

# 10 Tips to (Finally) Get Things DONE

## ... With Less Effort & More Success!



1. **Adjust your Attitude** – Reframe your *Attitude* about doing things: Turn your *Must-Do's* and *Should-Do's* into *WANT TO's*. Our brain will cooperate with a *Want-To*, but fight anything else. So when you are stuck, change your thinking (or trick it) and the results will reflect your new attitude. (*Think Positive – Don't let past failures dictate current outcome, or you're lost before you begin. Try new strategies to go with your new mindset!*)
2. **Invest time Planning: Be Proactive instead of Reactive** – When we have so much to do, we just want to get the work done. But having clarity as to exactly what your priorities are, and how you will get things accomplished, has a *huge* ROI (return on investment):  
*“Every minute you spend in planning saves 10 minutes in execution;  
this gives you a 1,000 percent Return on Energy! – Brian Tracy*  
  
Take the time (even 10 minutes) to *Plan* the most important things you want to do each day. Limit them to 3-5 Tasks. Review what you accomplished (or didn't) during the prior day. Determine your Focus instead of just putting out the Fires. *Note: Learn the difference between an Action List and a To-Do List. Learn how to convert the Ideas that clutter your Mind into do-able Goals, Actions and Accomplishments.*
3. **Know the difference between a Task and a Project** – Approaching a *Project* as if it were a *Task* might leave you in a state of unproductive overwhelm. Projects are much more complex, even if it is a *seemingly* simple Project, like housecleaning or filing expense reports.
4. **Know what Resources you need** – If you fail to account for everything you'll need to complete a Project – *time, money, energy, space, help, information, products, etc.* – you probably won't complete it, or you'll be frustrated with the outcome. (This is all part of Planning and Budgeting.) It helps to start by completing a *Project Sheet*.
5. **Break down Projects into Baby Steps** – This makes the *Project* do-able, and easier to track. A *Baby Step* is a specific *Task* that can usually be done in a single work session. By focusing on one Task as a time (and so being able to get it done), you are more likely to complete the entire Project.

6. **Enter *Task-Appointments* on your Calendar** – A *Task-Appointment* is an appointment with yourself to accomplish a specific goal at a designated time. Treat the Task as you would a meeting (instead of keeping it on a *To-Do* list), and you are more likely to do it, or reschedule.
7. **Get Real about *Time*** – Realize how long things *really* take. List the specific steps you will need to get somewhere on time or get something accomplished (*like getting out of the house in the morning*). Take your energy level into account, along with possible interruptions and contingencies that will delay things. Estimate how long you think it will take, and then track the reality. It's no surprise that *everything* usually takes longer than we think!
8. **Don't say 'Yes' unless you can say 'When'** – We can't do everything, even if we want to! Say, '*Sounds good, let me think about it*' instead of 'OK,' then decide whether this is truly a priority (you may have to 'let go' of something else or your time/energy bank will go into overdraft!). *Note: This applies to your own ideas as much as it does to requests from others!*
9. **Think *Holistic Time Management*** – Work and chores are only part of our lives, but we tend to give them priority. Begin planning your *Calendar* week by blocking in time for Family, Friends, Fun and Self-Care (including time to exercise and shop/cook/eat healthy). You'll feel a lot better and actually accomplish more. (Leave enough
10. ***Accountability Helps*** – Just one more reason why working with a Coach makes a difference!

**Sounds great, but *HOW* to do it all? *There's a Strategy for That!***

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*Help for the Overworked, Overwhelmed or Disorganized, Since 1991*

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