

Celebrate Your Day with Increased Productivity

Cathy Sexton - Productivity Coach & Strategist

1. When you're working on your goals make sure to *visualize* and really think about what you want the outcome to be. By thinking about it before hand you will become more inspired and will be able to think through what the next best step needs to be.
2. Take *small bites*, small steps and break large pieces down. By breaking down your projects into smaller steps you won't get so overwhelmed by the large projects. Keep a list of small steps so these can be done when you only have a few minutes or don't have time to start a larger project.
3. *Make appointments* with yourself - use time charting - this will get your projects on your calendar/planner. Key to success is don't stand yourself up!
4. Remember the *80/20 rule*; 80% of our output comes from 20% of our input. 20% of an eight (8) day is 96 minutes. Spend the first 96 - 120 minutes first thing in the morning and you will accomplish in that time what you normally accomplish all day.
5. *Celebrate your day!* At the end of the day celebrate what you got done instead of looking at what you did not. You did accomplish a lot even if it is not what you had planned.
6. Constantly being interrupted with office visitors (chatty co-workers)? Remove the candy jar off your desk, remove the comfortable chair out of your office and replace it with an uncomfortable one. Fill it up with files/stuff so there is no place to sit or remove it all together. Remember *we teach what we allow*.
7. *Plan according to your energy level*. We all have different times of the day when our energy levels are higher. Use your high energy level time for mental task and more complex projects.
8. *Design a workplace* suited to your workflow. Only keep things around you that make you feel good and give you energy. Ditch the items that you have just because. Remember...clutter unattended becomes invisible.
9. Find a *file system* that works for you. If you can't find it when you need it, it has no value. If your current filing system is not working find another way. File by number, use a spreadsheet to track and search, or use software made for filing.
10. To complete those dreaded tasks re: filing, *use a timer* and set it for 10 or 15 minutes. When the time goes off you get to stop. Reschedule the rest for a later time.

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11. *Reward and celebrate* your project, tasks and goals no matter how minimal the advancement. Everything counts and gets you closer to the end results.

12. One of the *best timesavers* is delegation or outsourcing. Do what you enjoy and what you are good at and leave the rest to others. Others enjoy doing what we don't. It may cost you a little money but the savings of time, stress, frustration or even having to have it redone well out ways the cost of hiring it out.

I challenge you to **I.G.N.I.T.E.** your personal productivity by implementing what you have just learned. Start by using these steps:

Intention: Know your intention, ask why is it important? What are the benefits?

Get started: Take action on one strategy you learned within the next 24 hours.

Commit: Your Time, Money, & Energy

Engage the process!: Motivation, celebration, evaluate what's working or not working to keep moving forward and ask someone to hold you accountable. Your success depends on it.

I would love to partner with you on improving your productivity. Visit my fan page at <http://www.facebook.com/cathysextonproductivity> where I share resources, articles, tips and techniques to help you be more productive.

Contact me for personal help, coaching, training or to join one of our Clutter Buster Program where you get a day of motivation, celebration and accountability support you need for working on your organizing project.

As a productivity coach and strategist, I am passionate about helping individuals discover their personal productivity style so they can accomplish more with less effort. I use my passion and empathetic nature to help people live healthy productive lives! I know the health risks of being a workaholic; I have lived it. My purpose in life is to provide coaching, teaching, and tools to people who are hungry to spend more time with family, enjoy their careers and live a less stressed and carefree life. For more information please visit. www.cathysexton.com / www.TheProductivityExperts.com or email cathy@theproductivityexperts.com