



No More Failed Resolutions

By Tammé Quinn Grzebyk

How much time do you spend reading or researching? Maybe you read up on current events to “hold your own” during the various holiday party conversations. Or, perhaps, you regularly research journal articles to better equip yourself for trends in your industry.

Unfortunately, even when we’re not actively looking for it, we are inundated by information. Television news programs show tickers along the bottom of the screen with additional tidbits. Sunday football games are laced with scores of every other game played that weekend. Your cell phone interrupts you (and everyone else) with your stock status during a business meeting. The result? All of this information is preventing most of us from reaching our potential.

So, as we complete the long list of resolutions for 2008, let’s implement a plan to get more accomplished and move closer to our goals by pouring only through the most impactful information. We can do it in four easy steps.

- 1.) Identify and remove the useless- If it is not a fact, it is utterly useless. If it is a fact, but does not directly move us closer to our life’s goals, it’s also not very useful.
- 2.) Prioritize and document the useful- The number one priority is that which will move us closest to our goals. Put them on paper and make sure you share it with the people who can help you achieve them.
- 3.) Select and act upon the highest impact item- Planning is a simple dream until we begin acting upon the plan.
- 4.) Evaluate your success and repeat the process. Stay flexible by continuously evaluating the progress and the process. If something isn’t working as well as it should, or if useless activities have worked their way into the process, make adjustments. Start the process again, and enjoy the satisfaction of achievement!

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