

**STEVER**

Stever Robbins here. Welcome to the Get it Done Guy's Quick and Dirty Tips to Work Less

**ROBBINS:**

and Do More. Today's topic is coping with too much on your plate. The quick and dirty tip is to look to your outcomes and prune, prune, prune. My name is Stever Robbins, and I am addicted to having too much on my plate.

When I was a kid, my parents let their friends Bill and Karen take care of me one weekend. Karen made macaroni and cheese for dinner, my favorite, but she gave me too much. I protested, but Bill insisted, "You're not leaving this table until you clean your plate." 4 and 1/2 hours later, he gave up. The score, Stever 1, macaroni and cheese 0. Bill died many years later, and it had a profound effect. When I was done celebrating, I realized he was trying to teach me a very important lesson.

You see, these days, I put too much on my plate. I focused on my commitments, just like I recommended, and somehow I'm still trying to bite off way more than I can chew. Right now, I'm writing a business blog, a newsletter, a podcast, and Twittering. I'm writing the *Get it Done Guy* book and a separate blog about the book. I'm working out four times a week, thanks to trainer Tyler, in a vague attempt to recapture the body I never had as a 25-year-old; developing a product on overcoming email overload, like I should talk; marketing the product; and oh yes, running my coaching business, which is the one commitment that actually puts food on the table. But not macaroni and cheese, it's too soon for macaroni and cheese.

Yes, I know. I'm the host of the *Get it Done Guy*, but that does not exempt me from the harsh reality of life. There's only so much I can do in a week even if I am a creature from another dimension with a lifespan of centuries. The tip is to drop something. What, do you cry? That's obvious. Sure it is. Take a look at your list of ongoing projects. When was the last time you resigned from an important committee, broke up with a spouse so you can spend more time at work, or put your kids up for adoption to make more time for the bowling league? See? It's not as easy as it looks.

When you're overwhelmed with ongoing demands, you have limited options. You can start doing a crappy job at everything. You can try to do everything and instead become a basket case, or you can choose something to drop. My commitments relate to just three life goals-- getting a manly man body, running a successful coaching and consulting business, and building a wide audience for my burgeoning media career, so I can become a famous

personality and be invited to Brad and Angelina's house for lasagna, not macaroni and cheese.

If I were Arnold Schwarzenegger, I could do all three at once and be governor of California. Sadly, however, my pecs aren't quite that big, yet. So I need to reconsider these ongoing commitments by matching them against my major life goals. Goal number one, getting a manly man body. I have only one commitment related to this goal, working out. That stays because my vanity is way too important to neglect.

Goal two, running my business. The commitments are a bog, newsletter, and product development. The product's almost done, so that stays. The blog and newsletter take tons of time, but do they get clients? Not so much. My traffic is relatively low. When I'm published elsewhere I get clients. Maybe I could write less and reprint existing articles in more places. In the time it takes to write one article, I can adapt existing articles for a dozen other publications. Meanwhile, if you're interested in leadership or entrepreneurship, please visit [articles.steverobbins.com](http://articles.steverobbins.com). and read some of my articles. It will make me feel good.

Goal number three, building my media empire. The podcast, blog, book, and Twitter all relate. Maybe I can share content between the podcast and the book. After all, they are based on each. Duh, And the blog and Twitter can go on hold until the book's done unless Brad or Angelina are following me. Brangelina, if you're out there, let me know and I'll reprioritize. Wow. Wow. That was fast.

I'll be suspending one blog and newsletter, putting the other blog and Twitter on hold until the book's done, and combining my podcast and book writing efforts. That's a huge reduction of effort. In what, four minutes of thought? Do try this at home. List your commitments, the projects and organizations that use regular time in your life.

Group them by major life goal. Then for each goal, look at that goal's commitment list and drop, combine, or delay commitments. You'll be amazed how much you can remove from your plate without sacrificing one iota. And even though I'm not totally sure what an iota is, it sounds like it would go great with a nice big plate of macaroni and cheese.

Don't you just love meetings. I do too, especially when I can participate from my own comfy chair with my co-attendee's spread all over the globe. GoToMeeting.com lets you hold meetings remotely over any internet connection. Try it free for 30 days at [GoToMeeting.com/podcast](http://GoToMeeting.com/podcast). This is Stever Robbins. You can find this episode's transcript at

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