



BECOME EVEN SMARTER

***Keep great records and discover what exactly is working for you**

Regularly examine the results you get from the investment of your time and money. Remember the 80/20 rule -20 percent of all activities will produce 80 percent of the meaningful results. Ask yourself "what are the handful of activities that produce the results that I want? Which are the relationships that I need to pay attention to?"

***Care for your Soul, make Self care a priority**

Keep your tank full with high quality energy and never run on empty. When you have a full tank you are more able to work smart and enjoy your journey. Diary time for your Self on a regular basis – daily, weekly and monthly. Make sure that there is a daily quiet time. Treat those dates with your Self as sacred.

***Become more effective, learn to say "No" and feel good about it**

If you have a tendency to say "Yes" most of the time identify whom you are wanting to please when you say 'Yes', and the belief system that causes your response. Become more effective by increasing your options and learning to say 'no' easily and feeling good about it.

***Remember what you focus on, is what you get**

Focus on what you want and the supportive beliefs that make its attainment possible. When you have clearly identified what you want ask yourself "how can I make this happen?"

***Environment is as important as will**

Set up an environment that supports you. If, for example, frequent interruptions reduce your effectiveness and performance ask yourself "how can I manage my environment - staff, telephone, emails - more effectively?"

***Activities expand into the time allocated to them**

Rather than saying to yourself "I'll work until I have finished this job," plan a realistic length of time to do the job, or part of the job, and plan to finish it within that time. Remember to evaluate this planning process so that you become more skillful at allocating time frames.

***Know your productivity pattern**

Identify natural rhythms and the times of day (week, month and year) when you work most effectively. When planning activities, ask yourself "when is the best time for me to do this activity?"