
Thinking Tactics Topical Outline

Part 1: Concentrating the Power of Your Mind

Unit 1: “Thinking on Paper”

1. Thinking Tactics
2. The Conscious Mind vs. Subconscious Memory Banks
3. Three Levels of Intervention
4. “Thinking on Paper”
5. Directed Thinking

Unit 2: Clearing Overload

1. Mental Overload
2. Too Many Things
3. Confusion
4. Being Your Own Sounding Board
5. Emotional Overload
6. Memorizing Solutions

Unit 3: Avoiding Wasted Effort

1. Floundering
2. Four Causes of Conflict
3. Listening to the Subconscious
4. A Bird’s-Eye View
5. Diagnosing Floundering
6. Problems with a Goal
7. Thinking as Goal-Directed

The Thinking Flow Diagram

Part 2: Making Complex Tasks Fit in People- Sized Brains

Unit 4: Getting Your Mind Around the Problem

1. Simple vs. Complex
2. Tactics to Avoid Bogging Down and Burning Out
3. Activating Positive Motivation
4. Timelines, Stages, & Milestones

Unit 5: Countering Schedule Slippage, Project Creep & Perfectionism

1. Planned Evolution
2. Three Ways to Scale Down
3. Benefits of Planned Evolution
4. The 80:20 Rule
5. FAQ on Scaling Down

Unit 6: A New Project-Planning Mindset

1. Keep Thinking Flowing
2. The Pre-Mortem
3. The “Quick and Dirty” Overview
4. Just-in-Time Planning
5. Dealing with Reality

Why Thinking Tactics Work