

ORGANIZE

BRAIN DUMP!

1

The trick here is to not start analyzing, planning, and identifying the reasons it will be impossible. Strangely, when you give someone the freedom to think about doing any thing their heart desires, their second thought is the reason they can't do it. DON'T BE THAT PERSON! Here, without any analysis or review, we just want to jot down the relevant thoughts about the assets and needs for doing the thing we want to do.

ASSETS -

Skills, Knowledge, Equipment, Finances, Time

Maybe you already have a lot of the skills or other resources needed, and don't even realize it! List them! Coming up short? Tap into your personal and professional network of friends. You'll be surprised how often the thing you need is right in front of you!

NEEDS -

Skills, Knowledge, Equipment, Finances, Time

Coming up short on the "assets"? This list shouldn't be a list of reasons you can't do it, it should merely be a trigger to help you identify the things you'll need to accomplish your goal. Sometimes this list will help you realize you already have what you need!

PRIORITIZE!

2

Sort the lists from above into categories, and start prioritizing! Focus on assets and achievable tasks first! The attached sheet "Methods for Prioritizing" expands on these ideas, but you can start with some basic categories like: Assets, Needs, Obstacles, Tasks, and First Action

EXISTING ASSETS

Often we have everything we need right in front of us and don't realize it until we look at things in a positive, constructive light. Knowledge, skill, connections, and time are powerful assets! Don't leave them off this list!

NEEDS & OBSTACLES

This list should not become an EXCUSE list, it should be a method for becoming more realistically aware of what we're going to have to pursue or acquire to move forward!

TASKS & FIRST ACTION

This is where many people get stalled, and where the attached "Methods for Prioritizing" will help out a lot. But a basic sort you can do here is to break things down into "immediately achievable", "short term", "medium term" and "long term". Are there things you can do in THE NEXT TEN MINUTES? A phone call? Creating a list of contacts? Things you can do TODAY, like emptying that file cabinet you'll need, or visiting the office supply store? Things you can do THIS WEEK, like clearing out a workspace?

COMMIT!

3

Need we say more? Yes. Part of today's activities will include some ideas for making your self accountable to yourself with a vow and the opportunity to set up "accountabilibuddies" with other participants.