



Trying To Get It ALL Done?

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With the end of the year approaching and the waning daylight causing my workday to feel shorter and shorter, I find myself ensnared in the illusory trap of trying to get it *all* done. One might think that after living the Take Back Your Life methodologies for nearly 15 years, I'd recognize that getting one more thing done today does not equate to one less thing to do tomorrow. So as I sit here feeling overwhelmed, I realize that it's time (again!) to embrace the idea that I'll never, never ever get it *all* done and that prioritizing and completing the strategic things is the most productive thing I can do. Yes, it's true, even seasoned practitioners of productivity methodologies fall off the wagon from time to time, and here are a few fail safe steps that I take when I find myself off-course:

1. Review my business and personal Meaningful Objectives to get perspective on what is most important to me and what needs to be completed before year end.
2. Capture the Strategic Next Actions (SNAs) that I need to tackle in the next week or two in my Outlook system to drive focus on moving my Meaningful Objectives forward.
3. Get realistic with my calendar and schedule all those things I find myself doing, but aren't on my calendar, such as: preparing and sending client notes, drafting and sending proposals after sales calls, preparing for coaching meetings, etc.
4. With my updated calendar in place, I prioritize and plan my SNAs reminding myself that I am going for quality actions not quantity.
5. Then I take a breath...or two, aware that I'm not going to get it *all* done and that's okay.

Many of you might recognize these steps because they're extracted from our Weekly Review process. I find doing the process in its entirety (or as many steps as I have time for) the best way to get back on-course when I find myself running around with my super-hero-I-can-get-it-all-done cape on.