



Game-On Day

You asked, and we responded. **When some of you complained about being overworked, under-rested and out of time, we immediately began a series of Points to help you do what you do better.**

We started our discussion by reminding you that **saying “no” is perhaps the best tool you have to take back control of your life.**

We talked about the **value of having margin in your life**—in and out of the office. This is extra time in your day to allow you to actually accomplish all you set out to do. A little white space in your calendar will keep you from becoming overwhelmed. And you’ll have time (and the inner resources) to handle life’s unexpected challenges.

We suggested **firing those impossible-to-please clients who drain your time and energy.** Decide if they are really worth your effort and your frustration.

And we talked about two important office rules to keep in mind. **Rule #1: “Quick questions” are never quick. And Rule #2: Your office is full of (time) robbers** who divert your focus from the tasks at hand. Reduce your exposure to these distractions, and you’ll reduce your stress (and increase your productivity).

If you’d like to review the first four Points in this series, go to www.corsini.com and click on “E-Newsletters” to get to our archives.

Today, **let’s talk about getting things done.**

Which—out of all your workdays—is your most productive? I’m not talking about Mondays or Fridays. Let’s look at the bigger picture. **When do you work with the highest sense of urgency?** When do you strive hardest to clear out the

QUOTE OF THE WEEK

“Never put off till tomorrow what you can do today”
— Thomas Jefferson

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clutter and tie up loose ends? **Chances are, it's the day before you go on your much-needed vacation. That's what we call your "game-on day."**

You can greatly reduce your overworked day by just getting down to it and getting things done. Work with intent. Approach your job with focus. **Treat one day each month as if you're going on vacation the very next day.** Schedule key meetings. Make decisions. Delegate what you can.

Is there a big stack of papers on your desk that needs attention (or tossing)? How many unanswered emails are in your in-box? Which of your to-dos aren't actually things you have to do? It's time to practice "3-D" Time Management: **Do it, Delegate it or Ditch it.**

You'll be amazed at what you can accomplish with this mindset.

CORSINI'S POINT

One of the main causes for feeling overworked is that we never feel like we're caught up. Work smarter—even if you have to trick yourself to do it. Schedule one day a month as your "game-on day," and work as if you're going on vacation the very next day. Use this day to get as much done as you can. Challenge yourself to make important decisions, cut the clutter, delegate a lot and be as productive as possible. This one day a month of extraordinary focus will help you do what you do better with less stress.

Do What You Do Better™ Executive Workbook

Business owners, executives and managers can hone their organization skills, expand their goals and learn to lead better with Marc Corsini's new *Do What You Do Better™ Executive Workbook*.

It's a step-by-step guide to more effective leadership in the office and a more satisfying life outside of work. Participants track their progress through the workbook during one-on-one, monthly Executive Coaching sessions, which also offer a confidential forum for discussing issues and exploring creative solutions.

Executive Coaching and the *Executive Workbook* help you do what you do better. Contact Marc Corsini at marc@corsini.com or (205) 879-0432 to sign up.

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