



FIVE WAYS TO SHOW UP IN YOUR BUSINESS TODAY

*Ready to grow your biz and accelerate your success ...
but bone-tired at even the thought of summoning up
enough energy to get things started?*

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1. Clean your desk.

Don't worry, this isn't another one of those sneaky ways for you to put off work and procrastinate (see how well I know you?). It's actually going to make a huge difference, I promise.

You see, spending a few minutes tidying your desk and office space will not only make you feel more professional (those candy wrappers and car-crash of piled-up documents don't exactly scream 'profesh') but it'll also make you more efficient, because you know where everything is, and inspired because who wouldn't want to hang out in that sexy CLEAN workspace of yours?

2. Read and respond to at least ten emails.

I know, I know. Why respond to the never-ending barrage of emails flooding your inbox when you could ... well, not? But the problem with ignoring your inbox is that it's the equivalent of an ostrich sticking their head in the sand. The world – and your emails – won't go away just because you ignore them.

Better to bite the bullet and tackle your emails a chunk at a time. This way you'll feel like you're on top of your work and you'll be perceived as prompt and efficient by your customers. You'll also avoid the 'email dread' churning in your belly every time you turn on your computer.

3. Create a client task list.

You've won a big project (because you're awesome like that) and now you're ready to dive in and start making magic. But ... now what? Where should you start? (The pantry, hand in the biscuit jar, looks like a good place.)

When I'm feeling overwhelmed by a project, I break it down into little bite-sized pieces. It might not taste as good as a chocolate biscuit – you should grab one of those too, by the way – but it makes the project easier to digest. When you have small, easy-to-achieve goals it's simpler to tackle a big project. Fact.

4. Create a to-do list.

Is your brain blurting out action items way faster than you can keep up with? Feel like an entrepreneurial hamster on a wheel of never-ending commitments? Clear out your brain clutter and transform it into a feel-good plan by writing – by hand, preferably, it's a creative mind thing – a to-do list.

It sounds old school, but believe me, it works. Being able to see everything you need to do may in theory feel like a one-way ticket to Overwhelmed-as-hell Ville, but it's actually very liberating. With a quick glance, you can see all your objectives and plan your day. Hello, Empowerment Central!

5. Tick off at least two items on your do-to list.

Now that you have that shiny, awesome to-do list of yours, it's time to do something with it (ha, get it? To do ...). Anyway. Successful businesses aren't built on perfectly precise to-do lists. They're built on to-do lists that get done.

Which is why your goal for today is to tick two items off your to-do list. If I were you, I'd tackle the two items that seem the scariest and fill you with the most amount of dread. Firstly because I know you can do it, and secondly because it'll make the others feel easy as pie. Cut the head off the beast and the body will follow.

See, that wasn't so painful, now was it? And bonus, your business has received the TLC it deserves and you can relax tonight, with some red wine and choccy, knowing that you've done an awesome job. Yay you!