



YOU'RE BUSY. I GET IT.

**QUICK TIPS TO ACCOMPLISH MORE
WITH LESS STRESS**

JOAN WASHBURN

Contents

Introduction	1
1. To Your Success	3
2. Are You a “Busyholic” ?	7
3. Bad News for Multi-taskers	9
4. Spotting Driven Behavior	11
5. ‘Squirrel!’	13
6. The Danger of Perfectionism	17
7. Never be Late Again	19
8. A Time Management Tip	21
9. How to Spark Your Creativity	23
10. Laughter, Learning and Horses	25
11. When Smaller is Sweeter	27
12. How to Stop Losing Your Keys	29
13. Life’s Everyday Obstacles - Gotta Love ‘em	31
14. The Value of Plan B	33
15. Leadership and Acknowledgement	35
16. My Favorite Definition of Leadership	37
17. Taming Your Thoughts	39
18. The Case for Celebrating	41
19. The 5 Criteria of a Powerful Vision	43
20. 3 Rules for Delegating with Ease	45

21. Are you part of the 87%	47
22. Mix it up!	49
23. No Groaning Allowed	51
24. The Power of a Promise	53
25. The One Sure Way to Look Totally Competent	55
26. What's Your Excuse?	57
27. Sleep On It	59
28. Lighten up	61
29. Hope-based Decision Making	63
30. Ask the Expert	65
Resources	67
The Author	69

chapter 7

Never be Late Again

“Leave time for error.”

— My Mom

Here is something my very wise Mother taught me that immediately eliminated a great deal of stress from my life.

One day I had 2 appointments out of town and my Mom and I decided to make a day of it. The meetings were an hour apart and so I scheduled the day accordingly. (You can probably see where this is going). The problem began when we ran into some unexpected construction on the way to the first meeting. I began to stress knowing I would be late for that meeting, which would mean I would also be late for the second meeting. Things went from bad to worse when we got caught in a traffic jam - making us even later. I was really panicking now as I just HATE being late. My Mom could see my distress and in a quiet calm voice she said “You don’t leave any time for error, do you Joan?”

I have to say I was kind of stunned. The thought of ‘leaving time for error’ had never occurred to me. I was one of those people who scheduled every minute to the minute - no time to ‘waste’. I don’t do that anymore.

You're Busy. I Get It.

QUICK TIP

Add a minimum of 15 minutes to your expected arrival time for nearly everything you do.

If you get there early you'll have a little time to either get centered for the meeting, a 5 minute phone call or maybe even a quick email check and response (for those of you who also feel the need to fill up every minute!).

So, give it a try and see if it doesn't lower your stress level a little each day.