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SCRIPT FOR COMPLETING TASKS

Today is a special day. Today you **choose** to make a change. The change you choose to make is beneficial to you in many ways. Today is the day you choose to be free of an old habit. You **desire** to change this habit and you are **ready** to change this habit. You are **committed** to changing this habit! You are now **ready**, willing and committed to completing all the projects you begin. You are now ready, **willing** and committed to completing all the projects you begin. You are now ready, willing and **committed** to completing all the projects you begin. It feels so good to complete each project! You feel proud, happy, carefree and satisfied. You like feeling that you have done your best! Now imagine that you are sitting at your desk. It is early in the day....Imagine your to-do list for the day is in front of you. It is going to be an exciting productive day! See a blank box to left of each item on the list Remember when you were very young and completed your school work and you got a big bright gold star? Imagine that a big bright gold star pops in front of each item on your list! Pop, pop, pop! Done, done, done! That was so easy! It feels so satisfying to complete each project! It is fun to take a little time each morning to group the activities into categories to make it even easier. And even more fun to get more done each day. Before you begin each activity say to your self I do my best at everything I undertake. I do my best at everything I undertake. I do my best at everything I undertake. Then do the activity and check it off the list. There may be calls to make, emails to answer, Social media to check, and articles to read. You know you are very good at all these things. You know you are very capable at all these things. You know how to do your best with each of these things. You release any need for perfection.... you strive for **excellence**! Excellence is **achievable**.

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Excellence is just another way of saying you are doing your best. Excellence is what you do and how you do it. Excellence is your habit! Say it:

“Excellence is my habit.”

And that is the truth. Each time you do your best, and complete an activity you set out to do... you are getting better and better at making excellence your habit. You do your best with each activity that needs to be done. You make all of the calls you need to make. You answer all of your emails in a timely fashion. You write any thank you notes or cards that need to be written. You address each item on your desk and place them in their proper files. It feels good to have a clear desk because each piece of paper and each activity is dealt with as it comes to your attention. You choose to finish each project you begin because others depend upon you and you enjoy knowing you are ready to serve others well because you are dependable and thoroughly prepared. To be prepared you know it is good to focus all of your energy and all of your attention on one activity at a time. You decide when you begin each project how you would like it to be completed. Before you begin to do each project you take a moment to first, just **imagine** doing it. Then **imagine** that it is already **finished**. Feel those good feelings of accomplishment and satisfaction. Feel the delight of checking it off your list. If an activity becomes challenging you do not stop, you simply pause, like pressing the pause button on your music player. In the pause moment you simply close your eyes and take three deep breaths. Remember a time when you finished a project and the way that it made you feel. Feel that happiness and feel gratitude that you know how to finish what you begin. When you open your eyes it is easier to continue your activity.

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The inspiration or the information you need to finish is revealed to you from your infinite access to collective intelligence. Aren't you glad that we all have this limitless capacity to draw from an infinite well? What if you asked yourself now if you were a person who completed projects easily? If you were responsible and effective? **YES!!** You say **sincerely** and **enthusiastically!!** **AFFIRMATIONS**

FOLLOW ON NEXT PAGE

AFFIRMATIONS

"I complete projects easily!"

"I am responsible and effective!"

"I can be counted on to finish my projects and do my very best!"

"I am dependable!"

"I am productive!"

"I am an efficient!"

"I feel good accomplishing so much!"

Aren't you glad you decided to be a person who finishes the projects you start?

Doesn't it feel good to achieve your goals by completing each day's tasks?

Now that you look at your to do list on your desk again.

You see all those child-like bright gold stars

Suddenly turn into hundred dollar bills

Pop, pop, pop!

All those projects mean a healthy income stream!

It feels so good to have a healthy income stream!

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You feel good about the money you earn
because you succeeded in accomplishing everything you set out to do.
You set out to finish the projects you started and you did exactly that.
You are a powerful person committed to completing everything you undertake.
Each time you complete an activity it becomes even easier to do another one.
You enjoy completing your list for each day
You leave nothing on the list for the next day.
You always feel you have a very manageable amount of activities for each day.
The best part of completing all the day's activities thoroughly is all the extra free
time you have!
Time with no concern about things waiting to be done. Carefree!
You have more free time than you ever had before!
And now your free time is really free!!!
It feels so good to have so much free and carefree time!
It feels so good to have so much free and carefree time!
It feels so good to have so much free and carefree time!
Your carefree time starts today because you are committed to completing
all that you set out to do.
You easily, gracefully complete all that you have to do.
That sounds so good and so true!
Say it out loud
"I easily and gracefully complete all that I have to do."
"I easily and gracefully complete all that I have to do."
"I easily and gracefully complete all that I have to do."
And so it is.

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