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SEVEN LETTERS
TO HEAVEN
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Things to Ponder

Top Ten Ways to Make Life Work

By Judi Moreo

As the author of "*You Are More than Enough, Every Woman's Guide to Purpose, Passion and Power*," I am frequently asked for specifics on how to make our lives work. The answer is ten-fold. The following ten ideas will definitely make anyone's life better!

1. **Give Up Blame**

Blame shifts the responsibility of our lives and our happiness, making it someone else's responsibility. Your life is your responsibility and only yours.

2. **Stop Making Excuses**

Making excuses is another way we shift responsibility. Instead of blaming people, we blame things or circumstances. Remember; where there is a will, there is a way.

3**. Learn to live in the Present**

Instead of being passive, do something about your dream. The present is the only time we have. Start by doing the best you can wherever you are at whatever you are doing. By doing your best, you are taking control of the situation.

4. **Become a Problem Solver**

Problem identifiers are a dime a dozen. Anyone can go around pointing out problems. On the other hand, problem solvers are worth their weight in gold. Too few people spend their time and use their minds looking for solutions. Problems give us opportunities to be creative. If you can identify a problem, you can certainly use your creative abilities to come up with a possible solution or two.

5. **Make Every Moment Count**

Today we do everything fast: talk fast, drive fast, even eat fast. Time is at a premium and most of us are afflicted with "hurry sickness." There never seems to be enough time to do the things we have to do, much less the things we'd like to do. There are probably times when you feel like a spectator watching your own life

unfold, instead of being in control.

Decide right now that you are going to start making every moment of your life count by
doing what is important to you with those who are most important in your life.

6. **Set Your Priorities**

Decide what is important to you and do the most important things first. Be aware of bad habits that can sabotage your best efforts. Subconscious patterns can make you your own worst enemy. Whether it is trying to remember everything instead of making lists, being consistently late because you wanted to do just one more thing before leaving, or being easily distracted, you can change your habits.

7. **Make Decisions Quickly**

Once you have all the available facts, make a decision. Rarely does delay improve the quality of choice. Over-analysis can be seductive and stress producing. Keep in mind that nearly all decisions must be made with imperfect information.

8. **Delegate Regularly**

Whether in a corporate environment or at home, delegate to others. If done right, delegation is a learning experience and a motivator. Actively look for things that others do well and let them do it. Others are often more limited by their inability to delegate than by their own ability to achieve.

9. **Control Interruptions, Time-wasters, and Distractions**

Interruptions and distractions can be treacherous. Look for patterns in interruptions. Often, they are caused by ineffective systems or a breakdown in a system, process, or function. Low priority items often masquerade as important things because they require your immediate attention. Deal only with the most important and urgent matters and leave the mundane for another person or another time.

10. **Take Action**

Oliver Wendell Holmes said, "I find the great thing in this world is not so much where we stand as in what direction we are moving." Action is our only choice. Without it, we become stagnant and like a ship at anchor, we'll go nowhere. If we are to reach our destination, we must take specific, directed action.

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