

Time for Success: A Goal-Getters Strategy

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Key Takeaways Identified by Mitchell Friedman, Ed.D., APR,
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Become more objective-oriented and less process-oriented to use time well. Activity is pointless without goals. Answer the question “why?” before proceeding with an activity. We need to reflect, to determine where we are headed, why we want to get there, and whether or not we have chosen the best route (pg. 169, 170)

Success means doing your best. A successful person is goal oriented (pg. 170)

The moment you organize your time, it's on your side (pg. 170)

A valid goal requires your best effort if it is to be motivating and rewarding (pg. 26, 27)

Goals must be deadlined to be taken seriously and to provide a sense of urgency. . .The greatest benefits of deadlines are the sense of urgency they create, the opportunities they present for measuring progress and taking corrective action, and the feeling of success they generate when they are met (pg. 28)

Everything that wastes our time places us under the additional stress of not having enough time, so every potential time waster is also a potential stressor (pg. 39)

Self-discipline is one of the greatest assets of the creative person (pg. 64)

Whenever we make a choice, we should figure in the opportunity cost--that is, the potential value of the opportunities lost because of our choice (pg. 66)

The future holds great promise if we think about it rather than daydream about it, if we plan to make things happen rather than wait for them to happen, if we accept rather than reject the inevitability of change (pg. 87)

People who get things done rarely let themselves be sidetracked by diversions or interruptions. They decide what comes first and stick with it until that job is completed. Then they tackle the one that's next in importance (pg. 73)

Planning works from long range to short, not the reverse. . .If you don't know what needs to be accomplished by the end of the week, there is no way you can know what must be done today. . .Clarifying our goals has a remarkable influence on our decisions, guiding them throughout the day and the week (pg. 89)

A mediocre decision well-implemented will almost always be better than no decision at all. By speeding the tempo of decision making, you may gain a competitive advantage if the decision is right; if it isn't, you will have more time to take corrective action (pg. 71)