

## Sharpening Your EDGE

### Volume 3 - Issue 1

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.



#### ***MAKING RESOLUTIONS YOU'LL KEEP***

It's that time of year when we each make resolutions about what we want to be doing differently in our lives. Yet, most of us dedicate very little of our time to planning our personal goals, maybe a few hours if that much, and yet spend months planning the annuals goals for our companies.

A resolution is defined as a declaration, a promise or a determination to make something happen. Most of us create a resolution out of something that isn't working - we need to exercise, lose weight, volunteer more, spend more time with friends or drink more water, etc. Whatever the motivation, we typically start out with a bang and within a few weeks our commitment lags. Here's a few suggestions for keeping that promise alive – and turning it into a reality.

- **Whatever you focus on is what you get.** If you've ever told a child not to spill their milk, you've seen this concept in practice. The next thing they do is spill the milk. Our brains don't hear the "don't" in the command, just the "spill milk." To achieve a new goal successfully, focus on what you want and let go of what you don't want.
- **Outcome:** write a statement of what you want. Writing down your goal makes it more tangible and achievable. Outcomes include both the qualities of what you want to experience as well as the specific goals. Why do you want to lose the weight? To fit better in your clothes, increase your health, be stronger and have more energy. Have your outcome include those qualities as well. Your ...Projects category in Tasks is a great place to organize your outcomes.
- **Start small and build on your successes.** What is THE very next ACTION that you can take to move your Outcome forward. Put it on your calendar or task list to make sure you

follow through. Once you have taken that ACTION, then focus on the next one.

- **Doesn't it feel good to finish something?** Instead of waiting until you've finished the marathon to acknowledge your success, acknowledge yourself every time you put on your running shoes and run— no matter if it is a 100 yards or 5 miles. Eat the elephant one bit at a time – and savor every bite!
- **Set habits in place through small changes.** For years, one client set a goal to take their vitamins. But weeks would go by and they wouldn't have taken them. They decided they needed to make a change in what they were doing, so they removed them from the kitchen cabinet and put them in the same place where all their grooming products were that they used in the morning. Since then, they haven't missed a single day! What small changes can you make in your habits so that you create a better quality of life for yourself. Maybe it's drinking more water every day. You could start by getting a bigger glass of water to drink from and putting it on your desk. It's easy to remember to drink the water when it's right in front of you.
- **Let's get real!** We are all tired of breaking our promises to ourselves with new years resolutions. So this year, do something different. Stop the cycle of insanity - doing the same thing over and over again, but expecting a different result. If you weigh 215 pounds, telling yourself you are going to fit into a bikini by spring break would be setting yourself up for failure. Whether your resolution has to do with your health, your finances or maintaining better balance, if you make a promise to yourself – make it a real and realistic promise - and keep it. Try it and see how it feels.

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## Tip of the Month: Organize Your Goals Using Projects

Whether you are working on your business or personal goals for the year, the ...Projects category in tasks is a great place to organize the steps to accomplish these goals. To create a Project task for your goal, follow these five easy steps.

1. Write down the name of the project.
  - Open a new Task and write the Project name.
  - Change the category of the Task to ...Project.
  - Add a due date (if there is a real due date).
2. Write the desired outcome statement. Remember, put a little heart and gut into it, not just your head. Write an outcome that includes the qualities you want to achieve, not just the linear goal.
3. Perform a Project Mind Sweep exercise that includes all of the activities that you will have to perform to achieve the goal.
4. Insert hyperlinks or list any documents related to the project. These documents could include planning spreadsheets or charts



or other organizing documents to help you achieve the goal. Having links in the project lets you quickly refer back to the documents you need while you are reviewing your progress on the project.

5. Write the next ACTION you need to take in a new Task or Calendar item.

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