

Financial training For non financial staff



The financial training specialists

Can't see the wood for the trees? (Budgeting, Profit)

I'm sure I'm not the only person to have a daily 'to-do' list. I find it very helpful in making sure everything gets done.

Some things on the list are more urgent than other things. And some are more important to other people than they are to me.

Because one of my personal weaknesses is procrastination, the things that get done tend to be the urgent things, that have a looming deadline; and the things where someone else nags me if they don't happen.

You'll have spotted the flaw in this: some of the things that don't get done are very important they're not just urgent. Yet! But they will become urgent and then it might be too late.

To help get round this, my to-do list is now a whiteboard that lives opposite my desk, in my line of sight. At the bottom, it has the key targets in my business plan for the year. That keeps the important things in focus every day. I'm glad to say that there's only one thing on there that I'm not making much progress with.

Coming out of that there's a section for the things to do this month, and this week, as well as today's detailed list. That way I make sure that I'm achieving the important things that will get me where I need to be long term, as well as the list of my urgent daily issues.

How do you make sure you keep the big picture in view?