

Focus And Finish

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I have always taken great pride in my ability to multitask, typically juggling 7 to 10 projects at any given time. That is, until I realized a few months ago that I was actually just pushing my projects to the following day, without dedicating the time needed to finish them. I would dabble with them a little each day only to find myself getting side tracked or even adding tasks to the projects, mistaking activity for productivity. There are days when I feel like the spinning plate lady at a basketball half-time show. One on the head, two on the chin, two on the knees, and four on the feet – all spinning. To keep the plates from crashing to the ground, she gives each plate a strategic nudge periodically which keeps them all spinning. Great talent for a half time show, not so good in business.

It is really difficult to dedicate your mind and totally focus on something when you are just dabbling. We've all found ourselves in this situation, like reading and returning emails while on a conference call, only to find that we missed a key point from the call. We think we are multitasking, but in reality we are not truly focused on any single task so we can't fully complete it. The fact is, it is physically impossible in most cases to do more than one thing at a time. We can toggle back and forth between tasks (dabbling), but we can actually only do one thing at a time. And, to be our best, we need to be focused, not jumping from one thing to the next and back again.

This week when you feel like you have too many things to do and not enough time to do them all, don't try to multitask. Start with your most important task. Focus on it. Get it finished and only then move on to the next task. Keep repeating until you have accomplished them all. This is a real game changer. We all like to think we can handle multiple tasks simultaneously at an Achiever level, but ask yourself what it is like for you when have a question for someone who is returning emails during your conversation. You know you don't have 100% of their attention, so how can you possibly feel confident that you're getting the right answer?

This week focus and finish. Take one assignment at a time. Work on it at a winner level with thought and commitment, and finish before moving on. You will find that you end each day feeling much more accomplished and achieve far more in less time by not starting the following day with multiple open loops. Stop multitasking, start finishing and make this week count!

Upcoming Events

Find the Event closest to you and join us for some amazing information to increase your sales and to just meet some new people.

SAN JOSE CA - Thursday, May 10, 2018

**The National Hispanic Organization of Real Estate
2018 Regional Conference**

2:30PM - 3:15PM

San Jose Scottish Rite Center

2455 Masonic Dr

San Jose, CA 95125

www.nhoraconference.com

ONTARIO CA - Thursday, May 22, 2018

The Community Realtor - Lunch And Learn

South Pacific Financial Corp

11:30AM - 1:30PM

3257 E. Guasti Road, Suite 320

Ontario, CA

For more info, call: (909) 476-4182

Call us today to book Dan at your next event of office meeting.

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"Shake It Up! Big Dreams and Bold Choices On The Road To Success" is available at ManginelliGroup.com. Shake It Up is short, easy to read chapters to help you in everyday life and business to stay on the road to success.

"Dan is an AMAZING coach, author and speaker. He has spoken at many of my 'lunch and learn' events, and he is beyond inspiring. People can really relate to Dan on many different levels. Dan personally inspires me to do my very best at everything I do in life."

Tobie Love - Branch Manager SPFC

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