



IN SIGHT

Helping you improve the quality of your personal & professional life.

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GO HOME SATISFIED EVERY DAY!

Do you go home from work every day satisfied with the amount you accomplished? If not, making a change in the way you view your work can increase your personal satisfaction.

Most of us use a quantitative method for measuring completion – we love to cross things off our lists, to say we completed those tasks today. Unfortunately, we are doomed to failure, because most of us *can't* complete our lists – especially because we keep adding to them each day. This means there is always a gap between what we accomplish and the “list.”

If we make ten goals and accomplish them – we think of ten more to do. Let's say you made another list of ten things to do and complete them. Would you have trouble coming up with 10 more things to do? Again, no. You are never finished. You can always find more work to do. You may be thinking, “I just do what my boss tells me to do.” Why does your boss keep giving you work? Because you get the job done. What's your reward for doing a good job? More work, obviously. The fact that you always have more work to do is a tribute to your ability to get the job done. Why do clients keep coming back? You get the job done! It's wonderful that you always have more work to do and that you create that work by doing a good job.

When “work” never ends and the list is never complete, how *do* you go home satisfied every day? You must shift your goal from “Do everything today” to “Do what is the most important today.”

To accomplish this, make a list of everything you want to do. You have many things on your mind; get them out of your mind onto paper or your computer so they won't keep popping up. Decide which are your “A” items – the most important – and re-prioritize them. Follow that order. When an emer-

gency, phone call, or the like comes up, decide whether handling it is more important than what you are doing. If you decide it is more important, handle it; it's your new A-1. If not, put it off until it becomes your A-1. At the end of the day you will be able to say, “I spent the whole day working on what was important. I only did twelve items on my list, but they are the twelve most important things I could have done. Plus, I handled five emergencies that were important for me to handle. I spent the whole day working on what was important.”

With this attitude, you choose to do a few things, do them well, and enjoy the satisfaction of the doing. It's not so much the getting *there* that counts (the goal), but the *getting* there (the process). The idea is to take time to smell the roses along the way and enjoy the process of living. We don't really want to race through life to our grave.

There is value in enjoying the process and enjoying completion. It is a *qualitative* way of thinking. Every day can be satisfying. Base success, not on doing everything – an impossibility – but on doing what is most important.

Frank Sanitate

*Frank Sanitate will be presenting **The New Time Management Workshop for Lawyers** for the Oregon State Bar on April 27 in Portland. For information call the OSB CLE Registration and Order Desk 503-684-7413 or 1-800-452-8260 ext. 413.*