



# Tom Hart

## **SUCCESS SERIES**

### Seminars & Coaching

workshops • executive and life coaching • business advisory • speaking

## TEN WAYS TO COMPLETE BEFORE MOVING FORWARD

How many things do you need to complete, dump, or delegate before you can move on and bring new activity, abundance, relationships, and excitement into your life? Use the ideas below to jog your thinking, make a list, and then write down how you'll complete each task.

Once you've made your list, choose four items and start completing them. Choose those that would immediately free up the most time, energy, or space for you—whether it's mental space or physical space. At minimum, I encourage you to clean up one major incomplete every 3 months, and all remaining incompletes from the previous year as a new year begins. If you want to really get the ball rolling, schedule a "completion weekend," and devote two full days to handling as many things on the following list as possible:

1. Former business activities
2. Promises not kept, not acknowledged, or not renegotiated
3. Unpaid debts or financial commitments (money owed to others or to you)
4. Computer files not backed up or data needing to be converted for storage
5. Deferred house hold maintenance
6. Personal relationships with unstated resentments or appreciations
7. Incomplete projects or projects delivered without closure or feedback
8. Acknowledgments that need to be given or asked for
9. A disorganized basement filled with discarded items
10. Haphazard or disorganized tax records

