

So we have a plan, we're going to work that plan, and we're going to bring the three I's of Producing Extraordinary Results to our endeavors. What else might be needed to cause the success of your plan?

One of the most powerful tools you have available to you is your calendar, or schedule. Many people feel trapped by their calendars, and conscious only of "*Not enough time*". What if you looked at your calendar, and instead of seeing all of the stuff you have to do, you see the paths to fulfilling your dreams? When you realize that you are the one who wrote the actions in the calendar, that you are the one who says that taking those actions will produce the results you are out to produce, that is when your calendar becomes a tool for your use, rather than a burden or constraint.

Take a look at what is on your calendar. Check to be sure that the actions you plan to take around your career goals are right there in black and white. Be sure that those actions are still in alignment with your overall goals. The big picture. And the best thing of all is that since you wrote it, you can change it! You are the only one that can say what goes on your calendar, and therefore what happens in your life. You're in control!

On a business networking team we created, one of the participants in the group came to the meeting one morning completely overwhelmed by everything he had on his calendar. "There's no way I can get to everything on my calendar this week; I can't even schedule new clients. I can't see how I can take on anything else at all – and that means no additional income, no meeting new people, no moving forward in any other area of my life!" My answer to him may give you some freedom around your schedule. I asked him if you realized that he could get up from the table and go to the beach. He didn't have to do any of things on his calendar. Each entry was just what he said he could do that would create the results he was committed to creating. He could choose to go to the beach, lie in the sun for four days, and come back to pick up where he left off. There wasn't a single thing on his calendar that would cause the

world to end if he didn't do it! Check yours, just in case – but for most of us, the world will continue on. Realize that you are free to choose what you do, every single day.

We get to choose which actions we take. And the taking of those actions will produce certain results, or the circumstances we find ourselves dealing with in the future. In the case study, the team member could have chosen to drop everything and go to the beach. That would have produced the result of broken promises, and upset clients, that he would have had to come back to and “live in” the next week. But he *could* go to the beach, he just *chose* to honor his word and do what he'd said would cause the results he wanted to produce. It's very powerful for you to realize that you get to choose, daily, what your life will look like in the future. Consider the consequences of your actions, and you'll know which actions are ones you want to take to further your goals, and which ones are ones that will not produce the circumstances you want to live in.