

GET 2020 FOCUSED FOR THE NEW YEAR



By Gary Seibert, CEO, Small Business Resource Association

Every year at this time millions of business owners and corporate executives make resolutions, promises and well-intentioned commitments to themselves and others, only to find these well-crafted wishes have become no more than a list of what they would like to have done rather than a list of what they have accomplished. A wish list is no more than words on paper. A to-do list is meaningless until it becomes a done list.

This year, 2020, could be the best opportunity you will ever have to plan and execute your personal "BEST PRACTICES YEAR." With 2020 Vision, you can focus and see clearly the obstacles that are holding you back, the interruptions that are stealing your precious time and the options and different perspective that you need to make meaningful changes. Don't allow clutter and a foggy vision to cloud your success this year. Be "2020 FOCUSED."

A few months ago, a friend of mine, Mark Owens, a local Real Estate professional, Basketball coach and Business speaker presented a workshop on the Crazyness we experience in our personal and professional lives. I found myself saying "he's talking about me and my life," so I took a lot of notes and I thought I would share some of his comments with you, to help you be more "2020 focused." This is just a partial list but enough to get you started. Find the one or two that would make the most difference in your life and then, make sure you check it off your to-do list as DONE.

1. Get rid of the CLUTTER — How much stuff is on your desk, piled on the

floor or forever lost in your briefcase? What does the inside of your car, garage and closets look like? Do you wake up at 3:00 am with multiple thoughts spinning around in your head? What does your typical day look like? We cannot be completely productive when we are not organized or we have to ruffle through piles of dated, useless or unnecessary stuff. Get rid of all the things that are not part of your moving forward and accomplishing your goals. Do less, better.

2. Don't worship the HUSTLE — Are you always rushing to the next project, meeting, appointment? Are you always behind schedule? Is there never enough time in the day to do all you need to do? Do you miss doing things with your friends and family because your work demands all your time? You might need to prioritize what is important and what is not. You might need to read up on time management or take a course. You might need to learn how to say that all important-NO. You will never get lost time back. Get rid of the clutter and say YES to things you should be doing and say NO to those useless time wasters. You don't need the HUSTLE.

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3. Set SMALLER GOALS — Sometimes we become frustrated as we look at the big picture and the end of the year goals and see very little progress. Frustration can lead to disappointment and disappointment can lead to discouragement. However, if you break down your goals into smaller attainable achievements and provide some form of reward for reaching each milestone, you will feel better about the process and the journey will be much more enjoyable. By doing this, you will “become a tiny bit better every day.”

4. Don't CHEAT SLEEP and include LIBRARY TIME — You might think that, to get all your work done, it's ok to stay up till 1 or 2 am and then get up at 5 am to start the next day. Your mind and body might permit that every once-in-a-while but consistent lack of 7 to 8 hours of good sleep every night can actually shorten your life span. It will most certainly reduce your energy level, your ability to concentrate, your patience and a multitude of other non-desirable

consequences. CHEATING your SLEEP will ultimately cheat you out of a healthy, productive life. At the same time, you need LIBRARY TIME (quiet time, by yourself) just to relax and smell the roses. Turn on some soft music, close your eyes and shut your mind off for 10 to 20 minutes. Meditate, Pray or just think positive and peaceful things. This simple practice every day will help relax you and give you more energy to deal with the rest of your day. In other words — Take time for TIME OUT.

Remember, your future is predominantly based on the decisions you make regarding the day-to-day challenges you face. Sometimes your little decisions make the biggest differences. Go back to the basics and build a strong foundation in your life. Cut out the clutter, don't get caught up in the hustle, set shorter realistic goals, get your needed sleep and don't forget your quiet time. Allow a 2020 Focused Vision to start out this year and you will have a clear look at 2021.



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