

The One Thing by Gary Keller (A2 Level)

ULTIMATE READING

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The One Thing by Gary Keller **is teaching** us how to focus on what really matters. The book **talks** about success, concentration, and doing less to achieve more. Gary Keller **explains** that when we **try** to do too many things, we **feel** stressed and **don't finish** what is important. Instead, he **encourages** us to focus on one big thing—the task that **helps** us the most right now.

“Success comes when you focus on one thing, not everything.”

Every day, many people **are trying** to do everything at once, but they **are learning** that true success **comes** from choosing one direction.

1. Ask the Right Question

Every day, **ask** yourself:

“What is the ONE thing I can do such that by doing it, everything else will be easier or unnecessary?”

This question **helps** you find your most important task. When you **do** this task first, your day **becomes** more productive. You **are focusing** your time and energy on what really matters.

“Big success starts with small focus.”

2. Focus on Less to Do More

Doing fewer things **helps** you do better work. You **don't need** to be busy all the time. Instead, **say** “no” to small things and “yes” to your *One Thing*. Right now, you **are learning** to protect your time and energy from distractions.

“When you say yes to one thing, you say no to many others.”

3. Build Good Habits

Doing your *One Thing* every day **creates** a positive routine. Small actions, done again and again, **bring** big results. You **are building** discipline, and you **are improving** step by step. Don't worry about perfection—consistency **is** what really matters.

“Success is a habit, not a lucky moment.”

4. Protect Your Time

Find time every day to work on your most important task. **Turn off** your phone, **close** your messages, and **find** a quiet place. This **is called** “time blocking.” It **helps** you stay focused and avoid distractions. While others **are wasting** time on small things, you **are investing** it in what matters most.

“Control your time, or your time will control you.”

Main Ideas

1. The book **teaches** that success **comes** from focus.
2. You **are learning** to ask the right question every day.
3. Doing less **creates** better results.
4. You **are building** strong habits through repetition.
5. Protecting your time **keeps** you on track.

Final Message

The One Thing **reminds** us to simplify our lives. Don't try to do it all. Instead, **choose** the most important task and **give** it your full attention. When you **are doing** your *One Thing* every day, you **are growing**, **are improving**, and **are creating** a life of success.

“Go small, think big. Focus on what matters most.”