

Plan for Success in 2011

Did you know?

"Forty-three percent of the Americans surveyed described themselves as disorganized, and 21 percent have missed crucial work deadlines. Nearly half say disorganization causes them to work late at least two to three times a week."

Von Bergen, Jane M. So many reasons to neaten up, but it's too imposing. Boston Globe 03/12/2006

Statistic by/from David Lewis's survey of 2,544 office workers in United States and Europe for Esselte Corporation

Reflect on 2009

- Review 2009 business/marketing plan
 - What went well?
 - What would you like to do differently next year?

Create 2011 Plan:

1. Get CLEAR on your Vision/Goals
2. Write it down
3. Take Action!

Set SMART Goals for 2011

S:
M:
A:
R:
T:

Strategies for Success in 2011

1. Be CLEAR on Vision/Goals
2. Break down big goals into achievable parts
3. Accountability – partner, mastermind group, business coach
4. Plan ahead, put important items on the calendar
5. Do hardest/most valuable task first each day – Eat that frog! (Brian Tracy)
6. Make the decision: Do it, Delegate, Delete, Defer

Quotes "Learn to say 'no' to the good so you can say 'yes' to the best." – John C Maxwell

"We are what we repeatedly do. Excellence, then, is not an act, but a habit." - Aristotle

Wow!

If you are a sole-preneur and you charge \$50 an hour for your services but spend 30 minutes a day looking for lost things:

- **Disorganization is costing you \$6,000 each year.**

Let's say you have 5 employees and you pay them on average \$25/hour and they are wasting 30 minutes a day:

- **Disorganization is costing your company \$15,000 each year.**

You can do your own calculations at www.thegosystem.com