

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Workaholics Anonymous

MaxTips March 2008

There is a direct link between workaholics and productivity. As they work to accomplish more and more their task list continues to grow and grow. However, that does not mean they are necessarily accomplishing more. You do not have to be noticed for the amount of time you put in but the quality of your work.

The following tips will help you avoid workaholic tendencies:

- Prioritize and decide which are the most important things to do first. Reorganize and remain flexible as needed.
- Look at interruptions and timewasters as opportunities.
- Allow more time for all your tasks.
- Concentrate on doing one thing at a time.
- Schedule play and personal time.
- Take time out to listen, meditate and pray.
- Do not yield to the pressure of others or attempt to bend others to your tendencies.
- Allow time to accommodate the unexpected.

Copyright © 2010 Productive to the Max Ltd. All right reserved
Visit www.ProductivetotheMax.com for Reprint Permission Information

Tel. 613.594.4533 | Fax 613.594.8339 | info@productivetothemax.com | www.productivetothemax.com
513 Westminster Avenue | Ottawa, Ontario | K2A 2T9 | Canada