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Quotes by Lakein, Alan

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One of the secrets of getting more done is to make a TO DO List every day, keep it visible, and use it as a guide to action as you go through the day.

- Lakein, Alan

You cannot do a goal. Long-term planning and goal-setting must therefore be complemented by short-term planning. This kind of planning requires specifying activities. You can do an activity. Activities are steps along the way to a goal. Let's say you desire security. Putting \$10.00 in the bank or talking to your stockbroker about your investment plans are activities that will move you toward your goal.

- Lakein, Alan

Failing to plan is planning to fail.

- Lakein, Alan

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

- Lakein, Alan

Time = Life, Therefore, waste your time and waste of your life, or master your time and

master your life.

- Lakein, Alan

Review our priorities, ask the question; What's the best use of our time right now?

- Lakein, Alan

In all planing you make a list and you set priorities.

- Lakein, Alan



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