



Let us help you get your *dhucks* in a row...

Tips & Tricks

August 2008

Welcome to *Dhucks' Tips & Tricks*

What's Your Next Step?

Do you have a project or a to-do that you just can't seem to complete because you don't know where to start or you're so overwhelmed by everything that is involved?

Begin by identifying your **next step**. Make it small; make it manageable; and make it easy. Don't worry about the step after that or the one after that; just focus on the immediate **next step**.

I'm sharing this because I'm in the middle of what seems like yet another project management system and I've finally realized something that I think will make a HUGE difference in staying out of overwhelm and getting projects done. Using the **next step** to **act**, not to plan. Because planning is a strength for me, I have a tendency to over-plan projects. I've been trying to identify all the **next steps** that *have to be done*. That leads me into overwhelm on a regular basis. But if I focus on the smallest action that I *can do* next, I'm moving the project forward; I'm moving my mind forward; and before I know it, I'm making good progress. Of course the overwhelm returns, but when that happens, I take a deep breath, identify the **next step** and go on.

So what project or to-do have you been putting off? What's your **next step**?

No matter how small that next step is, pat yourself on the back for doing it, have some fun and enjoy life.

Shawndra

Change starts when someone sees the next step.
~William Drayton



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