

TIPS FROM A COACH: NAVIGATE FIRES AND DISTRACTIONS

Everyone wants to reach their full potential and stay focused on the tasks that matter. To feel aligned with purpose, and avoid feeling stuck or frustrated, knowing your natural strengths can help you navigate fires and distractions so that you accomplish more.

Taking inventory of your day will make it easier to focus on the tasks that fulfill you and grow your business.

No matter where you are in your career, Buffini & Company can help you achieve your goals. Visit buffiniandcompany.com to learn more.

Here is what our coaches recommend doing to see how you are using your time.

ACTION STEPS

- ✓ Reflect on what you are agreeing to do or declining, so you know how to better manage your time and prioritize tasks, in the direction of your goals, in the future.
- ✓ Track your contact and care activities for a minimum of 3 to 5 days. Identify where you are investing most of your time and see what is moving you toward your goals and what is moving you further away from them.
- ✓ Block out an hour on your calendar each day for uninterrupted time to work proactively on your business.
- ✓ Take an in-depth personality profile, like the REALStrengths™ Profile, that will uncover your natural strengths so that you invest your time doing activities that fulfill you. When you feel fulfilled, you'll have better focus.

