

ESSENTIALS 4 SUCCESS

DAY 11 EXERCISE | TIME MANAGEMENT

Estimated time: 30 minutes

Goals are the outcomes of taking the right actions. You can't count on achieving goals unless you make it a habit of taking the right actions every day.

One of the most common habits of highly effective people is they spend their time doing things that have the greatest impacts on the areas of their lives that are important to them, or that bring them closest to their goals.

On Day 4, you spent time on DUMB goals. Hopefully you've continued to contemplate those goals. Let them keep you inspired and excited for the future.

Those who consistently achieve their DUMB goals are those who make it a habit of doing the things that bring them closer to their goals the fastest.

In any given period, we cannot guarantee an **outcome**, but we can guarantee an **action**.

Action brings you closer and closer to your goals. **Action** can be planned and measured.

For example, you may have a short-term goal of enrolling one new member per week. No matter how hard you wish, pray or desire that to happen, unless you **do** something to make that happen, it's unlikely to happen.

While enrolling someone new every week should ultimately bring you closer to your Young Living goals, you have to **do** something to find someone to enroll.

If you want to improve the quality of your relationships, you have to **do** something. If you want to improve your skills, you have to **do** something. Unfortunately, much of what most people do doesn't bring them closer to their goals. They get caught up in other activity that keeps them busy but may not move them forward.

To achieve your goals, you must focus your time on the actions that bring you closer to them.

The **majority** of what you **want** will come from the **minority** of what you **do**. - The One Thing

What you **could do** in any area of your life, and what you **should do** are often very different. As you plan your week, and go about your day, the more aware you become of the difference between the two, the more likely it is you'll take the right actions and achieve greater success.

It takes 66 days to develop a habit. If you remind yourself about the importance of The One Thing every day for at least two months, you'll see that your life becomes far more successful and fulfilling in all aspects.

Simply asking yourself throughout the day, "Is this the most important thing I could be doing?" can be life-changing.

Remember, being busy does not mean being effective, unless you're busy doing the most effective thing.

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If you can only focus effectively on one thing at a time, and make the most out of that one thing, it's a good idea to make sure that one thing is the right thing.

Let's see how this plays out for various areas of your life. We'll focus on three areas for now - your Young Living business, your closest relationship, and your health.

What is the most important goal you have THIS YEAR for each of the areas below?

Health	Closest Relationship	Young Living Business

What is the ONE THING you must DO EVERY WEEK to achieve that goal?

Health	Closest Relationship	Young Living Business

What is the NEXT most important goal you have THIS YEAR for each of the areas below?

Health	Closest Relationship	Young Living Business

What is the ONE THING you must DO EVERY WEEK to achieve that goal?

Health	Closest Relationship	Young Living Business

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When you identify the areas of your life that are most important, and your goals that are most important in those areas, there is a limited number of “most important things” you can do each week.

This is the beauty of THE ONE THING. You create a constraint by identifying what is most important. **When you realize there is a limited amount of time to do everything, you realize that you'd better do the most important things.** If you don't, it becomes nearly impossible to achieve your most important goals.

Once you identify the most important things you can **do** each week, the next step is to schedule them before scheduling anything else. If you try to fit in the most important things after filling your calendar with other “stuff,” your goals become secondary to everything else.

If achieving your goals would bring you success, satisfaction, fulfillment and ultimately support you and those closest to you, why would you want them to take a back seat to other stuff if it isn't necessary?

Because we have a finite amount of time, we always have to decide how we're going to invest that time. Just as investing money intelligently will create long-term wealth, investing time intelligently will create long-term health, powerful relationships, personal satisfaction and success.

Schedule The Most Important Things.

Take the next 10 minutes and open whatever calendar system you use.

Look at every week for the next three months. Remember, it takes 66 days to form a habit. We're going to make sure this is a habit, so we're looking at 90 days.

In each week, for the next three months, schedule the most important things for each area of your life that's important.

For example, scheduling and doing workouts at least three days per week, every week could be one of your health-related actions. Scheduling and doing Essential Oils 101 classes every week should be one of your Young Living-related actions.

There is something very powerful about taking control of your calendar. When you make time for the most important things, you often end up doing a lot of the less important stuff anyway.

If you don't schedule the most important stuff, the less important stuff fills up the space in your calendar and you “don't have time” for the most important.

To achieve the goals that light a fire inside your heart, you have to do the most important things every week, even when you don't feel like doing them. Do them every week for three months and you'll love doing them because you'll see how quickly they've changed your life.

In the end, it's not the years in your life that count. It's the life in your years. - Abraham Lincoln