

Under the circumstances, the boss doesn't hold it against the employee, because it is "extra duty," so to speak. But the boss realizes the task must be done, and he'll keep looking until he finds an employee who is just as busy as the rest but who feels he can take on more. And this employee is the fellow who will forge ahead.

In business, in the home, in the community, the success combination is *do what you do better* (improve the quality of your output) and *do more of what you do* (increase the quantity of your output).

*Convinced it pays to do more and better? Then try this two-step procedure:*

1. Eagerly accept the opportunity to do more. It's a compliment to be asked to take on a new responsibility. Accepting greater responsibility on the job makes you stand out and shows that you're more valuable. When your neighbors ask you to represent them on a civic matter, accept. It helps you to become a community leader.
2. Next, concentrate on "How can I do more?" Creative answers will come. Some of these answers may be better planning and organization of your present work or taking intelligent shortcuts in your routine activities, or possibly dropping nonessential activities altogether. But, let me repeat, the solution for doing more will appear.

As a personal policy I have accepted fully the concept: If you want it done, give it to a busy man. I refuse to work on important projects with persons who have lots of free time. I