



Develop A Sense of Urgency

Perhaps the most outwardly identifiable quality of a high performing man or woman is "action orientation."

Take Time to Think and Plan

Highly productive people take the time to think, plan and set priorities. **They then launch quickly and strongly toward their goals and objectives.** They work steadily, smoothly and continuously and seem to go through enormous amounts of work in the same time period that the average person spends socializing, wasting time and working on low value activities.

Getting into "Flow"

When you work on high value tasks at a high and continuous level of activity, you can actually enter into an amazing mental state called "flow." Almost everyone has experienced this at some time. Really successful people are those who get themselves into this state far more often than the average.

In the state of "flow," which is the highest human state of performance and productivity, something almost miraculous happens to your mind and emotions. You feel elated and clear. Everything you do seems effortless and accurate. You feel happy and energetic. **You experience a tremendous sense of calm and personal effectiveness.**

Become More Alert and Aware

In the state of "flow," identified and talked about over the centuries, you actually function on a higher plane of clarity, creativity and competence. You are more sensitive and aware. Your insight and intuition functions with incredible precision. **You see the interconnectedness of people and circumstances around you.** You often come up with brilliant ideas and insights that enable you to move ahead even more rapidly.

Develop a Sense of Urgency

One of the ways you can trigger this state of flow is by developing a "sense of urgency." This is an inner **drive and desire to get on with the job quickly and get it done fast.** This inner drive is an impatience that motivates you **to get going and to keep going.** A sense of urgency feels very much like racing against yourself.

Create a "Bias for Action"

With this ingrained sense of urgency, you develop a "**bias for action.**" You **take action rather than talking continually about what you are going to do.** You **focus on specific steps you can take immediately.** By employing this technique **you concentrate on the things you can do right now to get the results you want and achieve the goals you desire.**

Action Exercise

Here are two things you can do immediately to put these ideas into action:

First, select one major task confronting you and launch into it immediately. **Don't hesitate. Move fast.**

Second, start doing this every morning, first thing, until it becomes a habit.