

6 Things

A common issue for business owners and leaders is the overwhelming feeling that there is too much to do in a given day. As I've said before, there is always enough time in a day to do what needs doing. We all get 24 hours, every day. We make choices about how much work to do, how much sleep we need, and how much time we spend relaxing.

Having balance is important, but balance is different for everyone. There is no magic formula for structuring your day. It's a very personal choice. Also, each day brings varying time challenges. Your day may go as predicted, or it may take a sharp turn toward something urgent, that causes your plans to go out the window!

As a business coach, I've coached people through this particular issue by suggesting that each day, they make a list of just 6 things they are committed to accomplishing. The 6 things can be big or small, easy or difficult – preferably a balanced mix. The list can only include 6 things that can reasonably be accomplished that day. These are the 6 things that you won't end your day before you do them.

This works for many reasons, not the least of which is that it is a manageable expectation. We've all made lists before – to do lists – and we've all been overwhelmed once we identified everything we've got going on. By limiting your list to just 6 things, you can have more reasonable expectations for yourself. You can go to sleep knowing you did what you committed to do that day. You can let go of the worry about what you didn't get done, and focus on what you did get done.

Subconsciously, you then fill your mind with positive thoughts of success, rather than failure. It's an efficient way to set yourself up for success.

It's best if this technique is practiced until it becomes a routine for you. At some point, it becomes second nature to be skilled at identifying realistic expectations for what you can accomplish in a day.

What 6 things are you up to accomplishing today?

Coach Charrise