

Productive to the Max

Productivity

Performance

Profitability

Redefine your Priorities

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Determine what is important to you. Time is fleeting and it is essential to spend it in ways that will bring you the greatest satisfaction and return. Stop doing those activities that no longer are of interest to you.

- Establish routines to avoid the last minute rush. Get up a little earlier to have that cup of coffee. Put out your clothes the night before. Have a place for your briefcase, keys and lunches at the door. Preplan breakfast and preset the table so the kids can help themselves.
- Plan and schedule everything. Get all that "mind clutter" down on paper. Take a good look at your schedule to see if you can consolidate errands, that you have planned time for relaxation and fun. Can you multi-task some items?
- Realize and make allowances for the fact that everything always takes longer than planned.
- Learn to say no and mean it. Only say yes to requests that will help you achieve your goals.
- Determine if there are certain processes that will help you save time? Evaluate what is taking you too long to accomplish and get help to revamp your systems. (e.g. Filing and Paper). Take advantage of organizational aids and the internet. Order online to shop, to order postage, software, obtain information, send birthday greetings and gifts.
- Are you wasting time cleaning? Clean as you go. Restrict your cleaning products. Create a cleaning schedule to do one chore a day, every second day or several a week. Include some of the heavier spring cleaning tasks and you will never have to spring clean again! Divide the duties amongst your family members. Bribe them if necessary. It's worth it. If that doesn't fly and you can afford it, hire a cleaning service.

Always be aware of what you have to do and the fastest way it can be accomplished.