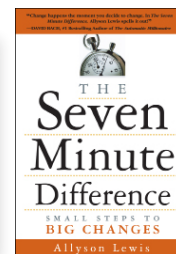


- Buy a variety of business appropriate gifts for your office so you are more likely to give them out when the occasion arises
- Practice to perfect your “elevator pitch” for yourself or your company
- Contact a top customer and ask what they like best - or least – about the service you provide
- Sift through your email by “Sender” and delete unnecessary emails. Save important ones in folders—or set up important “Senders” emails to be automatically stored
- Send out birthday cards to associates, clients or contacts
- Make a list of 3 things you offer your customers that your competitors do not
- Add your most frequently dialed numbers to your speed dial
- When dining out, order a glass of water with your dinner
- Park away from the restaurant so you will have to walk
- Start a file of “Remove Me” catalogs and mailers and call the organizations asking to be removed from their lists
- Write a thank you note to a team member
- Plan what clothes you will wear this week
- Pack a “ready to travel” suitcase to have on hand at all times
- Before traveling, confirm the hotel has adequate exercise facilities
- Send your assistant a gift for “no reason”
- Clip an article or forward an online article to a colleague
- Pass on your most recent favorite book list to a colleague
- Organize your desk or your computer’s desk top to stay ahead of the clutter
- Call a mentor just to keep in touch or ask one compelling question
- Bring coffee & muffins to the office to share
- Replace the paper in the office copier when you see the paper is running low
- Dispose of clutter in the office kitchen
- Organize or input your newly collected business cards
- Send a handwritten note to two people
- Listen to seven minutes of an audio book or podcast in the car or in your office
- Write in your daily journal any hope, challenge, risk, fear, struggle or joy that you are facing and what you have learned
- Surf the internet researching a topic of professional development
- Study the photos you have in your office and reflect upon the memories
- Pick up the phone and cold call the most successful person you can think of and ask them your burning question
- Schedule one hour appointments with yourself throughout the month’s calendar so you can protect time slots for yourself
- Identify three energy drains that you must eliminate or address
- Call your local college or university’s business department and ask for the details of hiring an intern and do it
- Create or update the signature file in your email program
- Set up a text file on your computer that answers the three most common questions that you get on a regular basis so you can copy-paste-send
- Create a recycle bin for the office kitchen
- Plan out the agenda for your next meeting including topics, speakers, and start times and end times
- Schedule a networking opportunity – visit a new club or attend a Chamber of Commerce event
- Keep a notepad in your purse or briefcase for instant access
- Throw away old, non-working pens, markers, and pencils
- Dust your computer monitor
- Visit your organization’s online store and buy a few logo items for your team
- Write a handwritten note to someone in payroll or some other “thankless” department – and thank them for making your work possible, easier, or better!
- Bookmark your most frequently visited websites
- Order breakfast goodies or lunch for a top client. Include a note that says, “Sorry I couldn’t join you in person! Enjoy!”
- Go to the website of your local professional association and submit a speaker proposal form
- Keep written goals and revise them daily
- Send a thank you note to your favorite/largest client
- Clean your keyboard with a can of air
- Dust your desk
- Place recent photos around your office
- Delete any unnecessary computer files
- Clean out one drawer of your office desk
- Arrive 7 minutes early to your next meeting and relax
- Create an agenda for your next staff meeting
- Throw away any unnecessary paper
- Clean out your briefcase
- Buy a timer for your office
- Schedule a meeting with a mentor
- Schedule a telephone conference call with a star in your industry
- Start a list of your “to-do’s”
- Plan an off-site retreat for your team
- Replenish the tools you need to be most productive at your desk – pens, post-its, file folders, tape, paper clips
- Create a Someday/Maybe to do list for items that are long term
- Personalize your space by adding pictures
- Consider your team members’ talents. Are you using each to his/her fullest?
- Subscribe to your industry’s trade journals
- Stretch your body to revive yourself
- Create a spreadsheet of tasks you perform weekly so you can systematize your work
- Drink water while you work
- Carry a water bottle everywhere you go
- Invite a member of the staff to lunch to say “thank you”
- Water your plants and flowers
- Ask about a staff members’ family
- Eat a piece of fruit
- Stock a desk drawer with deodorant, toothpaste, toothbrush, floss, a brush and pain reliever
- Clean off your bookshelf to make room for new books and reference guides
- Review the holdings in your 401(k)
- Dust pictures and artwork
- Create a shredding bin to sit next to your trash can
- Shred your confidential documents
- Pickup any trash outside your office
- Update your resume with your most recent achievements
- Add potted plants/flowers to your lobby
- Rearrange your office
- Create an email distribution list for your team members
- Create and copy a personalized fax coversheet
- Read 10 pages of a book
- Schedule a regular computer backup
- Record a new message on your voice mail
- Schedule a vacation so you can rest
- Order dinner for pick-up
- Place a picture of your pets on your desk
- Place a number of business cards in your wallet/purse so they are always handy
- Practice to improve your body language
- Write an introduction statement that defines what you do and why you are different
- Buy frozen meals to eat when you are stuck at the office
- Make a list of 10 books that can improve your career knowledge
- Instigate an office potluck
- Take a different route to work
- Tell a friend about and **The 7 Minute Life™ Daily Planner** and **The Seven Minute Difference**

## The 7 Minute Life™



[www.TheSevenMinuteDifference.com](http://www.TheSevenMinuteDifference.com)  
[www.The7MinuteLife.com](http://www.The7MinuteLife.com)  
[www.AllysonLewis.com](http://www.AllysonLewis.com)  
[www.facebook.com/AllysonLewis.SevenMinutes](http://www.facebook.com/AllysonLewis.SevenMinutes)  
<http://twitter.com/allyson7minutes>