

James Schramko here with a business tip. This one is about if you've got too much going on.

Too much to deal with?

Working with business owners each week, I commonly see this. People have too much. Too busy, too many projects, too many things to do. Well the simple process here is to stop, take three deep breaths, and just work out what the most important thing is. In previous videos I've mentioned the One Thing method, which is a brain dump, and to get to the most important thing.



When things pile up, there are ways of coping

Learn to delete

My favorite thing is a continuing process of deletion. Delete, eliminate, purge, remove. Get rid of stuff, and do it in every part of your life. Do it with your clothes, do it with your hard drive on your computer. Have a look through your car. Clear out your trunk. Have a look through the glove box, go through your cupboards. Take stock of everything in your life and have a look and see if there's something that you don't need anymore, so that you can simplify. And when you connect with the thing that is truly important and you give that your focus, that's when things open up and that's when things become easier. So really think that you need to be having less inputs, and less things to focus on now, and just bring it back to simplicity.

Your challenge

So the action step for today is simply: go and purge, clean, delete or eliminate something, whether it's a household thing, whether it's a computer thing, whether it's a team thing, whether it's a process or a system, or even just cleaning out your refrigerator. Do something today. Come back and post what you did, I'd love to see what you've been up to. Inspire others. I'm James Schramko, talk to you again soon.

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