

COACHING TIP

From Rex C. Houze

YOUR DAILY CHECKLIST

1. Decide what is really important to you and focus all your energy on achieving it.
2. Invest your time wisely. Give top priority to activities that you enjoy and that will help you achieve your goals.
3. Don't be afraid to say no to requests which might distract you from what's important to you.
4. Keep track of how much time you spend on various activities. This will help you avoid time-wasters and focus on your goals.
5. Don't dwell on past failures or future problems. Take things one day at a time. Whenever possible, finish one task before beginning another.
6. When you do fail, learn from the experience.
7. Do it now. Procrastination can become a bad habit.
8. Each evening, prepare a general schedule for the next day; approach each day in a relaxed way, letting things evolve naturally.
9. Find your own solutions for handling stress.
10. Don't worry about "having a relationship" with another person. Find a common goal or activity and your relationship will grow naturally.
11. Ultimately, what you accomplish results from your willingness to be true to yourself. Stick to what you find most rewarding and your life will be more rewarding