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Columnist

Professional Development

Have a Work Integrity Day

Do you ever have days (or weeks, months, etc.) when you can't seem to get enough done? It may be because you have so much to do you don't know where to start, so you don't.

Or perhaps you get distracted. Whatever the reason, it can leave you drained and make you feel like a failure.

It's especially hard for people who work alone in an office or at home to stay disciplined. With no one to report to, it's easy to be less productive. Also, many people have trouble setting priorities because everything seems like a priority.

It's fairly easy to know what to do when you work for someone else and have specific job duties. That's why some people prefer routine work while others find it dull and boring.

If you're feeling unproductive at the end of the day, here's something you can do that will help you get more done than you thought possible. Find someone to partner with and have a Work Integrity Day. Here's how it works.

Begin early – 8:00 or 9:00 A.M. Call your work integrity partner and tell him or her what you plan to accomplish in the next hour. Your partner does the same. Hang up and begin your task.

At the top of the next hour, your partner calls you. Tell each other what you accomplished the previous hour and what you plan to do during the next hour. Hang up and do it.

Each hour of the day, you alternate calling one another and "reporting in." Continue until the end of the workday at the time you agreed to quit.

It's amazing how being accountable to another person will help you stick to the task you've promised to do. At the end of the day you'll feel good about yourself and your accomplishments.

I've done Work Integrity Days with my coach, clients, and friends and it never fails to lift our spirits and our self-esteem. It makes work more fun and the day goes fast.

Keep your hourly phone conversations brief and to the point. This is not a time to socialize or talk about anything other than what you've accomplished so far and what you're going to do next.

Find several people who'd like to participate in a Work Integrity Day and you can have them as often as you'd like.

On days you're working alone, you can have a Work Integrity Day by yourself. Schedule what you'll do each hour and report to yourself at the end of each one.

That may work for you or not. It's not as effective as partnering with someone else, but it may help.

If you decide to try this, I'd like to know how it works for you. If you can't find anyone who'd like to participate, I'll do one with you.

Call or send me an email (Annette@CoachAnnette.com) with your phone number and I'll call you to schedule a day.

Carpe diem. And make time work for you.

Annette Estes is a Certified Professional Behavioral and Values Analyst, Coach, and Consultant. She is a professional speaker and author of the book, *Why Can't You See it My Way? Resolving Values Conflicts at Work and Home*. Annette won Matrix Awards in 2004-05 from Women in Communications for her columns in *The Easley Progress*. Contact her through her website at www.CoachAnnette.com.

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