

LOOSE ENDS

We all have lose ends.

Who did we not get back to? What opportunity did we not respond to? What did we forget?

Have you ever remembered something long after the fact, realizing you did not do as planned? We all have.

Years ago I had a potential client call me, I told him I'd stop by the next day. I never did. Years later, driving by his place of business I realized I had told him I'd stop by, I forgot, I didn't, I lost the business, and he probably felt I was not interested. How embarrassing.

But, it happens to all of us. We forget. We fail to follow up. We lose track. The loose ends get away from us.

There are a number of issues to be aware of.

First, is to create a tracking system that works for you. If you see something that you want to follow up on, make a note in a diary so as to not lose track of it. Things that I want to do right away, I put a date on. Other things, I have on a 'someday' list, and I review the list every month. Some things get stale, and I delete them, while others I put on a schedule. It's simple, and it works.

Have you ever sent an email needing a response, the other person did not respond, and you forgot to follow up? We all have! The simple answer is to put a follow up diary/note on