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The EYE technique

3 quick steps to stay on target

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Life is full of distractions and it is very easy to drift off target. There are countless, seemingly unrelated events that pose obstacles to your goals.

The **EYE** technique is a fun way to remember some helpful tips to stay on target.

We all have significant things we want to accomplish. There are also minor tasks that we feel we need to attend to. As we experience our daily lives more and more “minor” things capture our attention and focus. These daily events seem more urgent, because they are right in front of us.

Because our significant goals and plans are future based, they don't take front and center stage. The neighbor that needs a ride to the store, the child that forgot to tell you about the cookies she needs today, the unexpected 2-hour phone call from a lonely friend, the report that your supervisor just demanded by the end of the day, they all seem more urgent than what you have planned for yourself. Although these seemingly “more immediate” action items are happening “now”, they are not always urgent.

Our goals and visions, although focused on the future, are more important to our continued and sustained happiness and prosperity.

Use the **EYE** technique to keep your visions from being lost in the everyday mundane.

- 1) **Eye ball your major goals every day.**
It's easy to drift away from our original plans. Keep your goals on your radar. Create symbols, posters, and other reminders and keep them visible.
- 2) **Yellow tag in-coming “unplanned” items.**
Have a proper perspective on the “urgent care” items. Not everything that pops up is important. They only seem “urgent” because they just popped up. Typically they are “knee-jerk” reactions to an unexpected event. Sometimes they are the consequence of someone else's failure to plan or prepare. But a fleeting urge does not make it urgent.
Make a habit to review all incoming items. Ask yourself if this request is really the best solution or is it just a panic attack. Constantly check against your goals. Is this item in line with your goals? Independent of others, does this item hold benefit to you? Even if it seems beneficial to you at first, the longer you spend on it (and away from your goals), the less beneficial and attractive is it. If you decide that this item deserves some attention, please time box (limit the time you spend on it). Consider the ROI (Return on Investment). Determine at what point investing more time is actually detrimental to you.
- 3) **Exit yourself from other people's goals**
 - a. Earlier we mentioned that sometimes the “hot item of the moment” is a result of someone else's mistake or lack of preparation or planning. Their mistake doesn't

necessarily mean it's your problem. Their error doesn't necessarily mean it's an urgent care item for you.

If you find that the item holds no redeeming qualities or benefit to you, hand off to someone that it will benefit. If the item is truly important, then there are others this will benefit. Spend a few seconds brainstorming with the friend to find that proper fit. If it's not important enough for someone else to care for, then it's not important. Other alternatives and solutions will undoubtedly surface to make this case either obsolete or irrelevant. Once you have given your advice, disengage. Freeing yourself from other people's problems, solutions and goals allows you more time for your goals. It's not your responsibility to make other people successful with their goals. Instead, lead by example. Focus on your goals and your happiness, and others will do the same.

About the author

Laura is a certified personal life coach. She has been in the software and testing industry for over 20 years. She's worked with such companies as IBM, Eriksson, Staples, Fidelity Investments and Sogeti in various client advocacy and project management roles. The techniques she uses in her business coaching and client advocacy work saved these companies both time and money, which resulted in on-time, quality product delivery with higher client satisfaction.

Laura now uses her client focus, project, quality and people management skills in her personal life coaching career. As a personal life coach, she helps people integrate their goals and dreams into their everyday lives. Laura uses creative and practical tools to help her clients realize what really matters to them. They then follow-through with project and time management techniques to create the reality they really want.

Laura authors many articles and workshops on time management and strategic scheduling. She is also the founder of the electronic magazine *the Rose Garden: the Art of Becoming*. Also, check out <http://thelaurarose.blogspot.com/>

Laura offers **one-on-one career and life coaching, small group coaching, seminars and workshops**. You can learn more about her at www.RoseCoaching.info and contact her at LauraRose@RoseCoaching.info