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4 Tips for Making Change in Business and Life

1. Know when it's time to change - Knowing when change is needed can be done in a couple of ways:

Gut feel/intuition - If you feel a sort of resistance to something, weigh this up against the relevant information you have at the time. It could be something needs adjusting in your situation.

Reviewing - Set review points along your journey, and regularly evaluate the results of your actions with the benefit of hindsight. It can be a useful exercise to recalibrate your business from scratch, and discard or change parts that aren't working.

2. Implement using a 3D process - 3D stands for:

Data collection - Consolidate and consider all the data available to you about whatever you'd like to change.

Decision-making - Based on the data, decide on and formulate the change you'd like to make.

Doing - Take action on your decision.

3. Spend more time thinking and planning than doing - Related to number 2 is a hierarchy of activity. You can liken it to an iceberg that consists of five levels: **thinking, researching, drafting, editing, and doing/tuning**. The largest parts, that people usually don't see, are the thinking, researching, drafting and editing. The bulk of your time and effort should be spent on these. Then carry out the doing and the fine-tuning. These are what people normally see, but they are the least part of the process of implementing change.

4. Review and evaluate - The value of regular assessment bears repeating. Change is constant - circumstances change, people change. So a regular review of your progress, say every 12 weeks, is useful. Ask of your decisions: Is it working? Would you do it again? Or what should change? And if you'd change it, why not now? This should cover various aspects of your life, not just money or work, but also relationships, skills, and personal interests.

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