



SUCCESS WITHOUT STRESS

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The Mechanism of Success

Success is the execution of (an) action(s) marked by the achievement or attainment of a desired result or goal.

The success of the execution of action(s) is determined by two things:

1. Was it the Right Action?
2. Was the completed action effective?

The Right Action

It's obvious that putting on your swimsuit is not going to impact productivity in your business. The two are not related. To make something happen, the actions you take in your business must be the Right Actions.

The Right Action is an action that will directly fulfill a desired goal.

For example, Sandy has spent years planning and organizing her business. The concept is great and the business could be successful. However, she is failing against her commitment to have a successful business because she is not taking all the actions, or enough of the Right Actions, to fulfill her productivity goals. She is still spending her time planning. At this point, the Right Action for Sandy to take is to *make sales calls*.

Being clear on the Right Action is the first step in achieving successful results.

Exercise

Pick a goal you can accomplish in the next 24 hours.

(Pause and do that now.)

Write down three effective actions *that will fulfill on it.*

Complete, Effective Action

We could say the opposite of action is inaction – but what if we distinguish the opposite of action as *incomplete action*?

Incomplete action has control over you. You might be wondering: *How?*

An incomplete action lives in your brain as a thought that you *have to get back to*. Your mind, and more importantly your memory, then becomes cluttered with all of the *I-have-to-get-back-to*'s. These thoughts eventually take over and preoccupy you because you don't want to let anybody down.

TIP: If you're finding that your days are full of fulfilling other peoples' requests, remember that you do not have to say "Yes" to every request that is made of you. Counteroffer with something that works for both you and the person making the request. This will declutter your day so you can spend your days free to do what you love.

A build-up of *I-have-to-get-back-to*'s are the reason we end up on a hamster wheel spinning so fast that we can't keep up. As we start to run faster to keep up to the daily grind the overwhelm builds and builds and builds. When we do trip and fail, we blame ourselves for not being able to keep up. That is the control mechanism of incomplete actions.

To gain control over incomplete action, become aware of the flags that indicate that it's about to happen. The red flags for incomplete actions are,

I'll do it later or *It's good enough for now*. When you find yourself saying these things, STOP – that means something's incomplete.

Here's an example of *it's good enough for now*: When Bayla does laundry she 'considers' it done when the last load of clothes is in the dryer. To her at the time, it's good enough to have the laundry in the dryer. However, *folding and putting away* the last load of clothes would be the action that would have her complete her laundry.

Stacks of paper on your desk, that need to be filed, are also incomplete actions.

Where can you see you leave things incomplete in your life?

Exercise

Write down your top five tasks where you cut corners and call it finished (business or personal):

(Pause and do that now.)

Doing the **Right Action** *completely* impacts the success of your productivity, and it's easy to do. As we've seen so far, you have to be aware of what the **Right Action** to take is, and you have to be clear on what it looks like to complete that action *fully*.

So now: Review your actions for your 24-hour goal. What would it take for you to make sure you're doing each of those tasks *completely*?

(Do that now.)

Like anything worth doing it takes practice...so practice until it becomes habit.