

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Overwhelmed-Out of Control?

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Do you find that you are overwhelmed with so much to do that you are not performing at peak efficiency? Are you missing appointments, losing things, people and your mind? Sometimes life is like that. Here are some steps to take when the wheels are spinning out of control.

1. Clean up your environment even if it means taking all the mess and putting it in one corner of your office. Simplify.
2. Sit down, take a deep breath and focus. Count to ten.
3. Take a piece of paper or open an electronic file and write down everything you have to do.
4. Take a long hard look at the list and get rid of anything that is not a priority, that you can delegate or that you are forcing yourself to do for the wrong reasons.
5. Prioritize the top three items, break them down into smaller tasks.
6. Complete at least one step from each item by the end of the day. Take tiny, baby steps.
7. Reward yourself generously by doing something only for you.

It is essential to focus on your goals at all times. By doing so, you can prevent yourself from taking on too much. Remember to do things daily, handle information only once, put things back regularly (not only in temporary locations) and keep a regular checklist. And count your blessings- for your full and busy life.

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