

# THANK GOD IT'S MONDAY!

Roxanne Emmerich



## TGIM WEEKLY AUDIO: Done and Done

*\*Transcription*

*Thank God It's Monday!*™ How do you bring things to closure? You may find that the more loose ends you have in life, the more exhausted you feel each day. Loose ends are overwhelming while closure can energize you.

When somebody gives you a project, do you ask if it is due immediately or ask for a deadline? If there is a deadline, do you do the next step to have the next level of closure scheduled as a task so it is captured? If you don't, I suspect you're already feeling the exhaustion of the task. Items where next steps are not planned and recorded for follow up cause *great* stress.

Then, when the task is complete, do you always bring it to the person who assigned the task and say, "I think this is complete... Is this what you wanted?" If so, you can take it off your list—WOOHOO!

Remember a task is not complete UNTIL you know it met the conditions of satisfaction of the person assigning it to you and they have signed off. Or, if it was a simple request, and you KNOW you met the conditions of satisfaction, a simple email that says, "Done and done" will close that loop.

Have a great Monday!

Roxanne

*Roxanne Emmerich's Thank God It's Monday! How to Create a Workplace You and Your Customers Love climbed to #1 on Amazon's bestseller list and made the New York Times and Wall Street Journal bestseller lists—all in the first week of its release. Roxanne is renowned for her ability to transform "ho-hum" workplaces into dynamic, results-oriented, "bring-it-on" cultures. If you are not currently receiving the Thank God It's Monday e-zine and weekly audios, subscribe today at [www.ThankGoditsMonday.com](http://www.ThankGoditsMonday.com).*

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