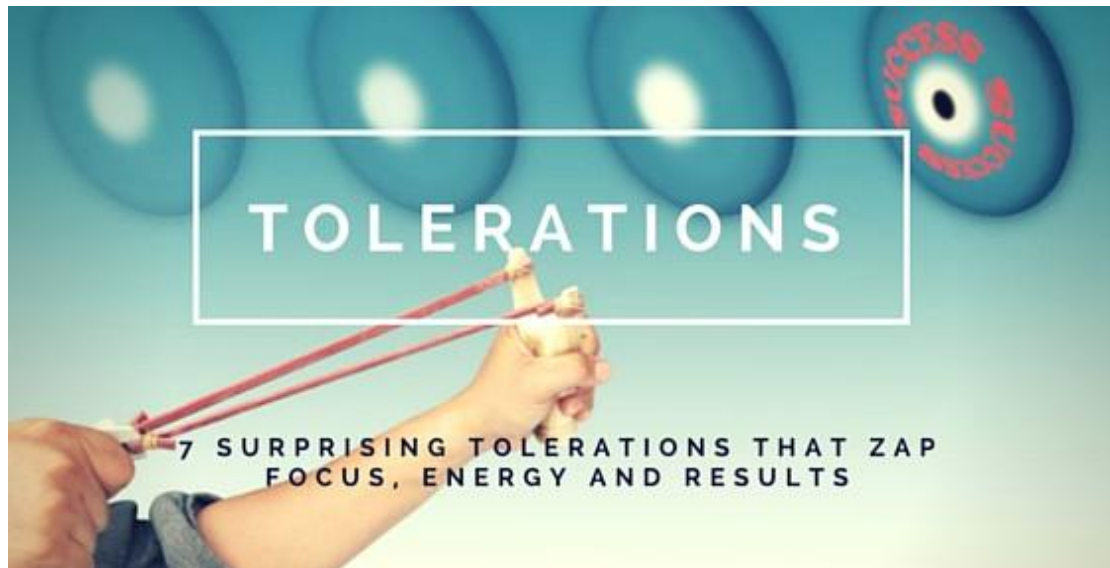


Top Ten Tolerations



“If you wish to drown, do not torture yourself with shallow water.”

—Bulgarian Proverb

Tolerations are things that incrementally diminish our energy. Eliminating tolerations is a giant step toward both efficiency and effectiveness. Clients are often amazed at the payoff they experience when they clear away tolerations.

Make a list of the things you tolerate in your work and at home. Include even small things. Some tolerations seem trivial, e.g., a disorganized desk drawer or a suitcase that doesn't roll smoothly, but incrementally, those small tolerations can be draining.

When you have created a nice long list of tolerations, pick out the top ten. Review these top tolerations and ask yourself the question, “What does this toleration cost me?” Does it irritate, frustrate, or cause inefficiency?

How long do you want to put up this toleration? How will you make requests and/or take action that will eliminate it? What will the payoff be, when this is taken care of?

And as you become skilled at removing tolerations from your life, you will also tune your radar so that you avoid things that could turn into tolerations in the future.