

Turbo Leadership Systems™

The **TURBO** **Charger**

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Issue 505



To our clients and friends

October 21, 2014

3 x 5 Card



Larry W. Dennis, Sr.
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Write It Down

Alex, staff accountant for a local public accounting firm, told Session 9 of Turbo's Leadership Development Lab (LDL):

"Over the past few weeks, I have realized I have a lot of good habits that I naturally practice every day. I have also become keenly aware of some of my bad habits, habits I must change to enjoy my career and life more fully. One of my good habits is that I completely focus very intentionally on the work in front of me, the work I am doing right now. One of my bad habits is that I don't look ahead; I don't look out over the horizon. As a result, I have little context for the work I am intently doing. In order to cure this shortsightedness, I have begun to plan my days first thing every morning. I write a schedule of the entire day which is broken down into segments of one hour, 30 minutes and 15 minutes. I write my schedule on a 3 x 5 card and keep it in my pocket. I use my 3 x 5 card schedule in conjunction with my i-phone application called 'Notes.' Whenever a good idea, a goal, or a routine task I need to achieve comes to mind, I write it in my 'Notes' application, then I incorporate it into my future daily schedule. This system allows me to work on the far reaching, long-term goals that are important to me. I have found when I write down the things I want to do, they become a goal, and putting it in writing ups my commit myself to achieving the goal. My days are now more productive, stress-free and I am getting more done with less effort because I know what I need to do - it's all written down on a 3 x 5 card in my pocket!

"The lesson I have learned from this experience is that when I sit down and plan

my days, I am able to focus on the things I truly care about that are genuinely important to me. I am not just wallowing in the muck and mire of day-to-day chores that can sometimes seem monotonous.

"The action I call you to take is to plan your day, every day, before it begins. Budget allotted time to specific tasks and long-term projects. The benefit you will gain is you will accomplish the goals in your life that you truly care about. You will become more resourceful about your time and you will discover that you have much more time than you previously thought."

"The greatest of all forms of happiness comes as a result of hope of achievement of some yet unattained desire."

~ Napoleon Hill

The happiest times in my life are when I'm pursuing a goal. Make the rest of 2014 and into 2015 a purpose-filled journey. Craft your personal Vision of Victory, a goal you want to accomplish.

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Classes forming now for

[Leadership Development Labs \(LDL\)](#)

starting in November in Wilsonville, OR!

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