

Productive to the Max

Productivity

Performance

Profitability

Be prepared

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That's the motto of the Boy Scouts and the Girl Guides. It means you are always in a state of readiness in mind and body to do your duty. You have to be prepared at any moment to face difficulties and even dangers by knowing what to do and how to do it. The motto encourages you to:

- **Be prepared in Mind** by having disciplined yourself to be obedient to every order, and also by having thought out beforehand any accident or situation that might occur, so that you are know to do the right thing at the right moment, and are willing to do it
- **Be prepared in Body** by making yourself strong and active and able to do the right thing at the right moment and do it.

How prepared are you to be Productive to the Max? If you look up the word prepared in a thesaurus the following adjectives come up; Ready, Set, Equipped, Geared up, Organized, Arranged and Primed.

Ready

Are you physically, mentally and emotionally prepared to meet life's challenges head on or are you flying by the seat of your pants, taking on whatever life throws at you with resulting constant chaos? Do you know what you want out of life? Have you established goals and priorities and set out action plans for your work and personal life? Have you posted these goals in areas for you and others to see? Do you need help sorting out challenging areas of your life? Take time today, before the busy fall season, to redirect your goals, dreams and actions into a structured plan for the future. Get help from friends, relatives or professionals to deal with obstacles.

Set

Are you in a good place? Do you love your job; adore your environment, like to come home at night to a welcoming abode? Where you locate, park, lay down your head

and essentially position yourself is a composite part of your being. If any of these areas are out of whack, you will not perform to the best of your ability.

Equipped

Whether you are planning for an emergency or just performing the daily activities required, make sure you are constantly equipped with the necessities. Nothing is more time- costing and unproductive than searching for items, projects, research and things when you are preparing to tackle an assignment. Anticipate your needs before hand and leave plenty of time to obtain what is needed. Keep a running list of necessities and plan regular time to order and keep the information up to date. Delegate the task if you do not have the time to do it.

Geared up

Are you ready to perform your daily tasks? Do you meander into meetings unprepared? Do you agonize over difficult encounters instead of taking the time to practice what you will say, write it down and keep track during the confrontation? Are you expending energy worrying about what will happen instead of preparing for it? Do you constantly find yourself in crisis because you have not planned, prepared, delegated or empowered others to assist? Gear up in plenty of time for daily activities and you will find the results most rewarding.

Organized

Can you find anything within two minutes? Have you organized common things together, deleted or thrown out irrelevant information and papers? If you haven't used it for a while, can you get rid of it? Do you follow the Do, Delay, Dump, Delegate rules? Are your filing and retrieval systems easy to follow? Take time to reorganize your files, systems, processes, even your staff and programs so you can get the most out of the results.

Arranged

When you enter your office, is everything for the day planned out? Do you have a regular calendar and schedule to follow or a to-do list that is prioritized in order of importance? Have you arranged to deal with interruptions and learned to say "no"? Rest assured that if this is not the case, the day will fall apart very quickly and you will find yourself asking at the end of it. "Yikes, what happened to the time? I didn't accomplish anything!"

Primed

Are you ready, willing and able to work? Did you start your day off already organized? Did you get up on time? Have a healthy breakfast, get the kids off to school without a snit? Were your briefcase, keys and wallet easily accessible as you

went out the door? Car gassed up? If you arrive at your workplace behind the eight ball, the day has been defeated before you even begin.

Take heed from the words of the Lion King

***"I know that your powers of retention
Are as wet as a warthog's backside
But thick as you are, pay attention
My words are a matter of pride
It's clear from your vacant expressions
The lights are not all on upstairs
But we're talking kings and successions
Even you can't be caught unawares"***

Don't **YOU** be caught unawares.

Be prepared! Be productive! Be a success!