

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Dangle that reward

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A sense of accomplishment is always elusive unless you keep the goal in mind. In order to maintain your "flow" clearly defined **S**-pecific, **M**-easurable, **A**-chievable, **R**-ealistic, **T**-imely goals are necessary.

Establish clear goals, visualize the end result, post it, tell others and constantly keep your goal in mind. Plan out the tasks to get you to your goal and post them or print them out on a calendar.

Determine interruptions in advance and create a plan to deal with them. Do not multi-task or stop one task and start another before completion. Set up rules, systems and processes. Create an environment that you love with certain associations that will work toward achievement such as CD's pictures of family, awards, plants. Keep dangling that reward and visualizing the end result rather than agonizing over the tasks. Talk with colleagues who have achieved similar goals successfully. Get some tips from them. Use your five senses: sight, sound, touch, smell, and taste to create an association with work. Recreate what you have learned from past achievements to assist you with current completion of tasks.

Remember that in order to achieve your goals, you also must concentrate on only a few at a time. Trying to accomplish too much will set you back into the state of angst, anxiety and boredom that you are trying to escape.

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