

PRODUCTIVE LEADER

How to Deliver Great Results Through Others

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Improve Your Effectiveness

by Jeff Davidson

1. Challenge your own ritual behavior. We all have rituals—for instance, sharpening pencils before starting a task, adjusting the blinds a certain way, and so on. Some make sense based on how we work and live, but in general, we all have rituals that do nothing more than let us stall before beginning our work. I used to take a 20- to 30-minute ritual shower. I suppose I liked the hot water. I realized, however, that it wasn't really necessary. Certainly it's all right to indulge yourself sometimes. But in general, there's no need to engage in rituals. Try to drop these from your routine, and you'll have more time to get things done.

2. Consider the outcome of *not* handling something. Your subscription to a magazine is about to expire. Let it. Three months later, if you miss it, they'll take you back with open arms. But if you don't handle the situation and you don't miss it, then you're ahead of the game.

3. Clear your desk of everything except for the task at hand. It's very important to focus on one thing at a time, so you can give your complete, undivided attention to the task at hand. You'll finish faster and more easily and have more energy to go on to what's next. ▼

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