

July 2010 - Leadership Letter (51)



Our old office number is no longer in service ... our new phone number is ... 513/919-7672. If you haven't already, please make a note of this change. Thanks!

FUNNY BUT HELPFUL ADVICE ... ON HOW TO MAKE YOUR DAY GO WELL!

Hello All ...

This will be a first ... providing a page from a great magazine (**FAST COMPANY**) with advice from a great American humorist, **MARK TWAIN**.

Twain, by the way, was noted for skewering his fellow Americans, and particularly politicians! He would have a field day today!

The following sheet is both funny **and** practical advice on helping make your day go well, everyday! Or, certainly, most of them.

A word about **FAST COMPANY**: This business magazine is creative in helping leaders and entrepreneurs **think** creatively about their families, businesses, enterprises, agencies, groups, divisions, whatever! You can get information on FAST COMPANY via their website at www.FastCompany.com.

Thanks for this article to Jim Turney, Director of Architecture for CDS Associates, a very broad-based E/A firm in Southwest Ohio, serving many businesses, municipalities, utilities, and more. You can get information on CDS Associates via their website at www.CDS-Assoc.com.

I hope you enjoy the following advice from Mark Twain!

Regards,

Mel

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Work Smart: Do Your Worst Task First (Or, Eat a Live Frog Every Morning)

By: Gina Trapani

March 22, 2010

The best work habit you can get into, is very simple. Do your worst task first thing in the morning. Every given day you have one major to do that is highest priority. When the whole day is stretching out in front of you, it's easy to put it off until after you've had your coffee, check your email, or go to that meeting. But the first thing you do at work, sets the tone for the rest of the day.



Do your worst task first. By worst I mean most important, and by most important I mean the task you're most likely to procrastinate on. That deadline you're dreading, those slides for the presentation you don't want to give, research you're afraid will turn up information you didn't want to hear--do it, first thing, before you have time to think about it too much.



Author Brian Tracy calls this eating your frog, quoting Mark Twain. Twain famously said, "if you eat a live frog first thing in the morning, you can go through the rest of the day knowing the worst is behind you." Your frog is your worst task, and you're going to do it first thing in the morning.

First thing in the morning your mind is clear, the office is quiet, and you haven't been pulled in the six different directions yet. It's the one opportunity to prioritize the thing that's most important to you. Before your phone starts ringing and your email box starts dinging. By knocking something off your to do list first thing in the morning, you get both momentum and a sense of accomplishment before 10 am. Set yourself up to eat your frog first thing tomorrow morning, last thing tonight. Choose your frog, write it down on a piece of paper and leave it out so it's the first thing you see in the morning. You can even gather materials you'll need and leave those out as well.

Getting things done is a habit, and if you can start everyday by accomplishing something important, you'll be more productive than 90% of the people in your office.