



TOPIC: TIME MANAGEMENT

TITLE: IT'S EASY TO COME UP WITH NEW IDEAS

"It is easy to come up with new ideas, the hard part is letting go of what worked for you two years ago, but will soon be out of date." - Roger von Oesh

It seems that this is the time of year we all get re-energized, refocused and commit to living a life in which we will be more disciplined, effective and balanced. For you, this may mean achieving success at work, increasing financial rewards, spending more "quality" time with family and friends, being more committed to exercising, or achieving a goal you've put off for years. This can be an exciting time for us because we truly believe it can happen - the goal is out there, it's within our reach and we feel more committed to it than the other times we've tried it.

What often happens, unfortunately, is that soon enough we find that weeks, then months, slip by and we've not made progress on our new goals. Why? Because daily life gets in the way and we just can't seem to get to it. It's not that we don't want to do it, but we don't always have the time and discipline to focus on it consistently. We try to contend with all of our old priorities and activities, add a whole bunchy more, and find we just can't do it! And, when the plate gets too full, the new priorities are often the first to fall off.

My message for you today is, if you are going to add to your "to do" list, you also need to take some things off. There are only 24 hours in the day. So, if you're going to focus on new goals, you will first have to decide what you are going to stop doing! Sounds easy, but it is often one of the hardest things to do, because the activities you've been doing for years are comfortable, or at least habitual, even if they might not provide you any value anymore.

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How do you let go and replaced the old with the new? Take a few minutes right now to complete the worksheet below:

A. What are the top three goals you would most like to accomplish in 2000? Write them down in the order of importance to you. We'll call these your "blue chips".

Personal

Business

1.

2.

3.

B. Now let's just focus on your #1 for right now. List below the things that get in the way, distract you or prohibit you from working on this goal. In other words, what do you do instead? We'll call these your "blue chip inhibitors".

1.

2.

3.

C. Okay, now check off 2 or more activities you can stop doing, or do less of, so that you can replace that time with efforts on your "blue chips". Make a daily commitment to two things: one action toward your blue chip, and one inhibitor you're not going to do or do less of. STICK TO IT FOR ONE WEEK, AND RECORD YOUR PROGRESS DAILY! If you do this for three weeks, your resolution will become a new habit!

Listed below is a daily journal format you can use. My "blue chip" effort is:

Tomorrow I will do these activities toward my goal:

1.

2.

3.

In order to make room in my day, I will stop or do less of these inhibitors:

What

How

1.

2.

3.