Starting The Day More Effectively

How well one begins each business day has a great deal to do with the results those eight hours will produce. The bad start seldom results in anything worthwhile. The good one comes up with something of value and makes life easier and more pleasant even if achievements made therein are minimal.

Here are some starters that can help assure each day being a good deal better than where they are overlooked or neglected by any contractor.

Have a “clean slate” to begin the day with. Leftovers from the day before never provide much enthusiasm for making a new day productive.

Chances are that such unfinished tasks were not pleasant ones when left for another day the night before. Allowing them to stew overnight never makes them more attractive.

Instead what could have been a bright new day is overshadowed by the negative elements existing in those leftover tasks that must be done first thing in the morning.

Find something special to look forward to in each new day. Do it even though that particular period is already scheduled with a lot of dull routine chores which must be handled. It takes just one attractive endeavor in any given day to make it a brighter one.

The presence of any such something special is among the best of all steps designed to start each day off more effectively.

Know definitely what you are going to do at the start of each day. Most people accomplish this through planning, in a general way, the night before.

Any confusion that is present in the day’s working procedures at the start is assurance that there will be more of it present all through that day.

It also follows that true effectiveness never arises out of haphazard procedures and is invariably based on careful planning.

Start each day with a pleasant attitude toward the people on the staff who are going to be working with you. Make it a rule to forget any unpleasantry from any given day when the front door is closed at night. When this is present none of these are carried over to reduce everyone’s effectiveness during the next day.

Even though a given day may wind up with your turning into a complete grouch at least it will not have started that way and effectiveness will have been present for most of the day.

Leave those personal problems at home or at least get rid of them before you arrive at work. Chances are that they cannot be solved during the business day anyway. And (Continued on page 28)

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keeping them around is a sure way of definitely making yourself ineffective all through any given day.

Avoid those mad rushes to be on time just because you started behind schedule at home that particular morning. The act of doing so arouses emotions which contribute nothing whatever to your effectiveness during the day ahead.

You will accomplish more if you make up that lost time later during the day or just forget the whole thing entirely and start things off as though you arrived on time.

Never let someone else’s morning grouch affect your own attitudes as you start off the working day. This type of thing is too contagious to let it get a foothold.

No one is ever effective to even the smallest degree under such emotional conditions. And he or she invariably reduces by a major extent the effectiveness of every other person on the staff with whom contact is made.

Keep your mind off the pressure problems of the work until the time comes to meet them later on. If they take hold at the start they can ruin everything else that is to be done.

Each job contains such pressure problems and they must be met head on but the first hour of the working day is seldom the best one during which to tackle them.

If something annoyed you during the process of getting to work this particular morning dismiss it. Such things have no importance to any person’s working day.

Where they are allowed to persist they chip away at effectiveness to the point where things would probably run better if the individual involved turned around and went back home.

Try to start off the day with contacts that are usually pleasant experiences. In rare cases one cannot avoid the unpleasant things at the start of any given business day.

But most of the time they can be scheduled into a later morning period or even the afternoon and the emotions and mental disturbances aroused in handling them will thus not affect performance during a whole day.

Be sure that you are relaxed and comfortable before you actually start the day’s chores. Often getting that way is involved with attention to some small and insignificant matter.

Unless one feels relaxed and comfortable tensions and discomforts start building up immediately. They are destructive to efficiency and effectiveness.

Don’t let the unpleasant working experiences of the day before become the first thoughts of each new one. Carrying them over gains nothing and only makes it more difficult for the new day to be productive.

Develop something new that you are going to do each particular day. This one step will add extra enthusiasm to all efforts during the day.

Know most of the things that you are going to do during each day before it is started. Everything works together better when one can start the day off with such a schedule.

Finally, being sure the day is started right is seldom accomplished by letting things take their natural course. Direction on your part of each step in a given working day provides more assurance that things will move the way you want them to. This happens because you, and everyone around you, have begun that particular day with effectiveness at a high level.