

Seize Your Day

By Carol Gegner

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Can you believe summer is nearly over? Hopefully, you took some time off for a little rest and relaxation. Now it's time to get back in the swing of things, yet you are feeling a little sluggish. How can you jumpstart your momentum and overcome that inertia?

It's time to recharge or replace your personal batteries to add renewed pep and zest to your business and your life. We live in a world that runs on batteries these days. Think about all the items you use that take a battery. Your car, electronic equipment, smoke detectors, flashlights, watches and cell phones are just a few examples. What do we do when those items quit working? We recharge or replace the batteries and "walla" the problem is solved. The item runs like new.

Unlike the famous TV energizer bunny we don't stay super charged for extended periods of time. When you start to wind down, here are six recommended steps to help you recharge your batteries so you can better seize your day.

1. Create a blue print to map your day. Knowing what you want to accomplish sets the tone for the day.
2. Prioritize your actions. Doing the most important things first builds a strong foundation for the rest of the day.
3. Delegate and let others help you. Trying to do it all by yourself is an energy drain.
4. Track your progress. Measuring what you do helps determine if you are on the right path.
5. Evaluate your actions. Fine-tuning your actions for better results is essential for a good performance.
6. Acknowledge your accomplishments. Celebrating your efforts is a strong reinforcement and energizer to continue doing what matters most.

Using these six steps will help you be more productive, use your time more wisely in your business and still have time for playing. You can have a small piece of summer fun every day when you take the time to seize your day.

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