

# \*HOW TO BLAST THROUGH YOUR TO-DO LIST IN ONE DAY\*

## USING THE ACTION DAY ACCOUNTABILITY APPROACH

1. Find yourself an **accountability partner**. This will be someone else who occasionally has office days where they can sit and clear loads of stuff! To make the most of an Action Day both you and your partner have to be able to commit to a full day in your respective offices. I have completed Action Days with both a colleague who goes to the same business group as me, and a client who I coach.
2. **Agree a date** that works for you both and book it into the diary. Agree a start and finish time.
3. The day before the Action Day I suggest you **email each other with the To-Do list** that you want to achieve the following day. This is very important preparation for an effective Action Day and makes sure that you are both focused and clear about what needs to be achieved.
4. **Get to your desk half an hour before** the agreed start time so that you can clear your desk of distractions, focus on your To-Do list and prioritise the tasks and if you have time you can clear some emails. When you have done this shut down your email, web browser and any applications that you won't be using.
5. At the agreed start time (eg 9.00 am) **phone your accountability partner**. You can exchange a few pleasantries but quickly get onto the subject of what each of you are going to be working on in the first hour. Agree who will phone who after an hour.
6. You will each then spend the next 60 minutes working like crazy to complete the task you have committed to.
7. After an hour, you **speak again on the phone**, and ask each other to report on progress. You then state which task you will be working on in the next 60 minutes.
8. This pattern continues throughout the whole day until the agreed finish time (I bailed out at 5pm and was EXHAUSTED but exhilarated too!)

9. You can agree to **take lunch breaks**, I kept mine to 30 minutes, and I committed to a small task that I felt I could achieve in the other 30 minutes. Also, I kept **social media turned off all day** and only checked my emails 3 times. This was extremely important for keeping me on task and not allowing distractions. I also kept my phone on silent and scheduled time to deal with any voicemails.
  
10. At the end of the day you should speak to your accountability partner and you both **recap on everything you have achieved**. You will be astounded at how much work you can get through when you are totally focused, accountable to someone else and also free of distractions.

Good Luck!