

Super Action Hero

By Kim Dannies

It's a bird, it's a plane, NOOO! It's a bunch of post-it notes with stuff to do on them. Ugh. Wouldn't it be more fun to be a super action hero who can pummel through goals without breaking a sweat? Goals can go nowhere unless they are broken down into steps to do the job. I tell my clients "even a super action hero can only eat an elephant one bite at a time" and this is true of all of the tasks and projects we must complete. We'll be more successful when we break down the elements into bite-sized morsels that we can stomach.

Action Plans are simply a "to do" list with specific steps. They work OK on a piece of post-it paper, but they work GREAT when they are carefully integrated within a palm pilot or dayplanner time management system. Why? Because a S.Y.S.T.E.M. (Save Your Self Time, Energy, Money) anchors the goal within a calendar format where we can be clear and realistic about the time frame for achieving the goal. We can schedule appointments and block off time to complete elements. We can store names, numbers, and other information that will expedite the process. We can work backwards from the target completion date of the goal to create a trail of "to do's" that start today.

The main key success is to be as specific as possible when making the Action Plan: spend 70% of your time planning the sequence of action, and 30% of your time executing it. Look for clusters of tasks. For example, your cape and your tights need to go to separate cleaners, but they are located in the same part of town; or, if you need quotes for kryptonite, have a complete set of names and contact numbers ready, and schedule your calling time when you will most likely connect with a live person. Think. You don't need supernatural powers to be a Super Action Hero, you can get started today!

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