

Are You Prepared for Today?

*"I will prepare and someday my chance will come."
- Abraham Lincoln*

Every morning, you wake up and start a PROCESS for that day. Some wake up and run or hit the gym. Others hit the SNOOZE bar a few times and then rush to the shower to get going. For a small few, we wake up, look over our tasks for the day (that were written the day prior) and begin to put in MOTION our immediate next actions. The biggest DIFFERENCE between those who are consistently SUCCESSFUL and those who STRUGGLE day to day is PREPAREDNESS.

The DISCIPLINE to have a written task sheet daily can be difficult to maintain. It is easy to slip up and get outside of a successful routine. If we are AWARE that planning and preparedness provide us the STRUCTURE to succeed daily, why do many of us resist taking action to prepare? I believe we want to feel we are free from the robotic constraints of a systematic daily life. We are AFRAID that if we have too many systems and processes, we will lose our identity and become one of the many mindless drones who find success in a life of daily check sheets with little creativity and fun.

I wonder, though... if I knew the exact way to accomplish my three highest-value activities daily, would I be better able to achieve them faster? If I were able to achieve success in those three most important tasks by noon, would I have the ability to use the remainder of my day to work on interesting and creative projects I always put off? Would I be able to take a longer lunch and leave a bit earlier if all my "WORK" was done?

TWO-DEGREE SUCCESS STEP:

There is a simple management system you can use to provide you with the PREPAREDNESS you are seeking in your daily life. By choosing to prepare, you will find you ACHIEVE more, FASTER and with less EFFORT – sounds good, eh?

Here's how you do it:

1. Set goals for your next work day prior to leaving the office.
2. Examine those goals first thing in the morning and assess which three are most VALUABLE.
3. Choose the ONE most valuable, begin that task immediately, and complete it quickly.
4. Choose the NEXT most valuable task and follow suit.
5. Review your task list at the end of the day – add any new VALUABLE tasks that need accomplishing and PRIORITIZE them based on value.
6. Schedule time in your next day for any tasks that require more than 10 minutes of focus.
7. Go home, enjoy your night and feel CONFIDENT you have prepared WISELY for your next day's most VALUABLE tasks!

*To enjoy past editions of the Morning Motivator, go to <http://grow-learn-lead.blogspot.com>.

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