

"I have a firmly-held belief that it is better to do the wrong thing than nothing. Any action you take will lead you closer to your goal."  
~ Cathy Stucker

"Focused, hard work is the real key to success. Keep your eyes on the goal, and just keep taking the next step towards completing it. If you aren't sure which way to do something, do it both ways and see which works better."  
~ John Carmack

"Opportunity dances with those who are already on the dance floor"  
~ H. Jackson Brown, Jr

### Excelsator Jump Start

Taking *Excelsated* action in pursuit of your goals is one step in creating your *Excelsated* life, a life of well-being, meaning, and purpose.

This *EXCELERATOR JUMP START* provides quick actions you can take *right now* to *JUMP START* your *Excelsated* life, to begin taking action immediately and become more action-oriented.

### Why Use Jump Start?

*Action*, according to Google, is "the process of doing something, typically to achieve an aim." Action requires movement. Thinking about action is not taking action. Contemplating action is not taking action. Reading about action is not taking action. Watching a video about action is not taking action. A major component of action is movement. Running, walking, writing, calling, throwing, picking up, carrying, researching . . . these are actions, along with a host of others.

This is in accordance with the law of Cause and Effect. People sometimes refer to this as the "law of the farm", or the law of sowing and reaping. "Whatsoever a man [or a woman for that matter] soweth, that shall he [and she] also reap." Galatians 6: 7b (KJ21) The law of Cause and Effect in the physical realm is stated in Newton's Third Law of Motion: "For every action, there is an equal and opposite reaction."

Do you have a goal or objective that you want but you just can't get started? If it's any consolation, you are not alone. Researchers looking at goal setting

**Excelsator Coaching Services**

"Move forward. Use your Excelsator!"

"The sense of anxiety and guilt doesn't come from having too much to do, it's the automatic result of breaking agreements with yourself." ~ David Allen

"In the state of acceptance you see very clearly what needs to be done, and you take action, doing one thing at a time and focusing on one thing at time. Learn from nature. See how everything gets accomplished without dissatisfaction or unhappiness."  
~ Eckhart Tolle

"Show me someone who keeps getting in your way, and I'll show you someone who keeps making excuses."  
~ Mike Dooley

and goal achievement recognize 4 distinct steps in pursuing a goal: predecisional (deciding what you want); preactional (deciding how to get it); actional (going for it); and postactional (deciding if what you got is what you wanted). [Gollwitzer and Bargh 289 - 290] They observed that the hardest step is between preactional and actional -- "the critical moment when someone takes a goal and then chooses to move forward with a specific activity that makes the accomplishment more likely." [Miller and Frisch 144]

Here are four words that are key to living the **Excelerated** life: "Do what you can."

Do what you can. You are not responsible for "how" you will achieve your goals and desires. You don't have to do the heavy lifting of arranging for everything to fall into place, for people or ideas to come into your life at just the right time. But you need to be moving -- you must do your part. God can guide you in the right direction, but only if you are moving to begin with. God will not pick you up and place you where you need to be. "Opportunity dances with those who are already on the dance floor," said H. Jackson Brown, Jr. So do what you can.

Take a small step, even a tiny, baby step. Don't worry about if you are pointing in the right direction or not. Take the step and you'll receive the input you need to begin moving in the right direction. That isn't your department. Taking the first step is.

### When To Use Jump Start?

Use this **EXCELERATOR JUMP START** for a quick boost to get yourself started on the path of creating your **Excelerated** life or to get yourself back on track when you feel you have gotten off course. Whenever you find yourself languishing and making no

**Excelerator Coaching Services**

"Move forward. Use your Excelerator!"

"Whenever one does a certain thing in a certain way it is easier to do the same thing in the same way the next time, and still easier the next, and the next, and the next, until in time it comes to pass that no effort is required, or no effort worth speaking of."

~ Ralph Waldo Trine

"The more things you do, the more you can do."

~ Lucille Ball

"The most difficult thing is the decision to act, the rest is merely tenacity. The fears are paper tigers. You can do anything you decide to do. You can act to change and control your life; and the procedure, the process is its own reward."

~ Amelia Earhart

progress on your goals, **JUMP START** your ability and your resolve to take action in pursuit of *your Excelerated* life.

### How To Use Jump Start?

Here are steps you can take *right now* to begin acting on your goal, task or objective. These are short, quick actions intended to give you a JUMP START for this step in creating your *Excelerated* life. Read through the list and choose one or two action steps that stand out for you and that you are attracted to. Then do them today – right now if possible or schedule them in your calendar to do as soon as you can. If you need more of a boost, continue with more of the activities.

### What To Do

- For maintenance type jobs -- chores and the like -- come up with a way to systematize and make the job as routine as possible. Observe yourself as you go through the steps necessary to complete the job. Are there steps you could combine or eliminate? Work to get the task down to the fewest, simplest steps possible. By observing how you work, you are bringing mindfulness to the task. Once you have simplified the job, make it into a habit that you can tick off with as little effort as possible.
- Under-commit. When you are choosing the small steps you will make to begin taking action on your goal, make them too easy, ridiculously easy. If you think you can walk a mile, commit to walking a quarter of a mile. If you think you can do 10 push ups each day,

**Excelerator Coaching Services**

"Move forward. Use your Excelerator!"

## EXCELERATOR JUMP START: TAKING EXCELERATED ACTION

"It had long since come to my attention that people of accomplishment rarely sat back and let things happen to them. They went out and happened to things."  
~ Leonardo da Vinci

"The virtue of deeds lies in completing them."  
~ Arabian Proverb

"The world needs dreamers and the world needs doers. But above all, the world needs dreamers who do."  
~ Sarah Ban Breathnach

commit to doing 4. Whatever you choose, start very, very small. Be sure you do the activity for at least a week and then increase the intensity or the frequency or however you are measuring it. The critical thing in taking small steps is to be consistent. That means NEVER deviating. And one of the easiest ways to do this is by under-committing.

- ☞ Ask and answer these 3 questions:
  - What am I doing that someone else could do as well or better? Delegate those things.
  - What am I doing that doesn't need to be done at all? Drop those from your list.
  - What am I doing that only I can do? Concentrate your efforts and your strengths on these.
- ☞ Do a task or chore you dislike doing and find 3 novel features about the activity as you do it.
- ☞ An action is a discrete, physical step toward a desired outcome. Actions are recognizable as *active* verbs: running, walking, writing, calling, throwing, picking up, carrying, researching.

Here are some specific actions for your consideration.

Research a problem, a question, or an area where you need more information.

Call someone (the travel agent, your boss, your mother, a friend or adviser, etc.).

Ask for help.

E-mail someone.

Brainstorm ideas or solutions.

Write (a list, a report, a letter, an article, a book, etc.).

Read a magazine article, a book, or a report.

**Excelsator Coaching Services**

"Move forward. Use your Excelsator!"

## EXCELERATOR JUMP START: TAKING EXCELERATED ACTION

"Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along."  
~ Napoleon Hill

"Nothing is so fatiguing as the eternal hanging on of an uncompleted task."  
~ William James

"There are risks and costs to action. But they are far less than the long range risks of comfortable inaction."  
~ John F. Kennedy

Draft a proposal, a procedure, or a policy.  
Procure material or tools or other items you need to begin or complete a task or project.  
Register for a class or other training.

Use one or more of these to spark your own ideas for how you can take action on your goal or objective.

- ☞ Implement these steps for taking action.
  - Take some action every day. It doesn't have to be the best thing, it just needs to be something.
  - Small actions are better than no actions. If you can't take a giant step - or even a medium sized step - toward your objective, take a baby step. Small, easy steps move you toward your goal.
  - Begin where you are. Don't wait for the "right" time to start, start today.
- ☞ Select a target -- a goal you've been meaning to start, a skill you want to master, any objective you desire. Take a few minutes, right now, to list between 1 and 5 action steps you can take each day this week toward your goal or objective. Then schedule them in your calendar.
- ☞ Find an accountability partner -- your spouse, significant other, friend, relative, or colleague -- who also needs support on a goal and pair up. Agree on what you will commit to and when you will check in with each other to report progress.

## EXCELERATOR JUMP START: TAKING EXCELERATED ACTION

"If you long to accomplish great and noble tasks you first must learn to approach every task as though it were great and noble."

~ Gary Ryan Blair

"Action will remove the doubt that theory cannot solve."

~ Petryl Hsieh

"If you wait to do everything until you're sure it's right, you'll probably never do much of anything."

~ Win Borden

- ☞ What is the #1 thing you need to START doing that, if you do it daily, will have the most positive impact on your life?

Now, ask yourself and answer these questions:

- What is the payoff you're receiving for *not* taking action?
- What would life look like if you consistently took action on your goal, objective, or project over the next week? the next month? the next year?

- ☞ If your default mode is to put things off till some mythical "later", see if you can be a little more mindful as you go through the day. When something comes up, ask "Can I do this now?" Even if it doesn't really need to be done now, if you can finish the task in 2 - 5 minutes, do it now. Otherwise, schedule it with a date and time. If it isn't worth the time to schedule, then you have another option . . . let it go. If it isn't important enough to schedule, why do it? Leaving it till later likely means it won't get done anyway. Why carry around the burden of an unfinished task? Do it now, schedule it, or let it go. Remember, there is no "later" -- there is only Now.

- ☞ What is the biggest or best accomplishment you have made so far? What is the one thing you've done that makes you the proudest? Think about that achievement. What obstacles did you overcome? What did you struggle with? What was easy? What skills and strengths did you bring to bear to achieve this goal? Now, what could you use to help you get moving on a current goal or project? What are some lessons you learned in your greatest achievement (to date) that could help with your current project?

**Excelerator Coaching Services**

"Move forward. Use your Excelerator!"

### What is an *Excelsator*?

*Excelsator* is a combination of two words:

*excel* - to shine, to be outstanding, be first rate and exceptional

and

*accelerate* - to move forward at an increasing pace.

*Excelsators* are ideas, concepts, and programs that help you move forward in creating the life you want while increasing your ability to be outstanding, first rate, and exceptional.

- Set a time limit. Instead of setting up steps to complete the task or goal, commit to working on the project for a specific amount of time, say 30 minutes, or whatever feels comfortable. Once you get started, you frequently feel like continuing until the task or chore is completed.

---

Gollwitzer, Peter M. and John A. Bargh. Psychology of Action: Linking Cognition and Motivation to Behavior. New York: The Guilford Press. 1996

Miller, MAPP, Caroline Adams and Michael B. Frisch. Creating Your Best Life. New York: Sterling, 2009

**Excelsator Coaching Services**

“Move forward. Use your Excelsator!”