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**PERSONAL ACCOUNTABILITY**

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Romans 14:12

Make a list of everything you want to do, then prioritize it, and then do it.

Realize time is irreversible and irreplaceable.

You are accountable for your life, which means you are accountable for time.

I must make my time effective.

Ask yourself, “What did I do with the last 168 hours of my life?”

Effectiveness means selecting the best task to do, then doing it the most effective way.

To be effective, I must have a schedule, and I must carry it everywhere I go.

A schedule eliminates procrastination, so I don’t waste my time.

Your time used is an individual matter of choices of your own personal priorities.

Always refuse to let others make your choices of how to spend your life, but always be doing something for others.

Life is a never-ending stream of possible activities.

Another person can recommend what to do with your time, but you let your schedule make the final decision.

Accountability starts with control, and control starts with planning, and planning starts with a schedule.

Planning is bringing the future into the present so that you can do something about the future today.

Goals are your dreams and desires with a deadline on them written down somewhere so you can work on them.

If you never work on your goals you will never see your dreams come true.

Plan your day-to-day routine to fit your long-range goals.

Set priorities in your life and on your time.

Lifetime goals will help you discover what should be your priorities in life.

Priorities will give you direction.

Priorities will reduce unnecessary conflicts in how to schedule and use your time.

Unwritten goals and priorities will remain vague and unattainable.

Goals that conflict are resolved by setting your priorities.

Set new goals every year and never be satisfied.

Activities that you schedule are the steps along the way to the goals you have set.

Always have daily activities scheduled to keep you out of dilemmas.

No matter how busy you are, you should always take time to plan.

A schedule keeps you focused on the most important thing that needs to be done at any given time.

Your Quiet Time with God should be your most important time of the day and the first thing you put on your schedule.

There will always be enough time for the important things in your life if your priorities are right.

Make it a habit to do the same thing at the same time every day of your life.

Get your absolute musts out of the way early.

The answer is not to spend more hours, but to be more effective within the allotted time you have.

Learn to delegate.

Keep a “to do” list in front of you at all times.

Don’t clutter your mind with things that cannot be written down.

Do not worry about things you don’t complete from your “to do” list. Move them to the next day’s “to do” list.

Do it right the first time.

Think!

A schedule is only valuable if it is used and followed.

The more detailed your schedule the better your chances of actually doing it.

Remove all distractions, phones, television, etc.

Your chances of completing what you schedule increase if you allow it to stare you in the face every day.

People do not start projects they do not believe they can finish.

Having a meeting is a special kind of deadline and forces you to complete things.

A commitment to be at a particular place, at a particular time, with a specific purpose, gets something done.

Fear is at the root of all avoidance and causes procrastination.

Admit you are accountable for your life and time.

Develop willpower and character; then time will be on your side.

Think in terms of extending your capabilities gradually rather than stretching yourself to the breaking point.

Develop the habit of doing the best you can with whatever is in front of you.

Never let failure stop you from trying.

**SEVEN REASONS WHY YOU NEVER GET ANYTHING DONE**

1. Indulging yourself
2. Socializing
3. Reading
4. Doing something that could be delegated
5. Over doing it
6. Running away from your desk
7. Day dreaming