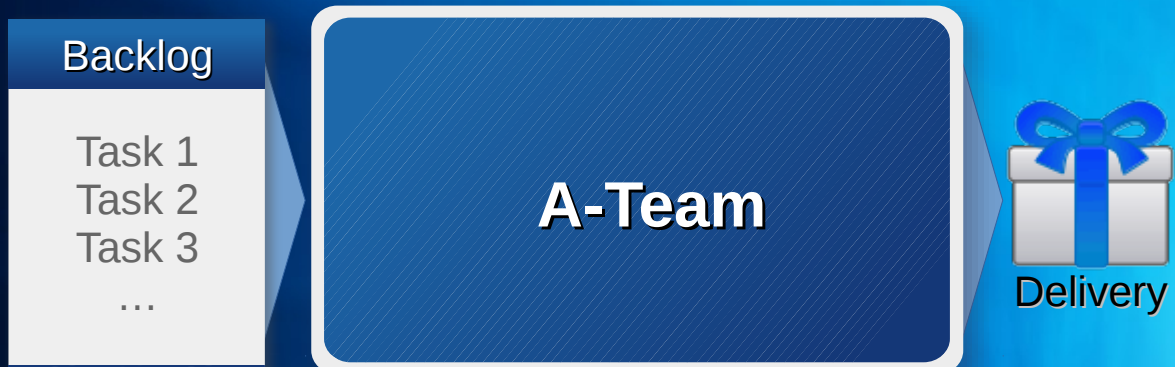
² To see what we mean by a result-oriented résumé, read “Your Kick-Ass CV” (<https://isene.me/onepagebooks/>)



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Organization – The simple way

a OnePageBook™



Geir Isene & Brendan Martin

This is a OnePageBook™ that cuts straight to the matter at hand: a really simple way of organizing. The authors have written extensively about organizational theories, models and framework and has helped numerous organizations implement frameworks like ITIL, Scrum, Kanban, Lean and PRINCE2. They are both renown mental trainers for executives, artists and top athletes and specializes in helping teams perform at their peak. Their company "Å" (A-Circle AS) carries the apt slogan, "Boosting performance".

The authors can be contacted here:

Geir Isene (geir@a-circle.no): <https://no.linkedin.com/in/isene>

Brendan Martin (brendan@a-circle.no): <https://no.linkedin.com/in/brenmartin>

Publisher: A-Circle AS, Oslo 2016-03-01, First edition.
<http://boostingperformance.no>



Build your organization with small autonomous teams¹. Make sure each team has a clearly defined output. The output is the product, the deliverable that a customer is willing to pay for². A customer can be external to the organization or another team within the organization.

Make sure each team is complete and “cross-functional” and have the competence needed to deliver the expected output³.

Customers place orders in the team’s “backlog” and expect a certain delivery. An order must fulfill exact criteria for accepting the delivery. All orders must be in alignment with what the team is supposed to produce. The “backlog” is prioritized by the customer(s). Let the customers hash out the priorities of a team’s backlog. This is much healthier than letting the team struggle with prioritizing tasks between customers.

If there are many customers placing orders into the “backlog” of several different teams, you can decide to have one team that helps the customers prioritize tasks and then distribute tasks to the right teams. Such a “distribution team” would have as their deliverable “a correctly distributed task”. This team could also be charged with following up and informing customers on the progress of their orders.

Teams can work parallel or sequential in set or shifting patterns. As long as each team has clearly defined inputs and outputs, logical patterns will emerge. One team can produce one part of a final product. Another team can work in parallel on another part. A third team can assemble parts into the final product delivered to an external customer.

Let the team decide on the criteria for accepting an order, what the order must include and how it must be specified.

Let the team decide on its own organization – whether they use a methodology like Lean, Scrum, Kanban, ITIL, PRINCE2 or any other way of organizing deliveries, or whether they opt for no formal organization at all. Let the team elect a leader if they feel they need one.

Measure each team’s throughput – the average time it takes to transform a task into a delivery.

Agree on how the various teams will be financed. As long as a team delivers according to the expectations, let the team spend their resources as they see fit.

Any overall leadership in the organization can likewise be organized in a team. This team sets deliverables, expectations and financing criteria for the other teams. It could also coach other teams whenever they ask for guidance and coaching.

Drop the hierarchy. Flatten the organization. Ideally, a “leadership team” would never have to exert authority over any other team. A team that doesn’t deliver would go “bankrupt”, wither or fade away due to lack of orders and thus financing. A booming team could give birth to new teams.

Such an organization would parallel the structure of a society at large with autonomous companies and organizations as building blocks. The main difference is keeping the teams small. Small teams limits the need for bureaucracy and other overhead.

One could argue that it is naive to think that this type of organization could function without a strict hierarchical command. But it could also be argued that it would be naive to think a society without a strict communistic or fascistic structure could function⁴. And instead of arguments for or against, one could try it out in a small scale and see if it brings about benefits.

One benefit could be that with small comparable teams, some of which work in parallel, it would be easier to test new ideas or methods. Only by experimentation followed by direct observation can we verify or falsify assumptions. Even then there is a risk of extrapolating data⁵. Try Kanban in one team and see if that works better than PRINCE2 in a comparable team. Train one team in Lean and see if the throughput rises above similar teams.

Perhaps you could think of yet other possible benefits? Or perhaps, like us, you could try out such a radically simple model.

¹The Science Behind Why Small Teams Work More Productively (Janet Choi): <http://tinyurl.com/lyfneu2>

²Processes, Automation and Human Potential (Geir Isene, Brendan Martin): <http://isene.com>

³Scaling Lean & Agile Development (Craig Larman, Bas Vodde): <http://tinyurl.com/ls2otm>

⁴LiQUiD – Organizing Human Potential (Geir Isene): <http://isene.com>

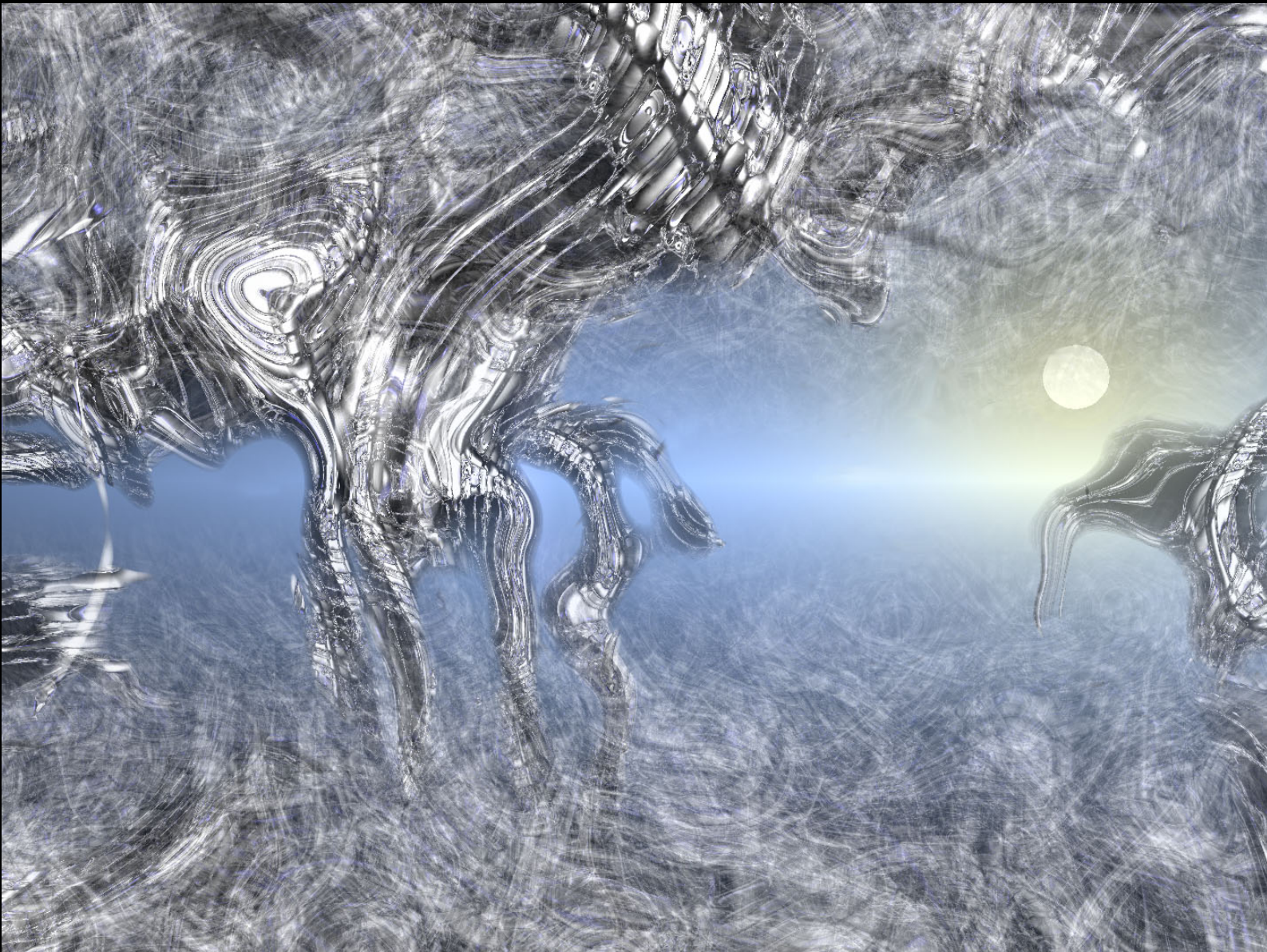
⁵Antifragile (Nassim Nicholas Taleb): <https://en.wikipedia.org/wiki/Antifragile>



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Free will

a OnePageBook™



Do you really have a choice?

Geir Isene

This OnePageBook™ tackles the question of whether free will can exist.

This book can help you answer a fundamental question: Do you really have a choice?

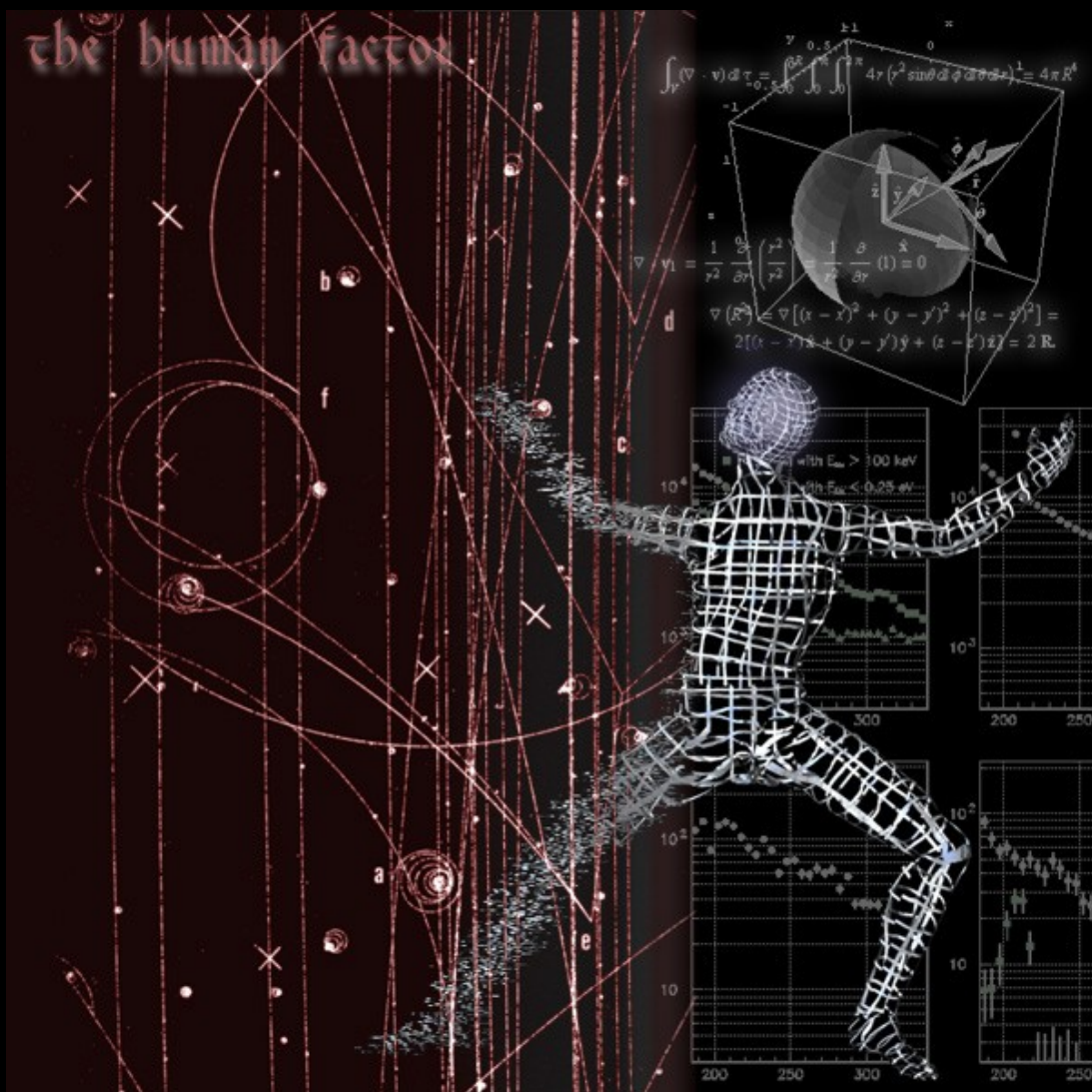
If you do possess free will, how will you exercise that potential?

If you do not possess free will, then you reading this book was not a choice you made.

The publisher, "Å" (A-Circle AS, www.acircle.no) carries the slogan, "Boosting performance". The company helps teams and individuals to higher performance and to reach their potential.

The author can be contacted here: E-mail: geir@a-circle.no, Web: <http://isene.com>

Thanks to all contributors discussing free will on the author's blogs since 2009.



"The meaning of the world does not reside in the world" (Ludwig Wittgenstein)



You either have potential free will, or you don't. Either there exists a situation where you can freely choose, or there does not.

By “will” we mean “the mental faculty by which one deliberately chooses or decides upon a course of action”¹. For the will to be truly free, a choice must be unrestricted by past, present or future conditions. Anything less would be called “restricted” will. Free will implies the possibility to choose without restriction. While “will” could be restricted to any degree, “free will” can only be free if it is unrestricted. If a choice is to a degree restricted, then beyond the restrictions present in a situation, there must be some unrestricted ability to choose for there to be “free will”.

The physical universe is governed by the laws of physics, whether they dictate determinism or randomness. Free will cannot be dictated and is therefore not subject to the laws of physics. Free will is not part of the physical universe, but impinges upon it. It may very well be that which determines whether matter behaves like particles or waves – i.e. it may be what “collapses the wave function”². This could be how *will* impinges upon or creates the universe.

An event can be caused or not caused. If it is not caused, it simply follows from earlier events or happens by chance; or a combination. If an event is caused, it is the result of a deliberate choice. A caused event is created through free will.

Another angle is to start with Kurt Gödel's Incompleteness Theorems³. They conclude that no system of non-trivial axioms can be both consistent and complete. The laws of the physical universe are built upon sets of non-trivial axioms – thus they cannot be both consistent and complete. Observation strongly implies that the universe is consistent, indicating that the physical universe or universes, and all the laws of all physics cannot be complete. There must be something outside the realm of physics for the realm of physics to be consistent.

Ludwig Wittgenstein⁴ noted, as a corollary to Gödel's theorems, that all the facts of science are not enough to understand the world's meaning, because “The meaning of the world does not reside in the world”⁵.

It follows that free will cannot rise from physics. Free will cannot emerge from artificial intelligence. The difference between a robot and an entity possessing free will to any extent is responsibility. Aristotle outlined the essence of responsibility – a definition that remains the basis for accountability in our judicial systems⁶:

“Aristotle's discussion is devoted to spelling out the conditions under which it is appropriate to hold a moral agent blameworthy or praiseworthy for some particular action or trait. His general proposal is that one is an apt candidate for praise or blame if and only if the action and/or disposition is voluntary. According to Aristotle, a voluntary action or trait has two distinctive features. First, there is a control condition: the action or trait must have its origin in the agent. That is, it must be up to the agent whether to perform that action or possess the trait – it cannot be compelled externally. Second, Aristotle proposes an epistemic condition: the agent must be aware of what it is she is doing or bringing about.”

There is no accountability for actions if there is no will behind them. There is no one to be held responsible if the person had no choice, no free will.

If free will exists, then we can trace responsibility for actions to conscious choices – then artificial intelligence can never replace a free-will entity. According to Gödel's Incompleteness Theorems, free will must lie outside the realm of physics for the physical universe to remain consistent. It is not in the brain. It can never be created. It can never die.

If free will does not exist, then there is no accountability for actions – then you can be fully replaced by artificial intelligence. But the question remains: what lies outside the realm of physics to account for the consistency observed in the physical universe? Alternatively, there may be unexplainable physical inconsistencies that science has yet to observe.

Do you choose to believe in free will? That may or may not be your choice – depending on whether free will exists.

¹Definition of “will”: <http://www.thefreedictionary.com/will>

²The Double-slit experiment: https://en.wikipedia.org/wiki/Double-slit_experiment

³Gödel's Incompleteness Theorems: https://en.wikipedia.org/wiki/G%C3%B6del%27s_incompleteness_theorems

⁴Ludwig Wittgenstein: <https://en.wikipedia.org/wiki/Wittgenstein>

⁵An easy read: “Logicomix” by Apostolos Doxiadis and Christos Papadimitriou: <https://en.wikipedia.org/wiki/Logicomix>

⁶“Moral Responsibility” by Andrew Eshleman: <http://plato.stanford.edu/entries/moral-responsibility/>



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Describe anything – simple and effective

a OnePageBook™

Walk the dog

Check the weather

[? Rain] OR:

Get rain coat

Get umbrella

Dress for the temperature

Get chain

Call the dog

OR:

Minimum 15 mins: Go through the woods

Walk the usual track

[? Encounter Brutus the Bully] <Walk home>

AND:

Ensure the dog has done its "tasks"

Ensure the dog is exercised

[5+] Throw the favorite stick

Walk home

Let the dog mark his home turf

Become familiar with HyperLists

Geir Isene

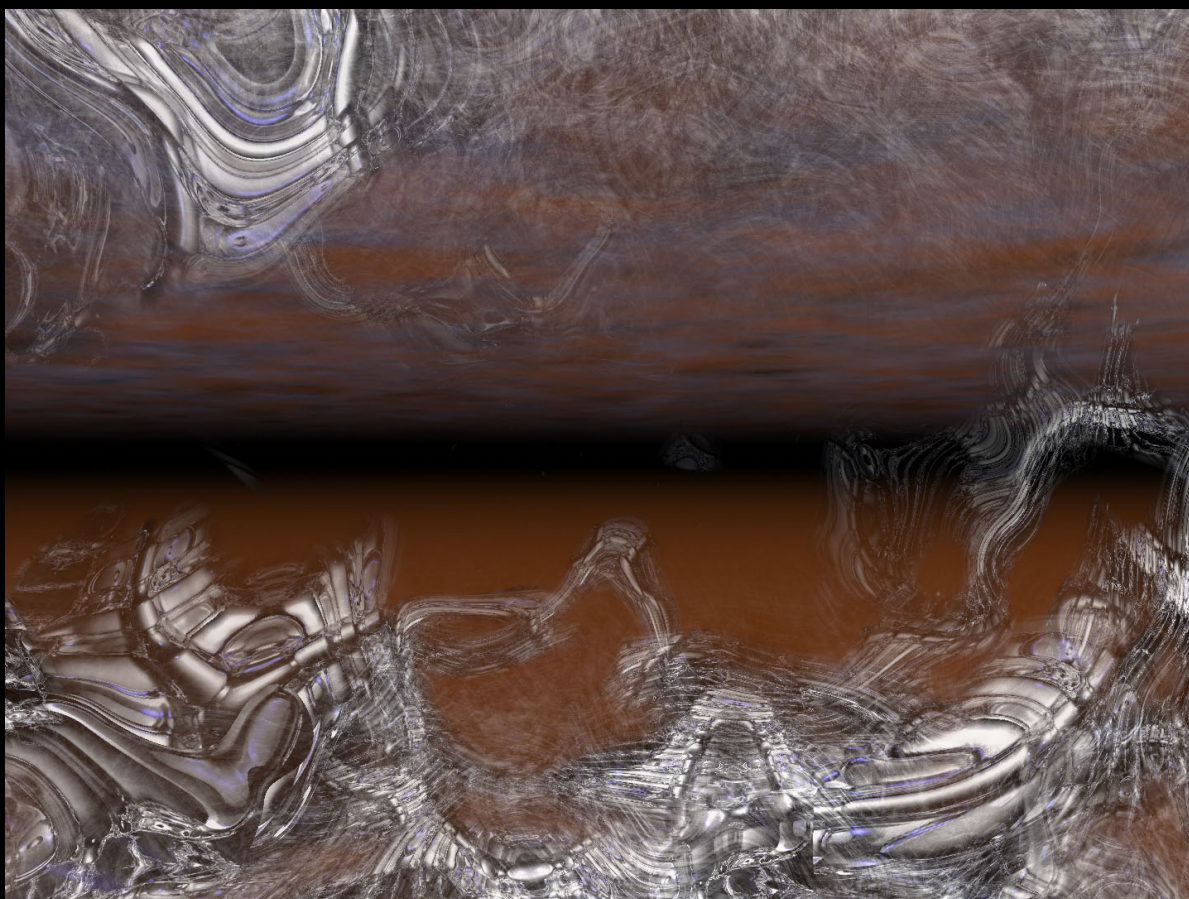
This OnePageBook™ describes a highly efficient way of describing anything.

Need a better way to describe a process? A project plan? Better Todo lists or outlining of ideas?

Get familiar with using HyperLists to become more succinct and efficient in your thoughts.

The publisher, “Å” (A-Circle AS, www.acircle.no) carries the slogan, “Boosting performance”.
The company helps teams and individuals to higher performance and to reach their potential.

The author can be contacted here: E-mail: geir@a-circle.no, Web: <http://isene.com>



“The list is the origin of culture. It’s part of the history of art and literature.
What does culture want? To make infinity comprehensible.
It also wants to create order – not always, but often.
And how, as a human being, does one face infinity?
How does one attempt to grasp the incomprehensible?
Through lists.” (Umberto Eco)



There should be a simple, structured and effective way to describe anything using just text. A way to describe any thing, situation, process, recipe, any plan or project.

There is. It's called HYPERLIST^S ¹.

HYPERLIST^S represents a way to describe anything – any state or any transition. It represents data in tree-structure lists with a very rich set of features. It can be used for any structuring of data, such as Todo lists, project plans, data structures, business processes, logic breakdowns, food recipes, outlines of ideas and much, much more.

The basic features of HyperLists (given here as a valid HyperList)

Hyperlists contains *Items* (elements, usually on a single line)

An Item can have a *child*, adding description or depth to its parent Item

A child is an indented Item under its parent Item

A semicolon can be used instead of a line break to separate Items

Bold text, italics or underlined text can be used wherever you want

Top level Items are in bold for clarity

An Item can contain various elements, optionally color coded for clarity

Square brackets indicate a condition or *Qualifier* for the Item - in green color

The Item is valid only when the condition described inside the brackets is met

A condition can be prefixed with a question mark to make it read *if* . . .

A single question mark enclosed in square brackets ([?]) denotes an optional item

A word in capitals ending in a colon is called an *Operator* - in blue color

An Operator *operates* on that item

If a line ends in an Operator, it *operates* on all the children of that Item

Some usual Operators:

"AND" - to indicate that all children applies or must be done

"OR" - to indicate that just one child applies or must be done

"EXAMPLES" - the following are examples

"CONTINUOUS" - something that is to be done throughout a process

Words not in capitals and ending in a colon is a Tag - in red color

Tags add structured information to an Item

EXAMPLES: Deadline for the Item/task or who is responsible for completing it

If a line ends in a Tag, it applies to all the children of that Item

Text inside angle brackets (< and >) indicates a Reference - in purple color

A Reference in a process means that you jump to where the Reference points

You can use Twitter-type hashtags anywhere you like - in #yellow color

Text in parenthesis or quotation marks are represented in teal color

You already create HYPERLIST^S when you jot down your simple Todo or shopping lists — like the one on the cover of this book. But with the features above, you can make any process, plan or description more clear and concise. It should be added that there are a lot more features that you can use — from iterations, branching off parallel sub-processes. If you want to become an expert in using HYPERLIST^S, follow the link at the bottom of this page and read the full documentation.

We end off with another HYPERLIST^S example — related to Kurt Gödel's Incompleteness Theorems². This one shows that philosophical challenges can be broken down using HYPERLIST^S. Something for you to ponder.

A proof against determinism

A fully deterministic system: AND:

Governing rules must be consistent

Governing rules must be complete

Gödel's Incompleteness Theorems:

No system of rules can be both complete and consistent

No system can be fully deterministic

The universe is non-deterministic

¹ HYPERLIST^S Home Page: <http://www.isene.com/hyperlist>

² Gödel's Incompleteness Theorems: https://en.wikipedia.org/wiki/G%C3%B6del%27s_incompleteness_theorems

This OnePageBook™ compilation contains all the distilled concepts that Geir Isene and Brendan Martin have published up until January 2019 as OnePageBooks.

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“The most valuable of all talents is that of never using two words when one will do.”
(Thomas Jefferson)

“The most valuable of all talents is that of never using two pages when one will do.”
(Geir Isene & Brendan Martin)

