

# **Do It, Delegate It or Dump It!**

*A no nonsense guide to getting things done*

***“Things which matter most  
must never be at the mercy of things which matter least.”  
Goethe***

One of my great coaches taught me something amazingly simple. It was in relation to wanting to do something I wasn't doing then: meditating. It seemed like a simple task: meditating just a few minutes each day; quieting my mind to get past some of the 'inner dialogue' that was so ever present then. My coach said to me: “Jim, I have a phrase, Do It, Delegate It or Dump It. It has been on your 'to do' list for months, do you really want to keep it on your list? Or might it be time to simply cross it off?”

Great questions! Here is a simple guide for you to prioritize, organize and streamline your 'to do' lists and have more choice about how to use your time.

On your “to do” list, you may have 5 things, you may have 500 things, it doesn't matter! This procedure will insure you get what you want done! PS: It will require you to say yes to some things and no to others...\*(for a very complete description of variation of these steps, see “The Seven Habits of Highly Effective People” by Stephen Covey)

## **1. Begin with the end in mind.**

What do you want? What do you want to accomplish today? This month? This year?  
What do you want for your life? (It is yours, you get to decide!)

Without a clear goal of where you're going, you will certainly end up somewhere! Deciding on any kind of goals starts with knowing what you want, clearly, specifically, what you want. In 2009 do you want to make a certain income? In 10 years do you want to be living in a particular lifestyle? Choosing where your destination with your life goals is just like going on a vacation. You can get all excited about going, you can even take time off and pack, heck you can even begin your trip! BUT WITHOUT A DESTINATION, YOU WILL DRIVE UNTIL YOU END UP SOMEWHERE!

### ***Now, who wants to leave their life up to chance?***

Some of the bigger things that folks want are: Success, Health, Love, etc.

***\*\*Pick the top 3-5 things that you want to insure you do each day  
to support you getting what you want.***

It might look something like this:

1. Support my growing business through phone calls and meetings

2. Exercise 3x each week; eat a healthy breakfast
3. Talk with wife/husband & insure quality time
4. Homework time with children
5. Home cleaning/repair & honey-do list

## 2. **First things first.**

Every day there are many things ‘we do’ with your time. We sleep, we eat, we socialize, and we work, ad infinitum. It is our time, we get to schedule it. So, now it’s time to open up your schedule and begin writing. YOU take the things that are most important to you and schedule the time in your weekly schedule to do them! Here is an example: If the things you want to do each day/week are the 5 listed above, you might schedule this:

1. Exercise for 30 minutes: Mon/Wed/Fri
2. Breakfast/time with spouse ☺
3. Phone calls from office: Mon-Fri 8:30-10:30
4. Receiving return calls, emails/paperwork 10:30-12:30
5. Lunch with contacts 3x per week 12:30-2:00
6. Scheduled meetings 3x per week 2-4pm
7. End day activities, return calls, etc...4-5:30
8. Dinner with family 6-7
9. Family time/personal relaxing/hobbies in pm
10. Wind down time with spouse
11. House repairs Sat
12. Date with spouse Sat night (arrange sitter!)

It’s up to you to get it down on your schedule, then to follow your schedule! As you begin this process, notice the things that detract from your plan.

-Are the things that are detracting from your plan useful? If so, change your plan. If not, change your behavior. If you are having trouble with either, write me at [jim@trulyhumancoaching.com](mailto:jim@trulyhumancoaching.com); I will help ☺

## 3. **One Final Step**

Before you finish, let me encourage you to take it one step further. This has to do with your greatness, your prosperity and your success... ready?

### **Just do these!!!**

- a. **Answer these questions:**

Questions 1: What one thing could you do (that you aren't doing now) that if you did on a regular basis would make a tremendous powerful difference in your business professional life?

Question 2: What one thing could you do (that you aren't doing now) that if you did on a regular basis would make a tremendous powerful difference in your personal life?

Now, the question really is, do you want to make a tremendous powerful difference?

Well, do ya?

If so:

1. What is the one or two things that you can do each day or week to support what you want in each of these areas?
2. Put these at the top of your 'to do list' each day/week and do them!

And here are a few 'quick and dirty' hints:

b. **What It Takes: Say "No"**

To be effective it is up to you to design your boundaries. It is your time and your life! To do this, you need to tell yourself and other people "no" to activities which are outside of what you have designed for yourself; or change the design!

c. **Weekly Organizing**

Plan your week instead of your day. Each Sunday, look at your goals and priorities and assign activities throughout your week which fulfill these goals and priorities.

*Ok, that's it. You put this to work and you will have TONS of time to do what you want, because, you already do! **You have 168 hours every week to choose how you want to use it. AND, if you don't think so, let's coach.***

***You deserve all the time in the world!***

\*\*\*\*\*

*Jim Accetta, CPCC*

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