



## You Can Get It Done: Choose What to Do, Plan, Start, Stay on Track, Overcome Obstacles, and Finish

By Liisa Kyle

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### **You Can Get It Done: Choose What to Do, Plan, Start, Stay on Track, Overcome Obstacles, and Finish** By Liisa Kyle

Is there something you want to do, but can't make yourself do it? Do you have so much going on, it seems like nothing's getting done? Are you having trouble choosing what to do? Perhaps you know what you want to do...but can't figure out how to make it happen. Do you need a practical plan -- something that's doable and achievable? Maybe you have a plan but can't get started -- or stick to it -- or finish what you begin. Or perhaps life has intervened.

It doesn't matter what you've got going on or what you're trying to do, this book is designed to help you get it done. It's packed with proven techniques developed by Liisa Kyle, Ph.D. -- an author and life coach who helps people overcome challenges, get organized, get things done and get more out of life. Over the past twenty years, she's coached individuals, facilitated groups and delivered inventive workshops on four continents.

She's designed this book to help you choose what to do, plan, start, stay on track, overcome obstacles, and finish. Every section includes self-help activities and practical solutions to overcome the challenges in setting goals, planning, and getting things done using tools tailored to suit your unique personality, circumstances, skills and experiences.

Inside this book, you'll find:

- \* how to use what you know about yourself to get things done
- \* a four part process to create a clear picture of what you want to do
- \* how to inoculate yourself against obstacles, resistance and self-sabotage
- \* a proven technique to prioritize what to do
- \* nine surprising reasons you should plan -- and two potential traps
- \* a step-by-step guide to plan your creative project
- \* how to implement your plan
- \* seven ways to get started
- \* four essential tools to stay on track
- \* three proven techniques to move forward when you are overwhelmed
- \* seven decision making techniques to overcome indecision

- \* seven ways to get back on track
- \* how to know when it's okay to quit a project when it's not done
- \* four common obstacles to finishing -- and their solutions
- \* how to finish something well

Yes! You can get it done.

Tags: goal setting, goalsetting, set goals, setting goals, vision, visioning, first steps, plan, planning, strategic planning, get things done, getting things done, productivity, be more productive, start, get started, getting started, stay on track, decision making, project management, overcome indecision, overcome challenges, overcome obstacles, get back on track, finish, finishing, quit, quitting, being overwhelmed, too much to do, procrastination, perfectionism

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