

Productive to the Max

Productivity

Performance

Profitability

Commit to the task at hand

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You are all juggling busy, fast-paced lives. A professional juggler can keep all the balls in the air but you have difficulty performing that feat. As a result your priorities become lost in the shuffle. You end up moving from task to task without a sense of accomplishment or reward. The pace of your life increases along with ill-health and stress factors. Everything becomes urgent and you live in a reactive instead of a proactive atmosphere. You begin to resent your situations and the people involved. It is very important to remain "in the flow" and committed to the task at hand. How do you do that?

- Concentrate your efforts, energies and thoughts on what is important to you. Analyze each activity to ascertain if it brings you closer to accomplishing your goals. Determine if your actions will have a positive impact on yourself and others. Does this activity bring you joy, happiness and life balance or is it sucking up your mental and physical energy at your own expense? How many times have you performed an action reluctantly and been left with a feeling of despair or uneasiness? Listen to your gut feelings when this happens and next time, change your focus.
- Determine who you are trying to please. Many of us subconsciously are trying to appease others through our activities. The others are sometimes imbedded in our past (you can blame your mothers for all your ills!) and no amount of trying, cajoling or acceding to demands will change their perception. Concentrate on pleasing yourself and the others will either fall into line or will lose out by not participating in your life. What is important to others is not necessarily your priority.
- Practice the art of focusing. Keep your eye on the ball (task). Remain in the moment and get excited by each step of the process. STOP! Become aware of your thoughts at all times. If you encounter difficulty, take a break and start over. Practice keeping quiet (a challenge for many of us) and let your thoughts take over.
- View everything you do as a game. Establish the objectives as a goal and keep your eye on the ball! Keep score, give yourself feedback and recognize and overcome challenges. Establish rules and regulations.

The most important focus of all is to reward yourself for everything you do. Talk to yourself; look in the mirror and say "I am wonderful!" buy yourself little trinkets and presents: take a

bath: walk the dog: eat a chocolate. Whatever makes you feel good, provide the opportunity to embrace it at every turn. Make that your focus!