

BETWEEN A ROCK AND A HARD PLACE...

By Janice Schleicher

Do you know precisely what you need to do each day to reach your goals and get the results you want?

Think how powerful it would be if you took action each day to make this year your best year yet. That's what Gold Time Management is all about. Here is the 3-step process:

- 1) Identify what's really important to you and set annual goals
- 2) Set monthly and weekly goals
- 3) Write down and complete the actions you need to take that day to achieve your weekly goals

It sounds so simple. If only it were that easy... Usually we have difficulty with at least one of the three steps.

Picture a vase in front of you that represents the amount of time you have each day. Several large and small rocks are sitting beside it. The rocks represent all the tasks you want to get done. Put the smaller rocks into the vase. Most people do the easier, smaller tasks first.

Then try to put the big rocks into the vase. None of them fit. When it comes time to get the big tasks done, they don't fit into your day anymore.

Now visualize it again, but this time put the big rocks in first. Then put in the little rocks. They both fit as the little rocks find resting places between and all around the big rocks.

Complete your Big Rocks everyday in order to get the results you want. As you plan your day, pick as many Big Rocks as you can and do them FIRST, before the Urgent tasks take over and crowd out the Important. Schedule time if you can't do them right away. The freedom and satisfaction you feel is well worth the effort. And most importantly, you will be taking the action necessary to achieve your goals.

Take a moment to think about the Big Rocks in your life. They may be faith, family, career, education, community service, recreation, your dreams, relationships or health. They are the foundations for your Best Year Goals this year. Put these Big Rocks in your jar first and you will see results.

Some people have trouble setting monthly and weekly goals. They think it takes too much time or they don't want to be that "structured."

Often it's a lack of discipline that keeps us from breaking down our goals into achievable chunks. One way to overcome this is to focus on the results you want instead of what you "should" be doing. You can attempt to use self-discipline to not eat a piece of pie or you can focus on the trim, healthy body you really want. Fear is usually not a good

motivator. Focus on the positive outcome you want and set monthly and weekly goals to achieve that outcome.

I was working with a client on creating their Business Plan and she said: "It's easy to create my annual goals but it's in the day-to-day tasks that I get sidetracked. I don't know where to start and get overwhelmed. I make lists and then make them again and nothing ever gets done." Her new mindset is: "Do something every day to achieve my goals." She realized that she had to identify and take the actions necessary each day to accomplish her goals.

The bottom line: Each day, complete the 3 to 5 things necessary to achieve the Big Rocks in your life. Focus on the outcome to accomplish what's most important to you and get the results you want. Everything else will fall into place.

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