

Stuff That Works Building Careers

Chapter 20

“Work Smart and Hard”

Take Action

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Chapter 20 Take Action: Content

- Identify something you want and list three actions you must take to get it. What are you waiting for go get it.
- Identify what is the most important thing you can do right now? Do it now with great energy.
- Identify something you wish you had time to do but just haven't made it happen. Spend the next hour doing it.
- Invest time on Stuffthatworksbooks.com

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Chapter 20 Take Action: Action 1

Identify something you want and list three actions you must take to get it. What are you waiting for go get it.

ACTION

Take five minutes right now and write down 5 things you want. 5 minutes that's all it should take. Make the list.

Now pick one. It does not matter which one just pick one. Then list the actions you must take to get it done. Then start.

Starting is always the hardest part. Once you start you will finish.

BEGIN!

EXAMPLES

5 Minute List

1. Promotion to Manager
2. Expense Reports done
3. Email box cleared
4. Sales presentation complete
5. A Raise

ACTIONS

Sales Presentation Done

1. Cancel meetings for tomorrow
2. Schedule time to complete sales presentation tomorrow. Will work at home.
3. Identify what I need to complete presentation and make sure I have it tomorrow.

ACTIONS

Promotion to Manager

1. List my accomplishments in this position List skills I have to do the next job. Why I deserve it?
2. Schedule meeting with my the person who can promote me to discuss promotion and Why I deserve it.

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Chapter 20 Take Action: Action 2

Identify what is the most important thing you can do right now? Do it now with great energy.

ACTION.

Take 30 minutes to answer this question.

What is the most important thing I can do for my career right now?

A thousand answers will come to mind. It will take you 30 minutes to find the one answer that is true and right.

Be brave and courageous. Pick the thing you need to make an impact.

Once selected then commit. Now that you are committed execute with great energy. It is the right thing. You are going to do it. Now give it your all.

Make it happen.

EXAMPLES



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Chapter 20 Take Action: Action 3

Identify something you wish you had time to do but just haven't made it happen. Spend the next hour doing it.

ACTION.

Invest no more than 5 minutes to make your list of nagging things you have not got done.

Then spend 1 minute to pick one.

Now clear 60 minutes to work on it.

You may need to go and hide to work on it. You may need to go home sick. DO what it takes but spend 60 minutes working on it.

You may not get it done but invest 60 minutes on it. DO what you can. Take a big bite out of it and make progress.

EXAMPLES

5 Minute List

1. Clear E-mail
2. Expense Report
3. Improve next weeks schedule
4. Recap annual Goals
5. Update resume

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Chapter 20 Take Action: Action 4

Invest time on Stuffthatworksbooks.com .

ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site Stuffthatworksbooks.com .

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

EXAMPLES

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Easy!

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