

Five Ways To Get Your Most Important Things Done

After reading *Juggling Elephants*, you are keenly aware that a poor plan for getting to what is most important is to hope you have time in the future. As we say in the book, “*There is no shortage of acts for the circus.*” There is always more to do than you have time. Here are five of our top strategies for ensuring that what you *say* is important actually gets *done*:

Be passionate about focusing on your purpose.

Filter every task with the question, “Is this the best task to move me closer to fulfilling my purpose?” If not, and you have the ability to say “No,” find a better act for your lineup.

Build routines around what is most important.

What are the consistent actions you can build into your schedule that will ensure you are accomplishing your highest priorities?

Be strategic about where acts are placed in your lineup.

A successful circus would never just gather 15 acts and then randomly choose where they go in the lineup. In the same way, determine in advance when you want your most important activities to take place. Then build the smaller acts into your lineup.

Expect more from the performers in your circus.

Who would want to go to a circus where much of the performance was a ringmaster running around trying to set up, introduce, and perform most of the acts? Who are you underutilizing on your team?

Plan for all three rings.

While our tendency is to spend more time planning the activities for our work ring, our self ring and relationship ring are just as important in accomplishing our purpose. They are also the strongest source of the physical, mental, and emotional energy we need to be successful at work. Regardless of how busy your work schedule becomes, don’t neglect opportunities to be in these other two rings.

***For more resources or information about keynotes and training programs based on
Juggling Elephants, contact us at info@jugglingelephants.com or 800-853-4676.***