

Productive to the Max

Productivity

Performance

Profitability

Incorporate Time Alone

MaxTips! September 2008

The last week of August, I decided to hole up in a hotel out of town to update my research, feed my soul and generally get ready for the busy fall season ahead. It was necessary for me to get away from all distractions, have total peace and quiet and allow myself to work freely without the restrictions of everyday life. I could sleep when I wanted, eat when I wanted and do what I wanted. What a treat!

I made some major discoveries while I was away. While working with the computer, I finally had some time to "play" and my goodness; I actually went into some of my programs and learned how to work with all the aspects of each one. Outlook and PowerPoint and even some newer aspects of Word come to mind. This has saved me an enormous amount of time in the past few weeks.

Preparation and planning ahead are the major components of productivity. Sometimes, however, we forget to take the time to actually learn our programs and discover the wonderful aspects that can improve our efficiency. We certainly cannot learn them all at once, but can plan chunks of time on a regular basis to update your skills.

I also was able to focus on what was important in my life and what I wanted to achieve in the next few months. I set goals, broke them down into action plans and wrote and posted them up for all to see (and me to remember!).

I went through all my electronic information and got rid of, or amalgamated everything that had built up in the past year. I feel like a huge load has been lifted and I can focus much better on what I need to do.

I realize I am very lucky to have had the opportunity to take a week alone and that it is certainly not a possibility for all of us. However, I urge you to try to incorporate some time alone to reflect, learn and enjoy during your everyday life. Set yourself a goal and actually plan in your calendar to take time for yourself, time to learn at least one new aspect of your computer programs once a week. Take courses and upgrade your skills for it truly will benefit in the long run. And get rid of all those things that you have not used, worked with, talked to, watered, read or sat on for a year! Gear up properly for the busy season ahead.