



How to Use the Power of "FOCUS"

Did you know that about 23% of resolutions are broken within the first week? But don't despair! There's an alternative to making resolutions that can have an even greater impact in your life. It's called FOCUS. And rather than being concerned with one-shot "I will do this or that" promises, it offers a more constructive (and realistic!) way to change your behaviour - and your life - for the better... beginning today!

FOCUS ON YOUR VISION AND SHAPE YOUR TOMORROWS

The rest of your life will be shaped by your current vision of your future. Establish a powerful picture of how you want to think, feel, act, and live three years from now. Constantly refer to this vision to guide all your 2003 decisions, goals, actions, and communications. This puts YOU in the driver's seat rather than the "fickle winds of fate."

FOCUS ON FREE TIME AND BOOST PRODUCTIVITY

Just as you can't drive a car with a worn-out battery, you also can't think creatively with an exhausted body and mind. A tired body's instinctive goal is relaxation and sleep. Everything else, besides survival itself, is secondary. Listen to your body. Give it the rest (and play) it needs to recharge itself. Then, dive back into your work refreshed. You'll get more done in less time... and have more fun, too!

FOCUS ON CLEANING UP AND BOOST YOUR ENERGY

Messy desks at work... unorganized kitchens at home... overstuffed garages... and lots of loose ends that need tying up. All these things pull your attention... drain your energy... and chip away at your self-esteem. Make a list of what needs "cleaning up." Do at least one each day, if for no other reason than to have a weekend that's yours to spend as frivolously as you wish!

FOCUS ON DELEGATING TASKS AND BOOST YOUR ACCOMPLISHMENTS

You can't do it all yourself. Admit it. Even if you could, others may be able to do it better, which ultimately benefits you. Don't be afraid to "buy it done." Stop letting nagging tasks slow your progress! If it's been on your to-do list for weeks, delegate it, and get that aspect of the project moving!

FOCUS ON LEARNING AND BOOST YOUR INCOME

Feel frustrated at work? Perhaps you've gone as far as you can with current capabilities. It's time to learn more... develop new capabilities... and take the next step. What could you do in your present job if you knew twice as much as you do now? Interesting, isn't it?

FOCUS ON YOUR STRENGTHS AND BOOST YOUR CONFIDENCE

Your first question in any endeavour shouldn't be, "What can I do differently?", but rather "What can I do better using my present talents and abilities?" By focusing first on what you do best, you plan from a position of strength and think in areas that are most familiar to you. Bottom line: You don't have to change! You simply have to take what you now do well and channel it in other directions.

FOCUS ON YOUR ATTITUDE AND BOOST YOUR EFFECTIVENESS

Do you start your day in neutral? In other words, when you wake up, is your attitude poised to respond to whatever situations occur to you, or do you consciously determine your mindset? Each of us becomes a victim of circumstances -- and other people's moods -- when we start in neutral. Our mood (and the resulting entire day) is then shaped by the ping-ponging back and forth between some people's good moods and other's lousy ones. Force yourself for just one day to see the positive side in things, no matter how small. The effect snowballs. You won't believe how it affects your energy, effectiveness, and other people around you.

Next week we will provide you with tips on How Success is as easy as A, B, C, D. So share this with others and get them to sign up for the free weekly e-minute now by visiting www.BobU.com. Stay tuned to next week.