

Getting Stuff Done

**Banishing The Time
Vampires**



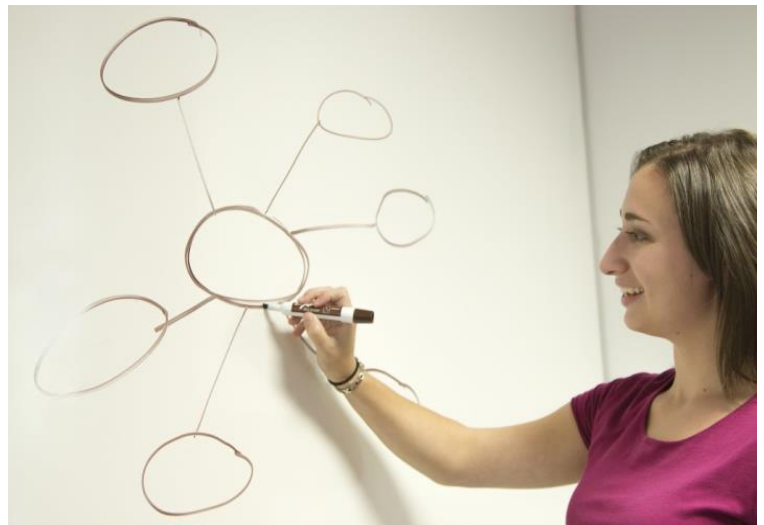


Getting Stuff Done

Banishing The Time Vampires

Okay, no beating around the bush. Here's the truth – most of us don't use our time to the best of our ability!

If your business is not where you want it to be and/or if you are not having enough time off doing other things in your life that you want to do, then you need to face up to the reality that you are not in 'time integrity' with yourself.



Where Are You Heading?

You need to have clarity and be really clear, exactly what you want to achieve and where you are going. Once you have a completely clear picture of where you want to be it provides the magnetic North for what you spend your time doing. Without this clarity you leave yourself at the mercy of the Time Vampires, the distractions and the procrastinations that we all face on a day-to-day basis.

So, step number 1 to getting more stuff done is sitting back and writing down, as clearly as you possibly can, exactly where you want to be six months, nine months, 12 months from now.

What's The Most Effective Use Of My Time Right Now?

Once you have a clear goal you are able to accurately answer this second question. Quite simply, will what you are doing right now, this minute,



move you tangibly and manifestly towards where you want to be? If not, then you had better stop doing it and find something that will.

Action

If you are serious about achieving success with your business then, genuinely, you cannot afford to not spend some time wrestling with and properly answering this question.

1. Write down **SPECIFICALLY** where you want to be. What will your drawings be, your turnover, your number of clients, your profit by the end of the year. You need some hard measures like this to crystallise your goals and then you can start to assess and understand how you are spending your time and the extent to which it is moving you towards them.

Kick The Procrastination Habit

Another part of being in 'In Integrity' with your times is kicking the procrastination habit. Here are a few tips:

- Learn to take advantage of small segments of time. Procrastinators are notorious for thinking they need a huge block of time to really get started on something. Learn to use the five, 10- and 15-minutes slots that you find during the day to organise yourself, breakdown things you want to do into steps and start working on them. Remember that big, difficult tasks that you don't want to do usually become a lot easier once you start doing them...
- Break down your projects into small manageable steps... and work on completing one step at a time. By doing this, you start to see immediate progress - and it is progress that matters here. Don't think that the only time you have done well is when you have finished an entire project or piece of work. That is just not true.

Be Realistic About Time



Procrastinators tend to be poor time estimators and they carry unrealistic expectations about what they can do in a given period of time.

Set End Times

I set end times and deadlines for pretty much everything I do. It keeps me focused on getting the job done and without end times work has a very nasty habit of expanding and so progress is slowed.

Schedule And Allow Yourself Free Time

Despite what some people think, I am not a workaholic (ok yes I do 😊, do mind maps while on holiday!) So, I schedule breaks each day and week and don't feel guilty about taking them. You deserve them!

Be Honest About When Your Best Work Time Is

Most of my therapies were in the evening so the day time was best for me to concentrate and get focused – but I am not a morning person! First thing in the morning is a cup of tea, biscuit, and a look at the social media on my iPad! I tend to get focused from 10am which is better for me now that I have a brisk walk for my morning movement! You are the boss in your business and therefore you get to decide WHEN you do your best thinking and best productive work, and you have responsibility for making sure you are available to do these things at that time.

Learn To Delegate Responsibilities

Procrastinators often believe they should be able to do everything themselves. This is completely unrealistic – and again, going back to that first question and the clarity of your goals, it should be obvious in almost every case, that if your goal is suitably uncomfortable then you cannot possibly get there by doing everything yourself and delegating tasks of lesser importance should be done by someone else. Delegating this kind of work will free up your time so you can devote more to what is most important.