

# Achieving Results In A Hurry

You know the feeling. There are two major projects that need to be completed at work by the end of the week. You have something scheduled every night for the next three days and you are worried that you won't make your deadline.

Discouragement can quickly set in when you have many things to accomplish. Here are some tips that can help you manage all of your activities.

## **Prioritize**

Decide which task is the most important for you to finish. This project should be worked on first.

Is it absolutely necessary that your other projects be completed today or this week? If you wait to do less important jobs until you have some of your other work out of the way, you will find that you enjoy doing those little tasks much more.

## **Seek support**

Is it essential that you do all the work yourself? If not, enlist the help of others. You may see that you are not going to be able to complete the task in time on your own. Ask for advice and even be willing to get someone to help out in the work.

## **Get your sleep**

Make sure you get enough rest. Concentrating on your work and coming up with creative ideas will not be so difficult if you take proper care of your body. With a good night's sleep, you will wake up refreshed and ready to conquer the day's obstacles.

You can also communicate to your boss the urgency of a specific project. Ask her for the leeway to get it completed. She may be able to delegate your other minor duties to someone else.

## **Pass judgment**

Accept that you may not be able to accomplish everything that you had hoped to get done. You might have to put a minor project on the back burner.

Try to work on the important, but not urgent, items. This takes careful planning, but is very rewarding. The less you are frantically working to complete urgent tasks, the less stress you'll have.

Put these tips into practice and see what a difference they can make in your work and in your outlook. You will feel satisfied that you have done your best - and that's what counts