

People who manage their lives successfully – what’s the secret?

Good life managers manage how they direct their ATTENTION:	What 1% action can I take NOW, or commit to NOW, to do this better?
<p>They work from the ‘big picture’ downwards:</p> <ul style="list-style-type: none"> - They have clear intentions and focus on what’s important - Their actions have purpose and synergy 	
<p>They have work and play in balance – all part of the big picture.</p>	
<p>They decide what to do and then do it. They are proactive, not reactive.</p>	
<p>Once a decision is made, they give sufficient & focused attention to completing the task.</p>	
<p>They respond to fear with action, not avoidance. They have learned to accept the fear and work through it.</p>	
<p>They are relatively unstressed because they don’t procrastinate, which eliminates the stress that builds when we avoid doing things.</p>	
<p>They have good systems in place. They know what to do with everything that comes their way.</p>	



Adapted from Mark Forster (2000): Get Everything Done and Still Have Time to Play, Hodder & Stoughton