

Ten Ways to Expand Juggling Capacity

Once you have the important things in your juggling mix, here are some ways to expand juggling capacity:

1. *Evaluate your juggling performance* by observing yourself in action. What is working well now? What needs to change? Don't beat yourself up – just notice.
2. If you find yourself running around and not being effective, it's the time to stop, center, breathe and re-focus on the objective.
3. *Plan & Choose*. Set a regular time at the beginning or end of each day, or at least once a week, to plan and choose the things you want to accomplish.
4. Set a timer or alarm to go off multiple times each day and ask:
 - ◆ Is this the best use of my time right now?
 - ◆ What is the most important thing to accomplish today?
 - ◆ What conditions can I create to help me to work at my best?
5. Handle email and phone calls at set times of day. Close your Internet browser and email windows to interrupt your automatic habits.
6. *Refresh & Restore*. You are your primary asset. So what does it take to keep you at your best? How much sleep do you need? What kind of food energizes you? What kind of break from work restores and refreshes you? Get more of what you need.
7. *Get Help*. Delegate or outsource. Develop your skill at delegating clearly, Start by assigning one task with quick follow up. See how the person is doing and if they understand the instructions. Do they need more or less supervision or instruction?
8. *Collaborate or trade*. Look for great people to collaborate with by observing them on teams and volunteer boards. Who delivers and has great ideas? Who will complement and enhance the skills and talents you bring? Who loves to do the things you hate?
9. *Eliminate and Say No!* How do you know when to toss a ball out or stop the performance? Evaluate current activities. Ask, if I knew **then** what I know about this activity **now**, would I have undertaken it? If the answer is no, create a plan to **quit**.
10. Always say "Let me get back to you," when you are asked to do something new. Take some time to evaluate the request in the light of everything else that you have scheduled. Practice saying no.