Sharpen Our Skills

Don't Skip the System...Wait, What System?
S.O.S. Class 27
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I was so proud of myself. I was meeting a new networking contact at 10am and I actually arrived 10 minutes early. Yay, me!

And then I walked in to discover her already there and in the process of packing up. Apparently, we were supposed to meet at 9:30. How did I let that happen?

To put it simply, I skipped my system.

Creating Systems for Yourself:

As you create a system for yourself, keep these things in mind:

1- Stay humble to try out something new.

2- Be open to recognizing what is actually working, so you can do more of that.

3- Ruthlessly kill any organization system that doesn't actually help you.

That last one is the hardest of them **Ruthlessly kill any organization system that doesn't actually help you.** It's harder than it sounds. It's the things you do daily, weekly or yearly that aren't serving you but you still haven't cut out of your life.

Google Calendar:

This free program allows your to place anything on the calendar—its color-coded, shareable and has a repeating function. This is a great place to start your system. If you place the meeting on a google calendar, you can have the calendar in more than one place—phone, laptop and ipad. The benefit to you is your calendar is always available. In addition, your workforce or family can create their own calendars and include you.

The List:

Not everyone wants to use technology. So, go old-school and have one notebook for your lists. A friend of mine has a small notebook that she keeps in her purse. Everyday, she writes out all the places she will be going and in the order she will go. In addition, she includes a "F-U" list…"follow-up" list that she uses to contact people that need to have additional conversations.   This running list allows her to keep track and see the progress—as well as stay focused on the tasks of the day.

The Night Before Approach:

Having a plan allows you to focus on what's important—generally for me that's sleep. So, plan out your day. Maybe send an email to yourself with the week's plan or just the next day's plan. Write out your plan in your notebook. Type in your tasks on your phone for the next day. By planning out your tomorrow, you let go of those cares and can focus on what's important. There is nothing else you can do to make the day better just yet, but you can have a plan to be productive.

The Big 3:

Many highly successful people use this method. It requires a great deal of dedication but they all swear that it makes them more successful and productive. Get up early (3:45-5:30am) have 3 things you want to accomplish before the rest of the world wakes up. It's pretty simple, but it requires discipline. Many CEOs from big companies swear that an early wake-up and completing 3 things gives them a sense of accomplishment that translates to more productivity throughout the day.

Disclaimer:

1- No organizational system or software will fix you being lazy. People buy millions of dollars of productivity books (they are always top 100 on Amazon), software, and coaching seminars, but at the end of the day YOU STILL HAVE TO DO WORK.

2- What works for me or Sally or Suzanne will not work for you. It's up to you to figure out what gets you the maximum output.