

CRUSH EXCUSES

Checklist



Procrastination

- Do it to avoid tasks you find unpleasant

- Causes you to work slower
 - Take more time to complete easier tasks
 - Have less time to complete harder tasks

- Leads to poorer-quality work
 - Have to rush to complete harder tasks to meet deadlines
 - Can't take as many breaks to keep mind focused

- Can lead to missing stated/intended deadlines
 - Lead to loss of personal/business reputation
 - Industry peers will not want to work with you
 - Customers will not be as eager to buy from you

- Makes you work harder
 - Have to work faster to make up for time lost
 - Have to work harder on unpleasant task
 - Can't take breaks to keep mind focused
 - Can cause you to resent work
 - Can take greater toll on you

Self-Doubt

- Can cause you to work slower

- Do it because false belief of slower work=better work
 - Society trains us to take our time on important tasks
 - People believe others will look down upon them for doing quick work
 - Take more time, no one will question their effort/ability
 - Use it as a crutch to do slower work

- Must adopt mindset that project time frames not intended to be fully used
 - Many project time frames give flexibility for errors/questions/complications
 - Possible & desirable to finish projects ahead of time
 - Must be confident in ability to do high-quality work in less time
 - Speed matters as much as high-level work

Non-Stop Work Leads To Poorer Work

- Lose focus
 - Cause you to make errors, redo work

- Breaks allow mind to rest, refocus on task
 - 15-minute breaks every 60 minutes
 - 45 minutes work, 15 minutes rest
 - Virtually impossible to work non-stop w/o loss in work quality
 - Keep to 15-min breaks or risk losing momentum

- Procrastination can lead to non-stop work
 - Harder to take 15-min breaks every 60 mins
 - Non-stop work may be needed to finish work on time
 - More errors are likely to occur, requiring more work

Neglecting Yourself Leads To Poorer Work

- Take care of yourself physically, mentally, emotionally, socially

- Diet
 - Need to eat regular meals
 - Nutrients/Vitamins needed to stay sharp
 - Nutrients/Vitamins needed to stay healthy

- Exercise
 - Have to stay flexible/loose
 - Have to maintain good weight
 - Need to stay healthy for best work
 - Improves mindset, focus

- Family Life
 - Will despise you if you don't spend time with them
 - Your mindset/focus will wander
 - Your desire to work will be reduced
 - May even resent your work if you don't see them
 - Added stress/strain will hamper your work

- Social Life
 - Mind will lose focus
 - Will become dull if you work all the time
 - Work will be of lower quality w no social life

Make Game Out of Working Efficiently, Getting Things Done

- Keep track of time
 - Note when you start a project/task
 - Note when you break
 - Note when you restart a project/task
 - Use .txt or .xls/.xlsm file for tracking time
 - Use computer/mobile device clock or online timer

- Estimate how long it will take to complete project/task

- Analyze times tracked
 - See where you did better than expected
 - Reward yourself for your achievement
 - See where you did worse than expected
 - Determine where difficulty was, address

Distractions

- Ones you can control vs can't control

- Ones you can control
 - Social media accounts
 - Only log onto when on break/not working
 - Email accounts
 - Only log onto when on break/not working
 - Smartphone
 - Only have around when necessary
 - Turn off volume for calls

- Turn off notifications for text messages
- Ones you can't control
 - Spouse/children
 - Work with them to reduce noise
 - Use earplugs/cotton balls to reduce/eliminate noise
 - Spend time with them on break/not working
 - Pets
 - Keep out of work area
 - Spend time with them on break/not working
 - Neighbors
 - Use earplugs/cotton balls to reduce/eliminate noise
 - Talk with them to see if you can reduce distractions
 - Landline Phone
 - Ignore calls
 - Turn off ringer
 - Landline Phone Answering Machine
 - Turn off volume to messages

Stay On Time/Ahead of Schedule For Best Work

- Can take more 15-minute breaks for better focus
- Can avoid having to work faster, harder on project
- Can gain better reputation, credibility, profitability

Focus On Post-Project Rewards/Benefits For Best Work

- Can help you stay focused on tasks/projects
- Can help you stay motivated on tasks/projects

- Monetary Rewards
 - Can enjoy w family/friends
 - Can purchase wanted item
 - Can take break/vacation

- Reputation/Credibility/Profitability Boost
 - Peers will want to work w you
 - Have track record of delivering quality on time
 - Open up new opportunities for business growth