

## Set The Table

*Planning is bringing the future into the present so that you can do something about it now. -Alan Lakein*

*Mark Twain once said that if the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long!*

### (EAT YOUR FROG) Chap. 1: **SET THE TABLE**

Before you can determine your frog and get on with the job of eating it, you have to decide exactly what you want to achieve in each area of your life. CLARITY is perhaps the most important concept in personal productivity. The number one reason why some people get more work done faster is because they are absolutely clear about their goals and objectives, and they don't deviate from them. The greater clarity you have regarding what you want and the steps you will have to take to achieve it, the easier it will be for you to overcome procrastination, eat your frog, and complete the task before you.

A major reason for procrastination and lack of motivation is vagueness, confusion, and fuzzy-mindedness about what you are trying to do and in what order and for what reason. You must avoid this common condition with all your strength by striving for even greater clarity in your major goals and tasks.

Only about 3 percent of adults have clear, written goals. These people accomplish five or ten times as much as people of equal or better education and ability but who, for whatever reason, have never taken the time to write out exactly what they want.

There is a powerful formula for setting and achieving goals that you can use for the rest of your life. It consists of seven simple steps. Any one of these steps can double and triple your productivity if you are not currently using it. Many have increased their incomes dramatically in a matter of a few years, or even a few months, with this simple, seven-part method.

Step one. DECIDE EXACTLY WHAT YOU WANT. Either decide for yourself or sit down with your recruiter and discuss your goals and objectives until you are crystal clear about what is expected of you and in what order of priority. It is amazing how many people are working away, day after day, on low-value tasks because they have not had this critical discussion.

Step two. WRITE IT DOWN. Think on paper. When you write down a goal, you crystallize it and give it a tangible form. You create something that you can touch and see. On the other hand, a goal or objective that is not in writing is merely a wish or a fantasy. It has no energy behind it.

Step three: SET A DEADLINE ON YOUR GOAL. Break it down in bite size pieces (Remember, you can eat an ELEPHANT a bite at a time ;c) A goal or decision without a deadline has no urgency. It has no real beginning or end. Without a definite deadline, you will naturally procrastinate and get very little done.

Step four: MAKE A LIST OF EVERYTHING THAT YOU CAN THINK OF THAT YOU ARE GOING TO HAVE TO DO TO ACHIEVE YOUR GOAL. As you think of new activities, add them to your list. Keep building your list until it is complete. A list gives you a visual picture of the larger task or objective. It gives you a track to run on.

Step five: ORGANIZE THE LIST INTO A PLAN. Organize your list by priority and sequence. Take a few minutes to decide what you need to do first, and what you can do later. With a written goal and an organized plan of action, you will be far more productive and efficient than people who are carrying their goals around in their minds.

Step six: TAKE ACTION ON YOUR PLAN IMMEDIATELY. Do something. Do anything. An average plan vigorously executed is far better than a brilliant plan on which nothing is done. For you to achieve any kind of success, execution is everything.

Step seven. RESOLVE TO DO SOMETHING EVERY SINGLE DAY THAT MOVES YOU TOWARD YOUR MAJOR GOAL. Build this activity into your daily schedule. You may decide to read a specific number of pages on a key subject. You may call in a specific number

of prospects or customers. You may engage in a specific period of physical exercise. Whatever it is, do it daily. *(The secret to your success is hidden in your daily routine. - Mike Murdock)*

Keep pushing forward. Once you start moving, KEEP moving. Don't stop. This decision, this discipline alone, can dramatically increase your speed of goal accomplishment and boost your personal productivity.

## **THE POWER OF WRITTEN GOALS**

Clear written goals have a wonderful effect on your thinking. They motivate you and galvanize you into action. They stimulate your creativity, release your energy, and help you to overcome procrastination as much as any other factor.

Goals are the fuel in the furnace of achievement. The bigger your goals, and the clearer they are, the more excited you become about achieving them. The more you think about your goals, the greater becomes your inner drive and desire to accomplish them.

Think about your goals and review them daily. Every morning when you begin, take action on the most important task you can accomplish to achieve your most important goal at the moment. *(AFTER you've spent time in the Bible, and prayer FIRST! HE is the One who will lead, guide and direct you into ALL TRUTH! - Twyla)*

*Thanks to Bryan Tracy for the above article.*