



Volume 3 Issue 9
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Sharpening Your EDGE

Oh, No! It's Q4! How am I going to reach my year end goals?

Summer is over, your team is back from vacation and things are humming along again. You look at the calendar and realize with a panic that it's late September and you only have 3 more months to meet your year-end goals. *What now?*

Take a deep breath. You can create a realistic plan to meet or exceed your goals using your EDGE system.

First, create a focused, targeted list of goals for the remainder of the year. Determine which goals HAVE to happen by the end of the year and which ones can wait.

Be realistic about how much you can accomplish. If there are projects on your list that you aren't really committed to accomplishing now, renegotiate the deadlines or move them to your Someday/Maybe list. You can revisit those projects when the time is right.

Let go of the expectations you built around what was "supposed to happen." Life constantly deals us the unexpected. We can be inflexible and resist the change or we can adjust and shift for the new path. Unrealistic expectations drain our energy and keep us from being present and delivering great work now.

Next, create a project for each goal you are committed to achieving by the end of the year. Store them in your Projects list so that you can easily focus on your goals and work toward their completion.

As you create your projects, make sure that each Project has an energizing desired outcome. Capture why you have committed to achieving this goal by writing an outcome statement that includes the qualities you want to achieve, not just the linear goal. You want to feel your outcome in your heart and your gut, not just your head. This statement will help

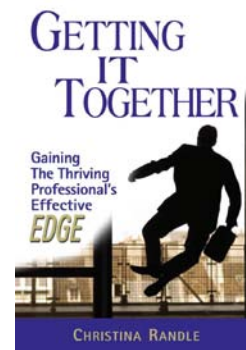
Do you need help *Getting It Together?*

Can you see your desk under the piles of paper? Are you living in your e-mail inbox?

You're not alone.

In *Getting it Together: Gaining The Thriving Professional's Effective EDGE*, you meet four professionals who were overwhelmed and under productive and learn how they used the EDGE system to start thriving.

Order your copy today!



Is your EDGE getting dull?

If it has been a while since you took the Getting the EDGE course or you have changed roles or

keep you motivated as you work toward your goal.

Now, review each project and add your next Action for that project to your ..Actions list. As you add the Action, make sure that it starts with an action verb, is something you can see yourself doing, is independent and is something you can do in one sitting. Don't undermine your progress by adding things that are too big or too vague to your list.

As you complete each step toward your goal, acknowledge your accomplishments and celebrate the small steps to achieving your outcome. Check things off your ..Actions list and then pull the next Action from the Project into the list.

Finally, use your Weekly Recharge each week as a time to review your status on your projects and determine the next Actions to move you toward your objective. Reconnect with your desired outcome and get excited about achieving your goal!

Take a few minutes now to create a plan for a successful and fulfilling rest of the year!

Download The Weekly Recharge Steps

Have you stopped doing your Weekly Recharge because you lost your laminate from class? You can download a PDF of the Weekly Recharge steps from the Alumni section of our website.

1. Go to www.effectiveedge.com
2. Click the Course Alumni Login link in the top right corner of the screen.
3. Enter the user name and password that you created in class. Click the Login button.
4. Select the Documents from Getting the EDGE Class link.

companies, you might benefit from a refresher course.

Regaining the EDGE is an online tutorial course that allows you to repeat any part of the Getting the EDGE course as often as you need.

Click here to learn more about [Regaining the EDGE](#).

Christina Randle speaking at BookPeople in Austin

Meet Christina Randle, CEO of The Effective Edge and author of *Getting it Together: Gaining the Thriving Professional's Effective EDGE*



Monday, October 22nd
Reception 6p
Program 7p
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