



Maximize your most precious resource- TIME!

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“When was that project due?”, “I am buried in paperwork.”

Staying on top of things was hard enough before cell phones, the internet and PDA's. Now many of us spend our days in a sea of conflicting demands, missed deadlines and lost details.

Do you want to get more done in less time with less stress? Set priorities, stay focused? Be on top of incoming items – paper, e-mail, voicemail? Cut through clutter so you never again have to apologize for missed deadlines? Maximize your most precious resource – time?

I know what you're thinking: *“Yeah, I can hear you telling me to get organized. Sure, I know I should, but how do I do it?”* Solution = an **Executive Launch day!**

Use the **SOS** (distress signal) when you need help from being overwhelmed and overloaded. SOS can be your new life-saving process. Just think **Simple Organizing Systems!**

S – Simple

“Make everything as simple as possible, but not simpler.” - Albert Einstein

- **Keep things simple** – The first step toward simplifying your life is to make a small investment of time.
 - Review your job, habits, environment and then discover what is working and what is not.
 - Keep in mind that maintaining a complicated life is a great way to avoid changing it.
 - Simplifying your life is really about gaining control of it.
- **Simplicity is power**
 - The power to do less of what doesn't matter and more of what really does.
 - Simplicity works because it is based on human nature and common sense, not corporate logic.
- **Seal all your work with a “KISS” (Keep It Super Simple)**
 - Before sending a draft, a report, a template, a recommendation, or whatever, to your client, ask yourself if it is as simple as it could be.
 - If it isn't simple enough, you (or the client/staff) will have more trouble understanding, communicating and deploying the work product.

O – Organizing

- Take the **time** to get organized.
- Create new habits and systems that allow you to accomplish more in less time.



- Being organized improves your ability to focus, concentrate, and produce the results you want.
- Learn to relax your mind and your body.
 - Reap the benefits of less stress
 - Gain a more calm and mindful awareness of the present moment. You will be surprised how easy it can be.

S – Systems – Saves you Time, Money and Energy

- Implementing simple systems and processes will help you to set priorities and stay focused.
- Put into place a system to stay on top of your incoming items and projects so you don't miss deadlines.
- Use a centrally understood filing system so you or anyone in your office can find anything filed in seconds! I prefer using a numeric file system vs. an alphabetic system; simpler, easier and less confusing.
- Electronic programs to allow finding, viewing and sending documents instantly, some programs you can also search your desktop from your smart phone.
- Finding a simple and effective organizing system **that works for you** will un-complicate your daily routine and eliminate stress. You will have more time for the things you love.
- Getting organized will maximize your most precious resource – **time**.

- **Gather**

- ✓ Gather everything needed before starting any process or project.
- ✓ Having everything together allows you to know what you're working with and if any of the pieces are missing.
 - Gather everything from your desk/in box.

- **Filter**

- ✓ Filter everything you have gathered into groups
- ✓ Filter out the unnecessary
- ✓ Filter the other items into like groups or sections
 - Items for other - Delegate
 - Items that need to be filed
 - Items for action

- **Start**

- ✓ You will never finish a process if you never start it!
- ✓ Don't wait until everything is perfect before starting or you will never start.
- ✓ The first step in success is to start the process:
 - Make a decision on the next action that needs to happen
 - Calls to make
 - Data entry
 - Projects



- Daily work

- **Having a process**
 - ✓ Increase ability to **focus, concentration and effectiveness**
 - ✓ **Accomplish more**
 - ✓ **Reduce Stress**

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