

urgency

the quality or state of requiring immediate action or attention

It's easy to understand when there is an "urgent" deadline.
But are you aware of *how to daily perform your work with urgency?*

Working with a sense of urgency means three things:

- You work with intention and purpose
- You understand the importance of the work you are doing and how it rolls up into larger company-wide initiatives or goals
- You prioritize and know when to say 'no'

In the digital age when so much happens so fast, we no longer have the luxury of time because things change so quickly.

We must be able to quickly adapt to succeed.

Having a sense of urgency is a mindset – and when working at a company where obsession with customers is one of our hallmark core values, *a sense of urgency is required to live these values every day.*

While sense of urgency often 'gets the job done' faster and successfully, there are lessons to be learned:

Sense of urgency doesn't mean faster is better. It means operating towards the priority or end goal in sight to achieve results or success. In other words, busy work does not equate sense of urgency.

Faster for the sake of fast doesn't cut it. Sometimes doing things quickly yields mistakes or errors. The point of operating with urgency is truly just working with intention and knowing what to prioritize first.

Just because it is urgent to someone else, doesn't always mean it is urgent. Look, we all have things we prioritize because we want to get them done. But does someone else's priority or deadline automatically make it yours? Not necessarily.

This is where the purposeful 'no' comes into play. It is that time to step back and evaluate the order in which things need to be completed to achieve a common goal or outcome.

How to develop your skill in DAILY "working with urgency":

Take Time to Think and Plan Highly productive people take the time to think, plan and set priorities. They then launch quickly and strongly toward their goals and objectives. They work steadily, smoothly and continuously and seem to go through enormous amounts of work in the same time period that the average person spends socializing, wasting time and working on low value activities.

Getting into "Flow" When you work on high value tasks at a high and continuous level of activity, you can actually enter into an amazing mental state called "flow." Almost everyone has experienced this at some time. Really successful people are those who get themselves into this state far more often than the average.

In the state of "flow," which is the highest human state of performance and productivity, something almost miraculous happens to your mind and emotions. You feel elated and clear. Everything you do seems effortless and accurate. You feel happy and energetic. You experience a tremendous sense of calm and personal effectiveness.

Become More Alert and Aware In the state of "flow," identified and talked about over the centuries, you actually function on a higher plane of clarity, creativity and competence. You are more sensitive and aware. Your insight and intuition functions with incredible precision. You see the interconnectedness of people and circumstances around you. You often come up with brilliant ideas and insights that enable you to move ahead even more rapidly.

Create a "Bias for Action" With this ingrained sense of urgency, you develop a "bias for action." You take action rather than talking continually about what you are going to do. You focus on specific steps you can take immediately.

By employing this technique you concentrate on the things you can do right now to get the results you want and achieve the goals you desire.



CareGivers
of America
Home Healthcare Services