

## Sharpening Your EDGE

### Volume 2 - Issue 9

**Thank you for subscribing to the 'Sharpening your EDGE' e-newsletter. Graduates asked us for ongoing practical, useful, and inspiring reminders to continue enhancing their productivity. Each newsletter will take less than 2 minutes to read.**



#### ***STARTING YOUR DAY DELIBERATELY***

Ever have that feeling of being bombarded as soon as you walk in the door at work? An executive at a major consumer goods corporation referred to it as the "human pinball" syndrome - bouncing from crisis to crisis the minute he walked in the door until the time he left. He said he never felt in control and just reacted to whatever happened next. Many of our seminar participants often comment that they have missed meetings or conference calls in the morning because they don't check their calendar first, start reacting to email and realize that they should have been in a meeting 2 minutes ago.

To avoid being the "human pinball" or missing those meetings, we recommend that you start your day deliberately. Beginning your day purposefully using the steps detailed below will help you shift your focus from reacting to what came in overnight to what you have promised to and are expected to deliver today. This shift in perspective will give you a greater and more relaxed sense of control. Just like an athlete who warms up before a game or event, we need to prepare for the day ahead. Athletes don't just jump straight on the court and begin playing full force without preparation, and neither should we.

#### **Begin Your Day Deliberately:**

1. Unpack from the prior day anything that you took home or on the road with you. Put loose paper in your In tray. Boot your computer. Get yourself some water so you stay hydrated - a key to maintaining your energy throughout the day.
2. Review Outlook Today to ensure that both the time specific and date specific agreements you have made can be kept.
3. Download your voice mail as typically the most urgent items from overnight will be there.
4. Process your Email Inbox - remember to not just check your messages, but use the 4D's (Delete It, Do It, Delegate It, Defer It) to clear it out.

5. Process your paper Inbox - again use the 4D's to clear it out.
6. Ensure that you have the materials you need for any meetings. Print agendas, paperwork, directions or other items you need so that you aren't scrambling to prepare a few minutes before the meeting.
7. Review your ...Actions list for any key upcoming actions that are due in the next few days. If time allows, you can begin tackling those tasks today.

Begin the day!!!

Many of our clients schedule a 30 minute meeting for themselves first thing in the morning to ensure that they have time to start their day deliberately and can begin the day in relaxed control - prepared to face the challenges ahead of them

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## Tip of the Month: Motivating by Desired Outcomes

One of the challenges we each face is how to stay motivated to achieve our goals while completing our day-to-day tasks. Some people refer to this as not being able to see the forest for the trees. Acclaimed management guru Peter Drucker said, "We will have to learn to see both the forest and tree. We will have to learn to connect them."

At the Effective Edge, we have added a 9th step to the Beginning the Day process detailed above. As part of our daily preparation, we each review our goals for the company and personal goals for the year. This quick review of our mission, goals and intentions helps us stay focused on our big picture motivations while performing the daily tasks needed to accomplish those goals.

You can easily access your goals and intentions by storing them as a Note in Microsoft Outlook. If you use a PDA, you can have it synchronize your Notes so that you always have your goals with you - even when you are away from the office.

### To create a Note:

1. In Outlook, press CTRL+SHIFT+N to create a new Note.
2. Enter the title of the Note on the first line. This line becomes the Note subject when you close it.
3. Enter the details of the Note on the remaining lines. You can type the information or copy and paste it. Notes don't have any formatting so the text will be in a simple font format.
4. Click the X in the top right corner to save the Note.

### To create a Note from an Email:

You can quickly create a Note from an Email that you have received. Storing the information as a Note can often make it easier to locate as you don't have to dig through full Email folders to find it.

1. Click on the Email in the Inbox or other folder.
2. Drag it to the Notes folder.
3. Modify the first line so that it reflects the title of the Note.
4. Modify the text of the note if needed.



5. Click the X in the top right corner to save the Note.
6. File or delete the email.

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