



5 Completion Tips



Complete your top priority 2010 project quickly! Choose a project you want to complete that will help you achieve a core 2010 business goal. Pick one that contributes directly to the bottom line. Apply these tips to expedite completion:

1) Schedule one task at a time on your calendar

Instead of listing large and overwhelming projects like "marketing plan", break the project down into **specific "bite size" chunks** that lead to your ideal project outcome. **Schedule time on your calendar for the first small task**, like "research competition" or "draft elevator pitch". Once that is done, schedule the next task on your calendar. Do these in one hour increments, minimum one task per week.

2) Be disciplined

Don't postpone these appointments with yourself. Treat the task as you would an appointment with your most important client. Remember this is the top priority project that contributes to the bottom line. **Turn off your phones. Close out of your email** (turn off the reminder ding). **Shut your office door.** Discipline builds completion confidence. The more you postpone important tasks; you slowly eat away self confidence in your ability to improve your business. **Don't allow interruptions.** Train staff & clients how to treat you and your valuable time. Demonstrate that you are committed to driving priority items to completion. Soon others will respect your boundaries.

3) Keep momentum going

Always keep the project "in motion". Once the first task is done, **immediately schedule the next task, meeting, or action on your calendar.** If you rely on others to get back to you, or count on your memory to pick the project up again (vs. a reminder in Outlook or your calendar) your project will stall. This is a common mistake that leads to unfinished projects. Make it a habit to schedule your "next action" on the project before you move on, it only takes a minute.

4) Breakthrough blocks

You may encounter an obstacle where you feel like you can't move forward. Address these roadblocks by talking these issues through with someone you trust. Sometimes after hearing a different perspective, you'll realize you don't have the resources you need or that the project no longer supports your business objectives. **Brainstorm solutions, choose one & act.**

5) Repeat until complete

Schedule the next small task on your calendar, **discipline** yourself to complete it (you can delegate or outsource too), **talk through obstacles** as they arise, **choose a solution & act.** Schedule the next action... and so on until your project is complete! [Call me](#) if you get stalled and we'll get you back on track.

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Happy Holidays!
Wishing you a wonderful holiday season and a new year filled with joy and happiness.

Schedule your 2010 strategy session soon. Refine your business model and spend time where you make the biggest impact on your bottom line. Don't miss the subscriber discount below.

Best Regards,
Kristin Swanson

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