

Business Building Blocks - 5 Tips to Getting It Done Now!

Beating procrastination is an art in and of itself! But it is essential to the success of every business, particularly as an interior designer. Here are 5 tips on getting more done every day the easy way:

1. Put Your Subconscious to Work:

Before you head to sleep at night, think about the outcomes you most desire the following day; give real thought to how you see your day unfolding, the successes you feel, and challenges you will conquer. This allows your subconscious mind an invaluable opportunity to go to work on this while you are sleeping and often come up with creative solutions and methods for realizing your success more effectively. Sleep not only improves our health and well being but is essential to our success and productivity.

2. First Things First:

Determine your most productive time of day and schedule your most challenging tasks for that time. I am an eagle and find my mind is sharpest at 6-10am. Late at night, I fade and can miss important details. I can get the better part of a days work done in my office if I jump in early, don't allow the distraction of email and hold phone calls until later. Tackle the mountains first and the molehills will disappear. Use your personal productive peak to get ahead.

3. Three Steps Forward Every Day:

Mark Victor Hanson and Jack Canfield of Chicken Soup for the Soul fame made a conscious effort do each do 5 things daily to drive their book to the best seller position. It took a year of focused dedicated efforts, though most of us thought it was overnight. Overnight success rarely is. Instead it is the culmination of determination and many little accomplishments over time. It is usually 20 year overnight success! Do you send out three mailers a day to client prospects? Do you follow up on three new leads each day? Do you cold call or social network to three new contacts each day? Do you write three pages for your book each day? Do you send a note to three existing clients each day just to touch base? Do you send out three estimates or invoices at least one or two days a week? What three things can you commit to every day to drive your major goals forward?

4. Anchor Activities for Continued Progress:

Since we all have the habit of allowing activities and tasks to expand to fill the time allotted, I find I get a lot more done when I schedule a handful of commitments whether it is a client call, a tele-conference, a lunch, or a resource trip and then focus on getting the rest of my work done in between. Having anchors throughout my day forces me to be time efficient or it won't get done and rolls to the next day (making my week that much longer!) Anchor your day for optimal productivity.

5. Evaluate Your Progress:

Too often we focus on what we didn't get done and don't keep up with what we did accomplish! This only demotivates us. It is vital that you take stock at the close of each day what you did achieve and honor that, while generating your next agenda of still to complete. I actually have changed my language from a To Do list to a To Complete or To Accomplish list. That tiny change in semantics is enough to spur my productivity. What words will trip your productivity switch?

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About the Author

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