

Productive to the Max

Productivity

Performance

Profitability

Be Proactive

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I am encountering more and more organizations and individuals living in a reactive environment. Everything is urgent, last minute and deadline driven. This type of environment will eat you alive and will reduce your ability to effectively deal with the real urgencies of life. The following 10 steps will help you move from a reactive to a proactive environment:

1. Set goals. What do you want to do in life? Where do you want to be in 10 years? 25 years?
2. Clarify your values. What is REALLY important to you? Sit down and list 10 values that you treasure. Post them on a wall, on your fridge or on your computer. Reevaluate regularly.
3. Plan everything out. The plans do not have to be elaborate but they should provide some basic structure for your daily activities. Don't forget to plan for your family members or associates also.
4. Build true relationships that will help you live your life, achieve your goals, deal with contingencies and enjoy your leisure time.
5. Create prevention tactics. Establish systems and processes, organize your environment and purchase tools that will assist you in your daily work.
6. Empower yourself. Take courses, obtain information and educate yourself in your field of expertise. Take charge of your career and follow steps to improve your chances of promotion.
7. Plan true leisure time. Take time to "contemplate your navel" and decide what is working in your world. Engage in activities that are truly rewarding and allow you to de-stress.
8. Prepare everything down to the last detail. Set up checklists and reminders and constantly revise them as your world changes. Avoid rushing around at the last minute because you have forgotten to purchase, clean or arrange for some item.
9. Allow others to assist you. You can't do it all and you aren't necessarily an expert in everything. Save your energy for productive events that will bring you the greatest return. Enlist the help of others who have greater time and expertise.
10. Take care of yourself. Reward your self regularly. You deserve it!