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PRESS RELEASE

Five Keys to Getting the *Right* Things Done

“Life is not about activity, but about accomplishment. To create the life you want, you must define what success really means to you, and then you must emulate the actions of truly successful people and learn from what they do.” So says Mark Fritz, founder of Procedor, and a consultant and trainer to companies around the world. In his new book, *The Truth About Getting More Done*, Fritz postulates that many people blame their failure to accomplish what they want to a lack of time management skills. They complain that there aren’t enough hours in the day to get things done. But time management is a myth, according to Fritz. “Everyone gets the same amount of time each day, and nobody can really manage time. “You can only manage how you use it.”

It’s not a question of whether you can get things done, Fritz has found. “For successful people, the goal is not just to get things done, but to get the *right* things done. He believes that getting the right things done, and achieving success, boils down to five key factors:

1. Success . Knowing what you want to accomplish is the first step, according to Fritz.
2. Thought. All actions begin with our thoughts, so thinking through what we want to accomplish is the next step toward achieving our goal, Fritz says.
3. Discipline. Fritz believes that you only get things done when you can self-regulate and get yourself to do what you know you should.

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4. Teamwork. No one achieves success and gets the right things done, according to Fritz, without the help of other teammates.
5. Growth: Successes lead to more of the same, Fritz believes, to the more you grow, and the more you achieve, the easier it will be to achieve success in the future.

Without clarity and focus, you will never achieve all that you can, according to Fritz. Once you've mastered the five keys to success, you'll realize that time management isn't a key to success but is, rather, a red herring. "Getting the right things done does not begin with time management," he asserts. "Instead, it's about *focus* management and then having the *discipline* to do what is necessary, when it is necessary." When you acquire the five keys to success, Fritz promises, you will no longer say "I don't have the time." Instead, you will invest the time to determine your focus and then remind yourself of that focus every day until you achieve your accomplishments and become one of the successful people of the world.

The Truth About Getting More Done

By Mark Fritz

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Suggested Interview Questions

1. To be successful, isn't it important to be in the right place at the right time?
2. Who do you consider some of today's most successful people?
3. How do you measure success?
4. Can anyone become successful, or does it take talent, intelligence, and luck?
5. What's the single myth that gets in the way of success for most people?
6. What are the five keys to success?
7. How important is it to set our goals with clarity?
8. You say that all success begins with thought. What's an example of a thought that can lead to success?
9. Can negative thinking sabotage our success?
10. Isn't it important to learn time management skills before we can try to accomplish our goals?

Mark Fritz

Mark Fritz is founder of Procedor, an organization focused on helping leaders, teams, and organizations achieve greater success. He co-teaches Ashridge College's seminar on Leading Complex Teams, leads MBA Seminars on Virtual Leadership at HEC in France, and leads MBA Workshops on Virtual Leadership at Spain's Instituto de Empresa Business School. He currently resides in England.