

How to set goals AND meet them!

A free report just for you...

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Hi there

Chances are, if you are reading this then you are probably a little like I used to be. Do you find yourself writing a 'to-do' list which, as you cross things off, you end up adding something extra on? The list never gets finished, in some cases it may even grow! So, you decide to start again, write a new list, and feel like you never really accomplished anything to begin with.....and the cycle starts all over again! Or you simply procrastinate or find it hard to focus?

I used to be terrible for this but I found a few simple methods that help me really well. There are 2 things I do at the beginning of each week which really help me to clear my head and get focused. I then work in a very specific way, the only way I've found I can be productive and actually cross things of my to do list and get them completed on time!

So how do I do it?

1. **Empty your brain.** The first thing I do is to empty my brain. On a Sunday evening or a Monday morning I sit down with a cuppa tea, a blank piece of paper and a pen. I then write down all the things I think I need to do during that week or things I'm still thinking I should have done from the previous week. I also write down anything that's just simply bothering me or that I'm feeling 'funny' about. This can be anything from finishing a report, sending an invoice, ringing someone, cleaning the car, picking up a parcel, feeling fat, worrying that I'm not good enough, worrying in case my other parcel doesn't arrive, etc. Once I feel like I've got everything out of my system I start to work through my list. You should literally keep writing, however insignificant you think it may be, just get it on that piece of paper, you want your brain as empty as possible! Only stop writing when you feel you have nothing more to add!

First I look at the things which I don't really need to do. Do I even want to or speak to that person? No? Then I cross it off my list. Then I think about the things which are on my list that I can't do anything about such as 'I feel fat', 'worrying that I'm not good enough' etc. and I just cross them off, why worry about anything that's out of your control right or that probably isn't true or won't happen.

The next thing I do is to then look at what other people can do for me. I can get someone to clean my car and pick my parcel up.....you've guessed it, cross them off your list. What you should be left with at the end are the things you really need to do.

These are things which you should put on your list!

2. I don't actually work directly from my 'to do' list anymore as I find *just* having a list isn't focused enough for me. What I do is I write next to each thing on my list a few simple steps I can take to get it completed as quickly as possible and I write an estimate time that it will take me. I then get out my diary and I pencil these into my week in 1 hour slots. So, for example, if I need to write a report and I know this will take me 2 hours, I put this in two one hour slots. This is important as it enables me to work in my most productive way which I will explain below.

The Power Hour

One of the best ways for me to stay focused and to complete everything I need to get done is to work in power hours and to use a timer. This is exactly what I do:

1. I turn off all distractions, including my iPhone (shocking I know!!lol). I set a timer for an hour and begin to work.
2. After an hour, I get up, make a cuppa, check my phone, or whatever needs doing, usually washing a few dishes or loading the washing machine and I'll spend around 10-15 minutes responding to any emails/texts I need to do.
3. I then take another 10 minutes to just relax/stretch, go to the loo, etc.
4. I then work for another power hour before stopping for lunch.
5. I continue this for another 2 or 3 hours in the afternoon and I find I get so much done.

By working in this way I have found that I am much more productive and it is the only method that worked in allowing me to actually finish and publish my book!

I can actually get more work done in these 4 or 5 hours a day than I would in an 8 hour day without working this way. What I'm left with is more free time and a lot less stress.

So, I challenge you to give this a go. I'd love to hear if it works for you and what you do to stay focused and achieve your goals?

As always you can find me over on Facebook www.facebook.com/mariaalbertsen.co.uk or at www.personcentredmarketing.co.uk.

Take care

Maria x