

# 12 Organizational Strategies

THAT HELPED ME

## Achieve Major Life Goals

IN A 10-YEAR TIMESPAN



I WOKE UP BETWEEN 4 AM AND 5 AM EVERY MORNING, INCLUDING MOST WEEKENDS.

I USED A PLANNER AND A CALENDAR EVERY SINGLE DAY AND CROSSED OFF TASKS AND EVENTS UPON COMPLETING THEM.

I WORKED THROUGH HEADACHES, TIREDNESS, AND SICKNESS UNLESS I WAS COMPLETELY IN NEED OF REST.

I READ SELF-HELP BOOKS CONSTANTLY TO LEARN NEW WAYS TO MANAGE TIME EFFECTIVELY AND TO GET INSPIRATION/MOTIVATION.

I ASKED PEOPLE AROUND ME FOR HELP WHEN I NEEDED HELP – WITH HOUSEHOLD CHORES, TAKING CARE OF THE KIDS, ETC.

I WORKED ON 4 TO 5 MAJOR GOALS AT ONE TIME BUT GAVE MY FULL FOCUS ON ACHIEVING THEM. IN OTHER WORDS, I PRIORITIZED WHAT WAS MOST IMPORTANT.

I WROTE DOWN VERY SPECIFIC THINGS I NEEDED TO DO TO ACHIEVE EACH GOAL I HAD. I WROTE THOSE SPECIFIC THINGS (ACTIONS) IN MY PLANNER.

I DEVELOPED WAYS TO DO OR MORE TASKS AT ONE TIME TO SAVE TIME.

IF I WATCHED VERY LITTLE TELEVISION AND PLAYED NO GAMES ON MY PHONE TO STAY CAUGHT UP WITH CURRENT AFFAIRS, I LISTENED TO THE RADIO DURING MY COMMUTE.

I WATCHED HOW MUCH TIME I WAS GIVING TO EACH ACTIVITY DURING MY DAY VERY CAREFULLY. SAVING TIME BECAME LIKE SAVING MONEY; I HAD TO CONSERVE TO SPEND IT WISELY ON ACTIVITIES THAT WERE HELPING ME ACHIEVE MY GOALS.

I PLANNED AHEAD AS MUCH AS POSSIBLE, ONE WEEK AT A TIME. INSTEAD OF KEEPING THINGS IN MY HEAD, I ALMOST ALWAYS WROTE THEM DOWN TO NOT FORGET.

I LEARNED TO OVERCOME NOT GETTING SIDETRACKED BY THINGS THAT WERE NOT HOLDING ME BACK FROM ACHIEVING SUCCESS.