

*MaxTips!*

# Productive to the Max

**P**roductivity

**P**erformance

**P**rofitability

## ***Gear up for Fall***

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The lazy, hazy days of summer are winding to a close. Can you smell the scent of fall? There's that prerequisite shopping for clothing, gearing up for activities and refocusing on your work. How do you sustain the energy necessary to remain in the flow and handle all this? As the pace of life increases, you want to move faster and faster and take on more responsibilities. You get caught up in a whirlwind of existence and can lose sight of priorities. You become reactive instead of proactive.

Focus on what is important. Remain in the moment and committed to your needs and values. View everything you do as a game. Establish your objectives as a goal and keep your eye on the ball. Keep score, give yourself feedback and recognize and overcome challenges. Establish rules for organizing, for time management and for balancing your life.

Determine if your actions are having a positive effect on you and others. Go with your gut instinct when something doesn't feel right. Analyze why you are always trying to please others. Stop blaming or criticizing and take steps to maintain a positive outlook. Concentrate on pleasing yourself and others will either fall into line or lose out by not participating in your life.

Practice keeping quiet (a mean feat for many of us) and let your thoughts take over. Reward yourself in appropriate ways and realize that you and only you, by focusing on what is important, can control your life.

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