

# 6 Steps To Get You Where You Want To Go Without The Stress

By Carol Halsey

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Carol Halsey  
chalsey@gci.net

Business Organizing Solutions <http://www.pilestfiles.com>

The comment I hear most frequently from business people is that they feel overwhelmed with work, and are often playing the game of "catch up." But there is a way for getting it all done without being overwhelmed. You are probably thinking, "but you don't understand - all the phone calls, on the spot decisions, immediate tasks." But I do understand. These are the realities of business.

However, a little preplanning and goal setting can ease the daily pressures and find you additional time each day - as much as an hour - and relieve a whole lot of stress. It boils down to you being more in control of how your day goes, and not being controlled by the situations that hit you.

1. Identifying and writing down your goals, short and long term, is the beginning. You may already have done this, but how do you accomplish them in a timely manner?
2. Scheduling your time is the next step. The question is then, how do you plan your time to accomplish goals when you are under the gun with crises, deadlines and interruptions?
3. Start with a daily "to do" list, which identifies the uncompleted tasks required to meet each goal.
4. Next, prioritize those tasks in order of which must be accomplished first. We sometimes are so caught up in the urgent matters of the day, that we fail to schedule time to undertake the important tasks that will lead us to our goals.
5. Allot time each day to address these tasks, in the form of blocks of quiet time, at least one hour, to work these tasks, and to plan. Find the most creative and productive time for you and use this time wisely. Let phone calls go to voice mail to be returned later.

This time is an appointment you make with yourself, and treat as any other business commitment. It gives you the sense of being in control of where you are going, and that you are taking the positive steps to get there. If circumstances arise that infringe on your quiet time, and surely at some time they will, reschedule for later in the day. You will soon realize the importance of having this quiet time.

Take 10 minutes at the end of each day to plan for tomorrow. Identify and prioritize tasks necessary to reach your goals on a daily "to do" list. However, be careful not to commit every minute, but allow flexibility for the unexpected and urgent events that surely will occur, and it also allows you to reschedule your quiet time if necessary.

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Carol Halsey is Founder of Business Organizing Solutions. She is a professional organizer, consultant, speaker, and author. You can get articles, ideas and a free Idea Kit, all to help you get 14 hours work out of an 8 hour day, simply by visiting her web site: <http://www.PilesToFiles.com> . Sign up for her free organizing newsletter, "Organizing Ideas," sent twice a month.

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