

## The Effectiveness Check-List

Theory: everything, which is incomplete, drains energy from you and your success. Like keeping plates in the air...all incomplete things drain energy from your purpose.

1. Make a list of ALL the things you have to do. A to-do list. refer to it daily.
2. Get an appointment calendar. Put all your appointments on it and refer to it daily. Plan your time and stick to it.
3. Clean up your house, and/or your office.
4. Clean up your car inside and out. Get it serviced.
5. Throw away everything you don't use, haven't used in 6 months, or which is out-dated. (keep and file all business and personal receipts.
6. Organize all your papers.
7. Throw away any unused papers.
8. Set aside specific places for bills, mail, credit card receipts etc.
9. Clean out all filing cabinets. Throw away unused materials.
10. Clean off the top of your desk. Throw away unused materials and any unneeded papers. File all papers you don't throw away.
11. File any past tax or business filings.
12. Get your check book balanced. Get all financial statements (profit & loss, and balance sheet) up to date. Keep them up to date.
13. Pay all your bills or make arrangements and/or agreements as to when you will pay them. Keep those agreements.
14. Make a list of everyone who owes you money, or who has borrowed things. Write or call and ask for the money (or the thing borrowed), or cross the person off the list and decide its complete.
15. make a list of all the things you have started but not completed. Complete the list, or cross it off and decide not to do it.
16. make a list of all the things you have started, are on-going, and which are incomplete. Complete the list, or cross it off and decide not to do it.
17. Make a list of all the things, which have been going on a long time, but you have just not completed. Complete the list, or cross it off and decide not to do it.
18. Make a list of all the agreements you've made. Fulfill all past agreements. re-negotiate and make new agreements with any that you can't fulfill.
19. Take total responsibility for your business/career. Do only what you can, delegate the rest. Agree only to what you know you can fulfill. Never commit to more than you know you can do.
20. Take care of your physical body. Eat well, exercise well, sleep well, etc.