

So Much To Do, So Little Time

Grant Baldwin – www.GrantBaldwin.com - grant@grantbaldwin.com

10 Principles to Help Create Organized Chaos

1. You Have A **CAPACITY**
 - You must create **BOUNDARIES** and **MARGIN** for your life.
2. Learn to Say **NO**
 - It's **OK** to say **NO** even to **GOOD THINGS**
 - In order to say **YES** to one thing, I may have to say **NO** to something else.
3. You Can't Be **LIKED** By **EVERYBODY**
 - You will always **LET** someone else **DOWN**
4. Find A **MENTOR**
 - You're never too **OLD** for a **MENTOR!**
5. Take A **DAY OFF**
 - You're not a **MACHINE!**
 - A Day Off Is A Day When...
 - i. My **WORK** is **FINISHED**, even if it **ISN'T**.
 - ii. **NOTHING** is what I have **SCHEDULED**.
 - iii. You can't get **A HOLD** of me.
 - iv. I'm **FULLY PRESENT** for myself and those I love most.
6. Have An **OUTLET**
 - What do you like to do **FOR FUN?**
7. Keep **TRACK** Of Your **TIME**
 - Are you **PRODUCTIVE** or just **BUSY?**
8. You **CAN'T** Have **IT ALL**
 - You have to **DECIDE** what **MATTERS** most.
9. Too Many **PRIORITIES** Will **PARALYZE** You
 - If you try to be **GOOD** at **EVERYTHING**, you will end up being **GOOD** at **NOTHING**.
10. **BALANCE** Doesn't Naturally Just **HAPPEN**
 - You have to be **PROACTIVE** and **WORK** at it.

Overall Principle = **WHO YOU ARE** is more important than **WHAT YOU DO**.

NOW WHAT?

What are you going to do differently as a result of what we've talked about?