

The Effectiveness Checklist

THEORY: Everything that is incomplete drains energy from you and your success.

Like keeping plates in the air – all incomplete things drain energy from your purpose in life.

Read over this Effectiveness Checklist carefully, and then begin working on it.

Indicate which items you Complete, which items you're Working On,

And which items seem impossible to Complete and Why. Enjoy this process!

It's meant to be Fun and will give you back the Energy that you need to live a

Happy and Successful Life!

1. Make a written list of all the things you need to do and refer to it daily.
2. Get an appointment calendar with all the hours listed. Put *everything* on it. Plan your time. Include your travel time and alone time. Stick to that. Time must be managed, just like money.
3. Clean up your house and your office – or hire someone to do it.
4. Clean up your car – inside and out. Get it serviced.
5. Throw away everything you don't use, haven't used in six months, or which is outdated. (Obviously keep, and file all business receipts.)
6. Organize all your papers.
7. File or throw away or shred and throw away any unused papers.
8. Clean out your filing cabinets. Throw away unused materials. File everything else.
9. Clean off the top of your desk.
10. File any past tax or business filings.
11. Balance your chequebook. Get all your financial statements (Profit & Loss) up to date. Keep them that way. If possible find a computer financial program like Quicken and use it regularly.
12. Pay all your bills, or make arrangements and/or agreements to pay them. Keep those agreements.
13. Make a list of everyone who owes you money, or has borrowed things. Write or call to ask for the money or item back, or cross the person off your list and *decide it is complete*.
14. Make a list of all the things you have started, but not completed. Complete them or cross them off your list and *decide it is complete*.

15. Make a list of all the things you have started, and are on-going, but not completed. Complete them or cross them off your list and *decide it is complete*.
16. Make a list of all the things you have started, and are ongoing, and have been going on for a long, long time, but not completed. Complete them or cross them off your list and *decide it is complete*.
17. Make a list of all the agreements you've made. Fulfill them. Renegotiate and make new agreements with any that you can't fulfill.
18. Take total responsibility for your business, career. Do only what you can and *delegate the rest!* Agree to only what you know you can fulfill. (Never commit to more than you know you can do – and if you have, get clear about why you agreed in the first place.)
19. Take care of your physical body; eat well, sleep well, exercise, etc.

*"Come to the edge, He said.
They said: We are afraid.
Come to the edge, He said.
They came. He pushed them,
And they flew . . ."* ~ Guillaume Apollinaire

With My Very Best and Warmest Wishes To You Always,
Rosemary Fusca