

Get It Together

A Winning Formula for Success from
the Boss You Need

by **Puja Bhola Rios**



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THE SUMMARY IN BRIEF

Everyone loves the taste of success, but only a few truly embark on the difficult journey to get there. The truth is, it is more than possible to be wildly successful. All you need is a push from the boss you always wanted (and wished you had!).

Get It Together: A Winning Formula for Success from the Boss You Need unlocks the journey that can lead you where you envisioned yourself to be. The pages in the book uncover a comprehensive, result-oriented program to help you focus on your personal development and quite simply, “Get It Together.”

By bringing her extensive experience as a leader and coach to the table, author Puja Bhola Rios mentors us throughout our journey to success. She helps us hard-wire our brains to work hard, gain clarity about our goals, formulate a comprehensive plan to get there with relentless execution, turn our beast modes on, cultivate critical thinking skills, strategize, work through the pain, and finally become capable of accomplishing anything!

IN THIS SUMMARY, YOU WILL LEARN:

- How to build a “Get It Together” (GIT) Mindset.
- How to plan your success and execute it relentlessly.
- How to deploy critical thinking to reach your goals.
- How to stick to your strategy and success even if the journey seems difficult.

Introduction

As a leader, I always teach those around me to keep all their plates spinning in the air, be fierce in all they do, reach the pinnacle of success with tangible results, and not just get together but also keep it together and then grow more.

A big part of my leadership has always been coaching. How could I help the people around me clarify their goals, come up with actionable steps to make them happen, get it together, and transform their lives and careers? Just as I meet with my teams and my clients, I'd love to sit down with you and help you define and plan your goals. However, there is just one of me and many, many of you, so I did the next best thing- I wrote this book.

Every chapter will cover one of the principles I use with my own clients. We will cover the following:

- Being hardwired to work hard
- Clarity about your goals
- Formulating a real plan to get there
- Relentless execution
- “Roar of the Beast” mode
- Critical thinking skills: making time to think (and why it's so important)
- My winning formula for data analytics
- How to spot trends
- How to strategize
- Working through the pain
- Big results – celebrate your wins!

At the end of every chapter, you – my readers - and I (the boss you secretly need!) are going to have a sit-down. You will answer questions to help you strategically create your own winning formula. That said, let's now learn how to get into beast mode and reach the goals you once only dreamed of.

Chapter 1: On Your Mark: Developing the “Get It Together” (GIT) Mindset

As my career started to climb, I noticed that my teams always defied expectations. In the process of writing this book, I realized I learned certain things over my entire life, starting at a young age. My father led my whole family in

learning the lessons of hard work as an immigrant and a first-generation American.

When I think about who I am as a leader, I think about hope and clarity. Here's how that sort of talk with one of my team goes: My hope is you have the ability to do this. I believe in you, so this is my sincere hope. The clarity is that here are the expectations of the job and the goals we have as a team. If you don't perform, here are the consequences. But my hope is we can achieve this together. You got this.

Being hardwired to work hard does not involve being on the hamster wheel. The art of working hard includes giving yourself time and space to think. If you're constantly on a hamster wheel, you're working hard, but you are never going to level up. So, define your hope – something that's a reach – in one sentence. With clarity, name something specific you will do this week to move toward that.

Chapter 2: Get Set: The Plan

What are your goals? I hope they are lofty – big dreams that embody what you truly want out of life or the lifestyle you desire, the place you want to live in, the countries you want to travel to, or the career and job you are passionate about.

Now I'm offering a dose of clarity. Unfortunately, many people confuse goals with “the plan” for how to achieve them. While picturing your goals in great detail is important, the process doesn't necessarily prepare you to accomplish that beautiful dream. We can begin by writing down our goals. Writing them down reminds us daily of what we are setting out to achieve.

Create a detailed plan to achieve your goals. Here are some essential elements of “the plan:” Start with knowing your “why” so you have your reason to push through. Hold that why close to you. Commit to it because when the grind times come – and they will – your why can remind you of the meaning of your commitment. Make your goals manageable. Whatever choices you make on a given day, they should cut through the proverbial bullshit. Aligning all or most of your decisions around your main goal will help you get it together.

Set Goldilocks Goals. These are goals that are not too small or too big. Manageable goals do not mean you don't stretch. Your goals should be ambitious. They should challenge you. But your goals should not be so big that you don't have an actual plan to get there. Break it down into quarters. Use

radical honesty and don't tell yourself little lies.

Take micro-steps toward success. These are small, consistent steps that you take day after day that you may or may not see results from immediately. But over time, with consistency, they are a pathway to success.

Chapter 3: Go: Relentless Execution

It's wonderful to speak of mottoes and mantras, but results are what get you over the finish line. Relentless execution is what bridges the gap between "trying" and "results."

To be relentless is to keep going, no matter what, without stopping or easing up. It's never giving up. And it also usually implies a very high level of intensity. The other half of this concept is execution. In other words, you can't be all talk, no action. If you build on each chapter of this book, you have goals and a plan. Now you have to pursue the goal and execute that plan without giving up.

Get in touch with qualities and traits that are the building blocks of success. These include grit, determination, erasing the shortcut mindset, persistence, work ethic, and discipline. Goals and habits go hand in hand. Self-assessment keeps your habits in check. Assess how hard you have worked or how you did with your commitment to work out each day before work. Track your data and track it closely. This ensures you can see when you are slipping and when you can celebrate your wins. Remember, excuses are a sorry way of accepting personal responsibility. So, stay in the No Excuses Zone throughout your journey toward success.

Chapter 4: Be a Fighter

Inside every one of us is a fighter. Being a fighter doesn't mean coming out wildly swinging and aggressively confronting every situation. Being a fighter is about analyzing the situation and figuring out who, what, and why you are fighting – and then applying all your energies to the correct challenge. Know yourself first and foremost because you are the number one factor in whether or not you are successful. Next, know who or what you are fighting. If the fight is still with you, it's important to make sure you are doing all the things needed to set yourself up for success. If you realize your fight is actually with your position, company, or leader and you know you cannot effect the change you need, then it's time to move on.

You need to know why you are fighting. Everything else

is noise. Focus is one of the keys to being a fighter. Before you go up in arms with something, pull out your goal list – which is supposed to have just three focused goals. Is whatever you are about to fight for on that list? No? Move on. Your why is your motivation.

A great way to stay motivated is to gamify the process. For instance, you can "reward" yourself with a fifteen-minute (timed) social media break for every solid hour of calls. You can even set bigger rewards – like a quick vacation if you hit all your sales goals. Know that there is no magic wand or a magic career fairy to push your career along. Goals must be wed to your fight – and you must be consistent. When it seems like everything is falling apart, start drilling it down. Ask yourself, "What's the biggest problem?" Focus on that when the going gets tough. "Swipe left" should be your favorite thing to do. When you focus on the one right thing, it doesn't matter what is swimming around you.

Chapter 5: Critical Thinking Is Under-rated: Taking Time to Think

We can define critical thinking as "a kind of thinking in which you question, analyze, interpret, evaluate, and make a judgment about what you read, hear, say, or write. Good critical thinking is about making reliable judgments based on reliable information. The two parts of critical thinking involve:

- A set of information and belief generation and processing skills
- The habit, based on intellectual commitment, of using those skills to guide behavior.
- To train yourself to be a critical thinker, here are the steps you can follow:
 - Identify what problem you are trying to solve so you know where and what resources you should seek for information
 - Gather and study your data, including industry figures and trends.
 - Analyze and evaluate the data to keep track of your progress.
 - Weigh your opinion or decision.
 - Determine your action steps. Now that you have a decision, how are you going to carry it? What are you going to do with it?

While you may not stay at the same company from the time you enter your professional career, critical thinking skills, however, follow you from position to position.

Chapter 6: The Winning Formula

People change, the market changes, the types of people you're leading change, new technologies come out. But the formula for success in sales and business remains the same. People are the foundation of your winning formula. Understanding the talent that you have in place and analyzing their assets – who has what gifts, and what needs to be developed – is essential. From there, you need to figure out what to subsequently do to adjust your levels upward.

Once you understand the role of those who surround you on your journey to success, it's time to approach your work dilemmas with the mindset of the four pillars. Start with choosing a problem or an aspiration. Now sit down and write out the elements of the four pillars:

- **Data.** What data do you need? Who do you need to gather it from? What trends does the data tell you? What does the data tell you historically?
- **Competition.** Who are your top three competitors? How are you going to compete against them? What are their weaknesses? What are yours?
- **Addressable market.** Define this for your product or service
- **Breaks in the machine.** Now is the time to analyze where your breaks are – so you can fix them. Are you the weak link? Is there something holding you back that you need to address?

Chapter 7: Stick to Your Strategy: When the Going Gets Tough, the Tough Stick with It

I'm here to tell you that nothing ever goes completely smoothly, no matter how much scheduling, planning, manifesting, dreaming, or pushing you do. But the truth of life is that your strategy will save you.

Come out of the gate strong. If you don't start right away with the changes you want to make to get it together, and you don't execute in the first three months of the year, the rest of your year is done, end of story. The same holds true

for your personal goals and strategy. Don't wait until you're in trouble. Check your goals daily, keep your strategy in mind, adapt, and make changes as circumstances change. Don't hesitate to have difficult conversations. Achieving your goals may mean hard conversations with your kids, partner, parents, roommate, or even boss. Remember, one of the most important pieces of your strategy is knowing when you're not following your strategy. That's why you need an accountability partner.

Chapter 8: Working through the Pain: Failure Is Only a Lesson

What is your relationship with failure? Failure can be our teacher and motivator. It can also decimate us if we let it. When we view failure through the lens of "nothing good will ever happen again," we give failure monster stature, making it look much bigger. The fact though, is, that it's a no for now, not forever.

Remember, just because you had a piece of cake, doesn't mean you go and eat the whole cake. Don't turn a little failure into an enormous one. Time your pity party. Sure, it's OK to feel sorry for yourself, to be bitterly disappointed, to be crushed. But glossing over your pain will not help you. Instead, throw a pity party, and allow yourself to feel what you feel for a little while. But once the alarm goes off, it's time to picture yourself shaking it off.

Most of us try to make our lives look so easy – and meanwhile, we're pulling our hair out from stress. We all need to be a lot more honest. When we reveal our actual truth, when we are vulnerable, we're actually helping the world in a positive way by showing others that we all have a hard time, or we need a helping hand from time to time.

Conclusion: Now That You've Got It Together, Get Ready for Big Results

Do you feel like you're starting to get it together? Are you focusing on your three goals for the current quarter? If you've written them down, bravo. Are you swiping left on anything that does not get you to your goals? Are you figuring out the brakes in your machine – and how to fix them?

It has been an honor and a privilege to take this journey with you. I wish every single reading of this book helps you achieve nothing but the greatest success.



Puja Bhola Rios is the CRO for Frame.io, the world's premier video review and collaboration platform. She is the author of *Get It Together*, a Forbes Books release, and a speaker tearing down excuses in audiences across the country. Puja fought to the top of her field. As an executive, she has a proven track record in both acquisitions and growing existing businesses. A passionate problem solver, Puja's career is defined by her results-oriented approach a characteristic that permeates every aspect of her life.

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