



9 Ways to Get **Extraordinary** Results from Ordinary Actions



1. Change your perception of the task. Instead of viewing it as being "forced" to make a phone call or create a video, look at it as an opportunity to share your knowledge and experience, and possibly **change someone's life** with your words! Work diligently not begrudgingly.
2. Change your verbiage. Instead of saying: I should, I could, I need to; say: I **MUST**. In fact, change it to **I WILL**, then get it done. People schedule their lives around their "musts".
3. Do the **most challenging tasks first**, then everything else will be easier.
4. Anticipate your results. Begin with the end in mind. **Know the outcome** of every phone call, meeting, and task.
5. . Delegate the less crucial tasks to someone you can trust, someone who is competent. **Find key players** in your life. Teaching someone is more beneficial than enabling them.



6. Choose your focus carefully. What you focus on, you will find ... even if it's not there. Better to become a master at one or two things than to remain a novice at many. **Give your all** to any task while you're in the moment.

7. Cut your spending by 10%. Always **MAKE more than you spend**. Then, some of your stressful "musts" will be demoted to shoulds or coulds.

8. Set a daily goal for achievement, then **add 1 more** to it. Ex: set a goal of 3 phone calls per day. Once you achieve that, add one more for that day and get it done.

9. Just before you reach a goal, **set a new one**. Always strive to improve.

**Ordinary tasks consistently performed
create extraordinary results!**