



Week of 3/16/03 Part Two

How to change your work environment and why!!!!

Okay everyone....this is something that I found to be an essential part of trying to stay disciplined in my business and working to my goals. Changing my work environment. How did I do this? Number one, I got rid of my significant other....then I worked on getting rid of all the other bad influences around me. See, I am not suggesting that you leave your husband or wife, or girlfriend or boyfriend, but I am suggesting that you take a look at the environment in which you try to complete your work for your business and assess if it is the best possible place for you to work. For me, in my situation, until about 6 weeks ago, my home was not a good place to work. Many of you know the reasons for this, which I am not going to get into right now. However, through reading the book "Write It Down, Make It Happen", I realized that in order for me to work to my best potential I needed to make changes, and one of those changes was in the environment in which I CHOSE to work. These are the changes I made: 1.) Got out of a bad relationship and started focusing completely on ME. 2.) I made it clear to those closest to me that I was on a mission to complete my goals and if they weren't willing to be a positive influence, I didn't want their influence at all. 3.) I made it a priority to find the place that I was most comfortable working.

Now, why is it important to have a positive and comfortable work environment? Because when you are feeling positive and you are comfortable about where you are working, you WILL be able to get MORE work done in a timely efficient manner.

So, how do you know if your current work environment is the right one for you? Answer these questions: Do I accomplish ALL of the tasks I set out to accomplish without interruption? Am I able to not worry about what is going on around me and focus completely on my work?

See, I did a lot of soul searching when I got to this point in the book. I stepped out of myself and looked in at myself to see the things that were negative and holding me back. The biggest was my "relationship" with my significant other. So I changed that and made a positive change for myself. In turn, my home office became a safe, reliable and COMFORTABLE place to do my work. However, there are still some tasks that I simply cannot do in my office. For example, if I spend too much time in my office I tend to be tempted to "play" on the computer and not work in IPA's (income producing activities). So, I change my environment. For example, it is very intimidating for me to get on the phone and make phone calls to customers, warm chatter leads and even cold calls. However, I have found that if I arm myself with my script of choice and take everything I need to my bedroom, close the door behind me and start dialing, I am able to complete 10-20 phone calls in 1 hour. Yes, that's right.....10 to 20 phone calls in one hour. However, if I don't move to my bedroom, I maybe make 2-5 phone calls in 1 hour....and believe me that is on a good day! I hate the phone, however, when I close that door in my bedroom, I tell myself OUT LOUD that phone is my best friend AND MY BOSS! If I don't get on that phone I don't get my paycheck.

So, what does this have to do with goal setting, right? It's simple, you have to make it a goal to continually work on your business. You have to make it your goal to be completely comfortable in your individual work environment. I have read that your creative mind starts moving more rapidly and constructively when you are near water. Have you ever tried that? I think that you should. I did this experiment when I was thinking of what to write for this training: I turned on my shower and sat on the bathroom floor with pen and paper in hand....and after about 5 minutes of listening to the water run, I began writing the training rapidly and 10 minutes later I constructed an outline for this training. Guys and Gals, this really works. I promise you that I would NOT make a separate training on this topic if it didn't truly work. Therefore, your assignment between now and next Tuesday is to sit down and figure out where you need your work environment to be to optimize your potential for completing tasks. It can be anywhere...you decide! I promise you, if you doubted even for one minute what you should be reaching for, once you find "your spot" you will see that you CAN write those goals, you can focus on your dreams and YOU CAN MOVE UP IN THIS BUSINESS.

Love and Belief,

Tracy