

Work Habits of Highly Effective People

1. ***Don't procrastinate!*** If you have to do it anyway, you might as well get started when you have enough time to get it done. This takes practice.
2. ***Keep a positive attitude.*** The right attitude is extremely important - ask any athlete. Keep focussed on successful completion of the task.
3. ***Don't think the worst.*** If you think you will fail, it will only create a wall of fear that will make failure much more likely.
4. ***Set clear goals.*** Think about what you want, and what needs to be done. Be specific. Figure out a timetable (short - days or weeks, medium - weeks or months, or long term - months or years) with realistic goals at each step. Writing your goals down on a piece of paper is also an important step in this process.
5. ***Set priorities.*** Make a list of "Things to Do".

6. ***Break tasks into manageable chunks.*** Big projects feel overwhelming. Break them into manageable chunks. That's what professional project managers do.
7. ***Get organized before you start.*** Have all your materials ready before you begin your task.
8. ***Commit yourself to doing the task.*** Perhaps write yourself a contract.
9. ***Remind yourself.*** Write reminders to yourself, and then put them in conspicuous places like on the TV, refrigerator, bathroom mirror, front door, etc.
10. ***Reward yourself.*** Celebrate, pat yourself on the back, smile and enjoy the completion of even the smallest of tasks. Don't minimize your accomplishments.

Words of Wisdom

Q: How do you eat an elephant?

A: One bite at a time.