



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

Tips & Tricks

September 2008

Welcome to *Dhucks' Tips & Tricks*

Keep Your FOCUS

Have you ever sat down at your computer to work on a project only to find it's 2 hours later and you haven't accomplished anything (or at least what you had planned)? You had good intentions, but you lost your focus. Maybe it was following that fascinating thread on the web or maybe it was that quick look at email before you got started--just to check. Have you ever started an organizing project in one room only to find yourself clearing off another completely different area because you felt you needed to put that one item away immediately?

We all get side-tracked at one time or another. But **keeping your FOCUS** is key to accomplishing your plans, projects and goals. An acronym that I love for focus, from the book *Organizing for the Creative Person* by Dorothy Lehmkuhl & Dolores Cotter Lamping, says it all:

F = Follow
O = One
C = Course
U = Until
S = Successful

Here are some ways to help you **FOCUS**:

- **Define and clarify** the project or the problem you are trying to solve. Write it down. Post it where you'll see it. Refer back to it often and ask yourself "am I making progress on this?"
- **Set a timer** for 15, 20 or 30 minutes. When it goes off, check to make sure you're doing what you need to do to accomplish your goal.
- **Start a box** for stuff that belongs somewhere other than the area you are working on. When you are finished with your current organizing project, then you can find a place for all those items.
- **Establish a time** to check your emails AFTER you work on your project. Checking email before or during can sidetrack you. You can even shut off the indicator that you have mail so you don't feel drawn to check.
- **Check the next step** of your project; if you find you are doing other less important tasks. Is your next step small and manageable enough to keep you out of procrastination?
- **Breathe**. Sometimes you may lose focus because you're getting into overwhelm. Taking a deep breath and then one more can help bring oxygen to your brain and focus to your efforts.

So **keep your FOCUS** and *Follow One Course Until Successful*. And whether you use one of the above tips or some other technique, have fun and enjoy life!

Shawndra

Our thoughts create our reality--
where we put our focus is the direction we tend to go.

~Peter McWilliams



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