



Get Your Life On Track

By Alvin Soon

What Do You Want To Be True?

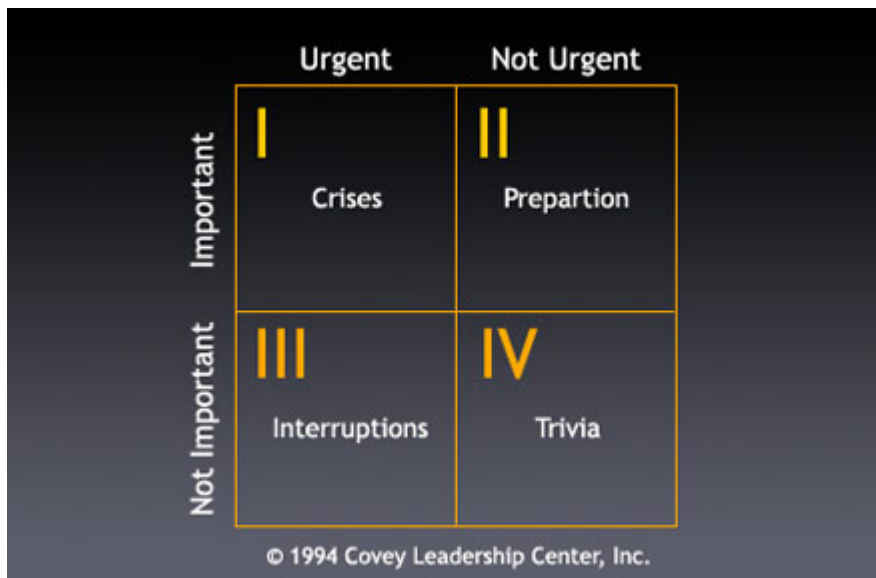
I had a blinding flash of the obvious the other day: I realized why I'd been falling behind on my commitments and feeling more stressed out the last few weeks.

I'd fallen for the lure of the urgent important and been chasing shiny trinkets of faux productivity. And it wasn't because I didn't have enough time, although that would have been a convenient - and irresponsible - excuse. It was because instead of leading my schedule, I'd let myself be led by it.

Ever feel like you're caught up in doing, but not sure if you're doing what you *should* be doing? It's scary to think we could be throwing all our time and energy into climbing a ladder, only to find at the top it's been leaning on the wrong wall.

Luckily for me, I have a method I've used throughout the years to help me get back on track - fast.

The Urgent Isn't Always Important



Stephen Covey, in his must-read book [First Things First](#), outlined these 4 Quadrants. If you find your life spiraling out of control, you need to know the 4 Quadrants and why they're important.

Quadrant 1 are the things in your life that are both urgent and important. Matters like deadline-driven projects and crises. We all have Q1 activities in our lives, but if you're feeling burnt out, chances are you live here.

Quadrant 2 is full of things that are urgent but not important which could range from spending quality time with your family to regular exercise. They won't enact urgency on you like a deadline but they're the foundations a quality life is built on.

The more time you spend in Q2, planning, building up your strength, preparing, the less time you spend and the more effective you become in Q1.

Quadrant 3 is where the urgent but not important matters lie. Some phone calls, meetings, last minute appointments that seem urgent but are actually not important fall into Q3.

Quadrant 4 are where the frivolous not urgent and not important stuff is. Stoning out in front of the TV, not learning and doing anything is a Q4 activity.

It's obvious we should be spending most of our time in Q1 & 2. Spending too much time in Q3 and Q4 robs you of your time, gives you stress and saps your ability to perform in real Q1 and Q3 activities.

Which quadrant do you think you're spending most of your time right now?

Ever feel like you're caught up in doing, but not sure if you're doing what you should be doing? It's scary to think we could be throwing all our time and energy into climbing a ladder, only to find at the top it's been leaning on the wrong wall.

Here's another powerful method from Stephen Covey's [First Things First](#) to get your life on track.

What Are Your Roles?

We all play several roles in our lives. I could be a brother, employee, writer, martial artist, coach, friend, lover, artist, son, depending on where I am, what I'm doing and whom I'm with.

What are the roles current in your life?

List them out. Now, looking at each role, ask yourself; **what's the most important thing you could be doing for this role?**

And are you doing it?

Set Your Goals

Looking at your roles, pare them down to a manageable 4 to 7 if you have more, for the next 7 days ahead. Looking at each role, ask yourself what the most important thing you could do for the week ahead is.

Break that goal down into actionable steps. Steps simple enough that you can take, and schedule them into the week ahead so they become real.

This will get you to shift from Q3 and Q4 into the Q2 activities that matter, and overcome the tyranny of the faux urgent to do what's truly important for you.

Doing these simple steps will also get you feeling more relaxed and at flow. But if you still feel stressed from the daily grind, here's a way for you to unload your anxiety.

Here are 3 simple steps, adapted from David Allen's [Getting Things Done](#) to unload your overload and reduce the anxiety you feel in your life.

Dump It

Do a mental core-dump. **Get everything that you feel you should, want and need to do, out of your head** and into something else: a piece of paper or a document in your computer. Write it all out.

Stuff It

If we had our way, we'd do everything on our lists. But if you're already suffering from overload chances are you don't have enough time to do everything you want. Looking at the list, what do you want to keep in there and what do you want to let go of?

Sort them out into 2 lists: Actionable for those you want to keep and act on, and Someday/Maybe for those you don't.

So, be as selective as you can. **Which are the high-leverage, important and worthwhile tasks you want to keep in your life?**

Deal It

Looking at the Actionable list, which are the most important and worthwhile tasks to act on in the coming week? Schedule them in and make them real.

Dump, Stuff and Deal It.

Getting uncompleted commitments out of your head and into a list, which you then sort and then act on will help you let go of unnecessary worries and relieve the stress in your life.

But sure, you might ask yourself, it works, I'm feeling better already, but how can I keep my life on track like this all the time instead of making it just a one-off deal? The answer is simple, but not always easy.

It can be very stress-relieving to do core-dumps, and inspiring to set important goals for your roles. But how do you make sure you live in the flow constantly, instead of having it just another productivity pump-up that doesn't last?

Here are 2 methods; they're simple, but not always easy.

The Daily Review

Keep your goals and daily actions in a place where you can see them everyday. I keep them in my mobile and on my PC desktop.

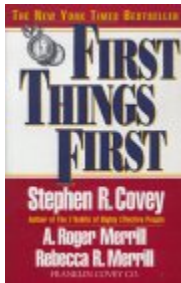
Also keep your steps simple and actionable. The difference between 'make more money' and 'look through the classifieds for new openings' is that one is do-able.

The Weekly Review

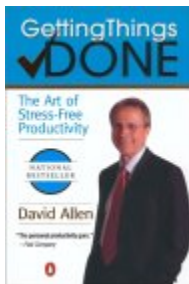
Every week, do a review of your roles and goals - are they still the most important or have your priorities shifted? If you feel like you have a lot weighing on your mind, dump, stuff and deal it.

These 2 steps are simple, but not always easy, because they need consistent action on. The only real peace of mind is in knowing that everyday, you are taking steps towards what's important to you, and that takes a constant review of where you are and where you want to go.

We Recommend These 2 Essential Books to Master the Time of Your Life



[First Things First : To Live, to Love, to Learn, to Leave a Legacy](#)



[Getting Things Done : The Art of Stress-Free Productivity](#)

Written by Alvin Soon and originally published as
[Getting Your Life On Track Part 1](#), [Getting Your Life On Track Part 2](#),
[Getting Your Life On Track Part 3](#), [Getting Your Life On Track Part 4](#)

About Life Coaches Blog

Who else wants expert strategies to change your life that can be used immediately – delivered regularly in an easy to read format...all without having to pay a single cent?

Life Coaches Blog is a personal development blog that gives you free and regularly updated tips on how to have more power, success and fulfillment in your life.

Our mission is not only to positively impact your life, but to make a larger difference in the world. So we dedicate 20% of our profits to [Conservation International](#) to help make our world a better one.



“I just discovered your blog & love what you’re writing about.”

Don’t just take my word for it! These are what people are saying about Life Coaches Blog:

Gleb Reys Says:

Your blog is very informational and it’s one of rare places on the web where people trust your expertise, share your views and follow you closely, be it an article of yours or a link to some other useful resource.

Thanks!

Mike Papageorge Says:

Funny that you make this post. This morning, as I fire up my PDA and hit bloglines, I get all excited to see two new posts from LCB, and realize that its one of the few that I read at the moment that I find exciting...

Anyways, I've always been into coaching, quite like the way you write and seem to identify with much of it at the moment. I wish the NLP stuff came out a bit faster though 😊.

Great work, I like the NLP stuff the most at the moment, but I quite like the writing style here. Informal yet authoratative, and that, besides content tha I am interested in, is what makes this site work very well, imo.

Kloudiia Says:

1. Very good content! Your site has given readers many insights mainly on personal development and NLP, things we can read and take them away for a thought or two. Sometimes it kicks our ass, sometimes it soothes our soul.
2. I like your style of writing. It makes a usually less entertaining topic much more readable.
3. Consistency and frequency. We know there will always be good reads every other day! So our hopes aren't dashed when we come to your site every other day!
4. Gateway to more interesting and useful information. You are always leading us to the world outside. Beause of your excessive feed subscription ha, we are able to skip that time-consuming part and really devour the best through your links and recommendations in your post. Hey, this saves us lots of time and we still get to access excellent content. Thanks!

Ok ok, not to be too long-winded, LifeCoachesBlog rocks! So keep rocking haha

Introducing Alvin Soon, Founder and Editor of Life Coaches Blog

Founder, resident Life Coaches Blogger and editor, **Alvin Soon has been a developer, innovator, author, coach, and consultant in the field of Neuro-Linguistic Programming (NLP) since 1996 and life coaching since 2005.**

His love for personal growth has led him to pursue hundreds of books, videos, audio programs and courses to help him lead a greater life. In 2005, he found that he could use the principles of NLP and life coaching to help other people make positive changes in their life and since then has coached a wide variety of students and adults.

What People Are Saying about Alvin

Soo Meng Fong Says:

Sole proprietor, Trek Services

It is indeed an honour to have Alvin as my coach for this course. With his assistant and enlightenment, I begin to realize some of my limiting believes that I have not even noticed them before. I am grateful of the support and courage that he has given to me.

As a person and a coach, I would describe Alvin as:

- **He knows his stuff.**
- **He is totally committed and responsive.**
- **When you need him, he's always there for you.**

Woo Chiat Min Says:

I was really impressed by Alvin! He was very steady and firm...Alvin was very kind to me throughout the whole Akltg's training. However he was firm when i so-called shy away when i am not confident again and again...

I would firmly recommend Alvin for a job that requires determination, leadership and guidance. He is much younger than me. However i can see that he is mature and can handle pelpel both young and old! Young like primary school children and old like myself!

Jacky Chua Says:

As far as I can remember, I never fail to get some form of inspiration from your articles...keep it up man!