



Don't *you* want Predictable Success™?

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## DRAINING THE SWAMP

**A prerequisite of Predictable Success(tm) is to be clearly focused on what gets done, by whom, and when.**

Yet most of us are quite the opposite - drowning in a sea of commitments, to-do lists, black holes and open loops.

One of the first steps toward Predictable Success™ is 'draining the swamp' - getting on top of that paralyzing amount of outstanding work that seems to drain **us** of energy, enthusiasm and focus. There's no use pretending that we can get to Predictable Success™ in that frame of mind - it's vitally important that we break the cycle and regain total control of our time and other resources. Here's the first step:

### Step 1: Regroup >> Only Do What Only You Can Do

For the next week, concentrate on one thing only: **Re-establishing a laser-like understanding of what your real job is.** When you're in the swamp of over-commitment and undelivering, the main 'vicious circle' at work is this:

1. We've so much on our plate, it becomes harder to prioritize and differentiate - **everything** is screaming at us with the same sense of urgency;
2. As a result, we become less and less clear on what exactly our job is - where our responsibilities begin and end. We become confused and find it harder to differentiate between what would be 'good to do', and what we **must** do;
3. As a result of (2), we become less and less able to turn away even **more** commitments and requests - we're rapidly losing any limitations on what is 'our responsibility'.

So the first step is very clear: Re-establishing a laser-like understanding of what your real job is. You will do this by applying a simple litmus test for the next week:

For the next week, **Only do what only you can do.** Read that one more time - it takes a minute to sink in.

As you work this incoming week, review the activities you get involved in - how much of it is 'stuff' that **only you can do**, and how much of it could (maybe even should) be done by someone else?

Use the form on the next page to record your activities for the next week (make a copy for each day)

Be strict in your interpretation of what it is that 'only you can do'. 'Everyone else is too busy' is **not** does not make an activity something that 'only you can do' - we're talking about skills here, not availability **J**

