



USE THE 80-20 RULE AND ACHIEVE MORE OF WHAT YOU WANT

*** Identify the important outcomes, the ones that you really want to achieve**

Without knowing your target you're unlikely to hit it. With a clear view, focus and persistence you will hit your target. At this time what are your top 3 targets?

*** Get into the driver's seat, plan and reduce your stress levels**

If you do not take control of your life and plan you are likely to experience high levels of pressure and stress. With a plan, you gain direction and life immediately becomes simpler and easier. Is your plan working for you... how could it support you even more?

*** Prioritise the important tasks, work on the top priorities first**

Once you've prioritised you will use time more effectively. It will be easy to identify the activity that you have to do next. Time spent pondering and figuring out what to do next will be eliminated. Have you already rated today's important tasks?

*** Give yourself uninterrupted time, time to focus and work smart**

Interruptions, whether they be people, the telephone or emails, stop you from working smart and getting results from your actions. Take control and schedule chunks of 'open door' time and time to attend to voicemail and email. How are you going to start limiting your interruptions today?

*** Be smart! Work backwards from a deadline**

Use deadlines, they can be useful when you want to know when to start the project and how much time you need to devote to it each day. And remember that generally small bite size chunks over a number of days are easier to manage than one large chunk at one sitting. Do you complete your projects before the deadline or after...what feedback would you give yourself?

*** Let go of control...learn to delegate**

Remember that the goal is to get the job done and it does not always have to be done your way. Other people, whether colleagues or friends can help and often just have to be asked. If you do not delegate regularly and willingly, what is stopping you... what do you fear?

*** Make a date with yourself and don't break it**

You need time alone to think, plan and above all be with your Self. When you are busy it is more essential than ever. When is your next date with your Self?