

The Consistency Habit



Sparks are consistent in thought, word and deed. Consistency is a discipline that requires a daily commitment to it. Use this exercise to reflect upon your true priorities and how they can be more present in your life. At the conclusion, you'll see there's a place to reflect on what you should stop doing so you can be more effective.

- 1 If you had an extra two hours of uninterrupted work time added to each day in your office, how would you use it?

- 2 What if you had two hours of additional time each day outside of work — how would you use it?

- 3 What do your answers to questions 1 and 2 tell you about yourself?

- 4 Do you feel your time is spent away from your most important priorities? Describe.

5 What do you feel is preventing you from being consistent? Describe.

6 Do you fall victim to any of the below time-stealing habits or inconveniences?

- | | |
|---|--|
| Frequent e-mail checks | Text/Facebook/LinkedIn messages |
| Poor organization | Meetings that aren't helpful or relevant |
| Assignments that don't add value | Other people's emergencies or dramas |
| Inability to focus on a task through completion | Competing personal errands/activities |

7 Reflect upon your answers to the questions above and identify two specific things you need to stop doing to be more effective.

1. _____
2. _____