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TITAN BUSINESS DEVELOPMENT GROUP, LLC

7 Tips to Help You Meet Any Deadline

Regardless of how much you love your job, there will always be times when you have trouble motivating yourself to work. It happens to everyone from time to time. And, during the slow times, you're able to slack off a bit. However, a too-relaxed attitude begins to cause waves when a deadline is looming and you have a project to finish.

Use these seven tips to help you to meet any deadline:

1. Slow and steady wins the race. Unless you're dealing with a last-minute project, it's likely that you're given adequate notice about the deadline. Break each project into manageable increments and chip away at the project one manageable step at a time.

When you break a large project down into manageable steps, you increase your chances of successfully meeting your deadline exponentially. In fact, if you work at your project consistently instead of rushing to complete it at the last minute, you'll likely be able to turn in high quality work well before the deadline.

2. Create measurable goals. Working towards a deadline without measurable goals is like trying to lose 10 pounds in a month without checking the scale. Create predefined daily goals that allow you to receive feedback on your progress.

Provide further incentives for your efforts by indulging in a small reward (like a cappuccino) each day you meet a goal. The incentive may give you the extra boost of motivation you need to stay on pace to meet your deadline. (continued)

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3. Overestimate the timeline. Rarely does a project run according to plan. There are always unanticipated obstacles to overcome. If you anticipate that you'll need three days to complete a project, tell your boss or client that you'll need four or five days instead.

If you do happen to complete the project before your quoted deadline, your employer or client will likely appreciate that you've "gone the extra mile" in order to turn the project in before it was due.

4. Hold yourself accountable. A strong sense of accountability is 50% of the battle in meeting deadlines. You've made a commitment to turn the material in by a certain date; it's your responsibility to ensure that you turn it in by the agreed upon deadline. When you're tempted to procrastinate, remind yourself about the consequences of being deemed unreliable.

5. Put yourself in your client's or employer's shoes. Let's say you're getting married and you hire a bakery to create your wedding cake. If the bakery stated that your cake would be at the reception site by 3:00pm, you'd expect to see your cake by the agreed upon time, right? You're counting on that cake, and its late arrival can ruin your wedding day.

In the same way, you're providing a service that someone is counting on. Depending on the task, you could cost your company or client thousands of dollars by not meeting your deadline.

6. Let it burn. If you tend to procrastinate, get the job done by lighting a fire under yourself. Do whatever you must to motivate yourself to get moving and stay moving. And generally, the more you have to lose, the more motivation you'll find to meet your deadline.

7. Offer a discount. In your contract, include a clause that states that the client will be granted a 10% discount if the material is turned in after the agreed upon deadline. This will give your clients peace of mind, and it'll motivate you to meet your deadlines so that you're compensated fairly.

Whether you're a business owner, contractor, or employee, **your livelihood depends on your ability to efficiently meet deadlines.** Therefore, learning how to meet any and all deadlines you encounter is a key factor in maintaining a successful career.



How to Make Effective Decisions Quickly

Learning to make fast decisions can be a difficult task, but with practice it certainly can be done. Although making decisions too quickly can backfire, it doesn't mean that you can't learn from your mistakes and still make future decisions fast and effectively.

Study Past Decisions

You can easily discover why you made certain decisions in the past by reflecting on your decision making process. Of course, decisions will vary from person to person, and that's okay!

Perhaps you have challenges with decisions because you keep changing your mind. In thinking through the various possibilities, you just get stuck. Once you finally choose something, you question the validity of your decision. Or maybe you let your fears make your decisions for you.

Whatever the reasons are, once you understand why you made the decisions you have, you can work on counteracting it moving forward.

Getting Over Your Fears

There are many fears that play into decision making. You could be afraid because you think you might fail. You could be afraid because you'll have to take

responsibility for consequences. You also could be afraid because you simply have too many options to consider.

If you're afraid of failure, it's a feeling that nearly everyone has encountered at some time in their life. The reality is that you very well may fail at certain things in life. It's inevitable! Even the most successful people have some ideas that fail on their way to success.

However, ***you can't let this fear rule your life.*** Instead of being afraid of failure, decide what you'll do if you *do* fail. Hopefully, you'll decide to pick yourself back up and learn from your mistakes. Regardless of what you fear, you must concentrate on facing it in order to speed up your ability to make quick, effective decisions.

Going With Your Gut Instinct

When you feel that you have too many options or too many things racing through your head, it can help to go with your gut instinct. ***Your gut instinct is usually right*** and you get the benefit of a quick decision.

Ensure that you're calm and focused when you're going with your gut instinct. That way, you can feel confident that you're going with your true feelings and not something that's influenced by outside sources.

Speeding Up The Process

If you're having trouble making the correct decisions, give yourself more time. Take the time to weigh your options and go with a decision whole-heartedly. Be ready to take responsibility for your actions, even knowing that everything might not go according to plan.

Learning from Mistakes and Moving Forward

At the end of the day, you can go over your decisions again. Were you successful? If you weren't, can you identify the reasons why? Keep a journal to help you remember which methods work the best for you. Soon enough, you'll find yourself making better decisions quicker than ever before.
