

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Plan Ahead

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I recently encountered a medical situation in my family. It prevented me from carrying out my regular duties in a timely fashion. Yet, I still had some commitments I could not put off. One of these was an out-of-town training session for a very important and high level client. I had very little time to prepare but because I had preplanned and prepacked everything, it took me very little time to get the necessary components together to fulfill my obligation. As we enter a very busy season, it is necessary to plan ahead as much as possible.

1. Establish your goals and priorities for the next few months. Post them and revise as changes occur.
2. Create systems, processes and checklists that will help you in your productivity and efficiency. For example, I always have a travel bag packed and an accompanying checklist to complete for all my training needs. Upon my return, I refill what is needed in anticipation for the next trip.
3. Have a backup system in place for emergencies.
4. Establish regular procedures for everyday and mundane tasks. Delegate portions to others and reward their accomplishments.

Make sure that your personal wardrobe and necessities are up to snuff so you don't have to scramble for those walking shoes or sunglasses for the trip.

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