



DO LESS AND ACHIEVE MORE

***Concentrate on being effective rather than being efficient**

Effective means doing what is important to you well. Efficient means doing everything well. Most people find that there is not enough time to do everything well. Next time you are in overwhelm be the fly on the wall, stand back and ask yourself "Is the work that I am doing effective work or am I trying to be efficient and consequently creating busyness in my life?"

***Dig deep and explore your foundation**

At your foundation are your core values, the things that you really want in life. Your core values are your foundation they support you and save you time when goal setting and decision making. When you are next faced with a number of options and have to make a decision ask yourself 'Which option best supports my core values?'

***Do what you love, delegate what you do not.**

Choose the right people for the tasks that you delegate and make sure they know where they are going and what their tasks are. Make sure they see the value of being in a team. Keep in touch with them. Remember that you are still the captain of the ship.

***Start with your destination in mind.**

Know where you want to go, your destination, and how you want to get there. Daily take time to imagine your day, see it as a movie being played before your eyes. Ask yourself "Will this movie bring me closer to my destination this evening? Can I do less and achieve more?" Take time to edit and re-edit. Remember to replay the movie during your day.

***Pay attention and keep your hand on the helm.**

In getting to your destination the sooner you recognise opportunities and make use of them and the sooner you correct when being blown off course, the more you will achieve. Ask yourself "When an opportunity arises today, will I notice it and will I be able to make use of it?" If the answer is "no", maintain focus, do less, and ensure that your answer is "yes."

***Identify the rewards of being busy and working long hours.**

Challenge yourself. The next time you are doing lots and achieving little ask yourself "What am I avoiding by being so busy, by working all the time? Who am I trying to impress?" On gaining your insights ask yourself "What changes can I make now to enable me to have the same positive outcomes and have my goal of doing less and achieving more."

***Review daily and identify the winning ingredients**

Stop each day and assess how much you have achieved and how you have done it. Ask yourself "What does today look like? How was I smart? How was I feeling? What was I saying to myself?" Identify the winning ingredients, those that contribute to a day when you work less and achieve more. Ensure that these ingredients are in every day.