

## Sharpening Your EDGE Volume 3 - Issue 2

### ***STOP PROCRASTINATING AND START LIVING YOUR DREAMS***

The New Year is in full swing and many of us are eyeing our resolutions with anxiety. We tell ourselves, "I was going to start that new habit, but it's already mid-February so maybe it's too late." It's human nature to procrastinate; to put things off because they seem too big or too hard to tackle.

Confucius said the way to move a mountain is to begin by carrying away small stones. The way you eat an elephant is one small bite at a time. Most of us procrastinate because the task we are facing seems too intimidating or too big. If we just take a little time on the front end to break the task down into manageable parts and focus on the next doable action, then we can move the task forward a step at a time. This is the ultimate application of the concept we discuss in the Getting the EDGE course, "Small things done consistently in strategic places creates major impact."

Are you procrastinating? Review the Outcomes or Projects you created at the beginning of the year. Are you truly committed to achieving that goal? If not, move it to the Someday/Maybe list. You can tackle it when you have the time, money, energy and resources to move it forward.

If you are committed to the goal, what is keeping you from moving forward? Is the Desired Outcome statement compelling to you? Can you see and feel the importance of achieving the goal? If not, rewrite the Desired Outcome to capture why you are willing to invest the time and energy to accomplishing this goal. What will it feel like when you've succeeded?

Second, are you trying to eat the elephant in one bite? Break the project down into manageable tasks. Look at the Mind Sweep you performed on the project and be sure to capture the many small steps it will take to achieve the goal. It doesn't matter what order they are in, just clear them out of your head so that you can decide which is the next action that needs to



be taken.

Now, take that very next ACTION and put it in your Task list. Make sure that it is written clearly, that you can see yourself doing it and that you can accomplish it in one sitting. These small techniques have major impact in helping you complete the task effectively. When you finish the ACTION, acknowledge your completion! You've taken your first step and you are now that much closer to your goal. Celebrate!

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## Tip of the Month: Commitment or Someday/Maybe

It's decision time. Time to commit or table that thing you've been avoiding. Here's a quick exercise to help you make that choice.

Is there something you have been thinking about - maybe you start it, stop again, have anxiety about it, come up with a plan, just to put it off again? Think about all the broken promises you have around that item and how much energy you are spending thinking about doing it or not doing it.

Write down the one major thing you've been avoiding. Rate it on a scale of 1 to 10 (1 low, 10 high) of how much energy you spend thinking about it and how badly you feel for not having already moved on it or completed it.

Next, write down the desired outcome you have for this thing that you have been avoiding. Write 2-3 sentences. Now, on the same piece of paper, write down the very next, very small ACTION you could take to make that thing happen.

Finally, you are at the moment of choice. Either commit to it by putting it in your Task list or make a decision that it's a Someday/Maybe. Either way, you will stop feeling that drain in your energy by either moving it forward or moving it off your plate. You can use that freed up energy to work on the things that you are clearly committed to accomplishing!

Now, go achieve your dreams!



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