

The Ultimate Time Management System

Featuring The Productivity Pro® planner by Day-Timer



www.TheProductivityPro.com

Laura Stack, MBA, CSP
The Productivity Pro® , Inc.



About The Productivity Pro®, Inc.

Laura Stack, MBA, CSP, is a personal productivity expert, author, and professional speaker who is dedicated to building high-performance productivity cultures in organizations by creating Maximum Results in Minimum Time® with greater profits. She is the president of The Productivity Pro®, Inc., a time management training firm specializing in productivity improvement in high-stress organizations. Since 1992, Laura has presented keynotes and seminars on improving output, lowering stress, and saving time in today's workplaces. She is one of a handful of professional speakers whose business focuses solely on time management and productivity topics. Laura is a high-energy, high-content speaker, who educates, entertains, and motivates professionals to improve workplace productivity.

Laura is the bestselling author of four published books: *SUPERCOMPETENT®: The Six Keys to Perform at Your Productive Best* (Wiley, 2010); *The Exhaustion Cure* (Broadway Books, 2008), *Find More Time* (Broadway Books, 2006), and the bestselling *Leave the Office Earlier* (Broadway Books, 2004), which was hailed as "the best of the bunch" by the New York Times and listed on the June 2004 Book Sense Business & Economics Bestseller list. *Leave the Office Earlier* has been published in seven countries and in five foreign languages, including Japanese, Korean, Chinese, Taiwanese, and Italian. She is also a contributor to two of the popular *Chicken Soup for the Soul* books. Laura's popular monthly electronic newsletter has subscribers in 38 countries. She is a Microsoft Certified Application Specialist (MCAS) in Outlook 2003 and 2007.

Widely regarded as one of the leading experts in the field of employee productivity and workplace issues, she has been featured nationally on the CBS Early Show, CNN, NPR, Bloomberg, NBC TV, WB News, the New York Times, USA Today, The Wall Street Journal, the WashingtonPost.com, the Chicago Tribune, O Magazine, SELF, Me, Working Mother magazine, Entrepreneur magazine, Readers Digest, Woman's Day, and Parents magazine. Laura has been a spokesperson for Microsoft, 3M, and Day-Timers, and she is the creator of The Productivity Pro® line of Day-Timer® planning system. Her client list includes top Fortune 500 companies, including Starbucks, Wal-Mart, IBM, GM, Coors, the Denver Broncos, Lockheed Martin, and Time Warner, plus a multitude of associations and governmental agencies.

Laura holds an MBA in Organizational Management (University of Colorado, 1991), integrating the importance of productivity in business with employee retention and satisfaction. She is the 2011-2012 President of the National Speakers Association (NSA) and is the recipient of the Certified Speaking Professional (CSP) designation, NSA's highest earned designation.

Laura lives with her husband and three children in Denver, Colorado.





The Productivity Pro® Laura Stack and Day-Timers introduce... The Productivity Pro Planner!

The efficiency of electronics integrated with the reliability of paper...

Hand-helds are great task managers, but they're not configured for extensive note-taking. Professional speaker, Laura Stack, has designed the first planner geared specifically to hand-held users. 2-Page-Per-Day pages, each with a productivity tip. Pages have no time slots or calendars, so their writing space is larger and more efficient. Neutral colors on daily pages and monthly tabs rotate

by quarter. Monthly Tabs have ample space for planning appointments and meetings, with space to list monthly goals and to-dos. A-Z Tabs do double duty as a contact management system and a paper filing system. Use matching Note Pages to capture notes, create lists, and track projects, and then file them behind the appropriate alpha tab. Colored dots code your calendar by priority or activity.

6 THURSDAY NOVEMBER 2008

PHONE CALLS

- Danny Ortman - Bank of America
- Mom - visit August?
- Nancy Montgomery - schedule committee conf. call
- Dentist - sched. 6 month checkup
- Sally Melhee - building opp - need extra 6-foot table

ERRANDS

- Great Indoors faucet
- Macy's suitcase
- Walgreen's Rx

THURSDAY NOVEMBER 2008

TO DO LIST

- Register CHCC event Sept 3
- Book Tampa FL ticket Aug 8 trip
- Invoice Encana June 28 seminar
- Write July newsletter
- Send participant workbook Kamy
- Invite panelists for convention
- Create PowerPoint show for Sunoco seminar
- Email tip sheets to Jennifer
- Post blog entry

2-Page-Per-Day

3 3/4" x 6 3/4" Page Size

2-Page-Per-Month

Laura Stack
The Productivity Pro®

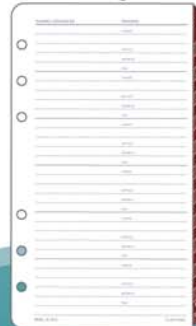


Maximum Results, Minimum Time™
TheProductivityPro.com

Note Pages



A-Z/Filing Tabs



Dots (4 sheets)

E4712

Developing The Productivity Pro® Planner
by Laura Stack, MBA, CSP

"I've always struggled with creating a paper planner that met my needs and worked with my handheld. I patched together bits and pieces of different systems trying to create the perfect one. Now you can have the EXACT system that I've demonstrated at my seminars! Working with Day-Timers, I designed a planner specifically for those who carry handhelds, which are horrible for taking notes. Every day and month features a new productivity tip written by me. And of course, the whole system is efficient and uncomplicated."

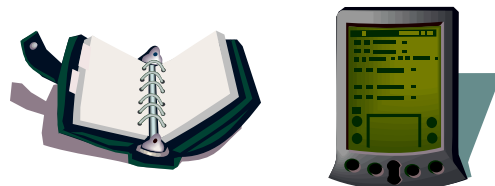


For more details and to order, visit daytimer.com/productivity

Should You Use a Paper or an Electronic Planning System?

Considerations:

- Advantages and Disadvantages
- Personality preferences
- Thinking preferences



Answer Yes or No: circle the corresponding number	YES	NO
1. Do you work primarily at a fixed-office desk?	A	B
2. Are you constantly on the go?	B	A
3. Do you print your email?	A	B
4. Do you enjoy using Outlook-based calendaring?	B	A
5. Do you take a lot of notes in meetings and on the phone?	A	B
6. Do you need a relatively inexpensive time management system?	A	B
7. Do you need the ability to immediately glance at your complete monthly calendar?	A	B
8. Do you ever run out of room in the A-Z tabs?	B	A
9. Does your work require quick access to thousands of names, phone numbers, and addresses?	B	A
10. Do you need to be able to access your email while traveling?	B	A
11. Do you travel infrequently?	A	B
12. Does double entry make you crazy?	A	B
13. Are you comfortable having no back-up system, if you lose it?	A	B
14. Do you dislike re-writing to-do lists?	B	A
15. Do you run out of room to write to-do lists?	B	A
16. Do you carry papers around with you to meetings?	A	B
17. Do you want to carry something small and lightweight?	B	A
18. Do you carry around confidential information?	B	A

Scoring:

Number of A responses: _____ = PAPER

Number of B responses: _____ = ELECTRONIC

A score of 8/10, 9/9, or 10/8 reflects a preference for a HYBRID system like The Productivity Pro® planner by Day-Timer, www.daytimer.com/productivity



Designing an Effective Time Management System

The HUG Criteria:

H _____

U _____

G _____

Important Time Components of Your System:

Element	Paper	Electronic	Hybrid
Calendar			
Contact info			
Daily To-Do list			
Master To-Do list			
Memory lists			
Communication			
Projects			



Create a Master To-Do List

PERSONAL	BUSINESS

Think about:

- Calls you need to make
- Letters that need to be sent
- Errands you need to run
- Furniture to be bought or cleaned
- Purchases
- Vacations or travel
- New projects you want to start
- Files and records
- Equipment to be bought or repaired
- Financial matters
- Feedback to give or get
- Meetings to schedule or attend
- Waiting for work from others
- Think about your desk organization
- Closet
- Chores or living space
- Appliances
- Yard work/outdoors
- Health/doctor
- Exercise
- Books to read
- Pets
- Car
- Birthdays
- Items borrowed - to return or get back
- Supplies

Understanding How Time Management Is Like Money Management

Time management is a _____ discipline.

What type of management? _____

Asks us to make the best use of a _____ resource.

Can be likened to the management of _____.

Like other management disciplines, it requires thoughtful _____.

The most important component of analyzing your time is _____.

The Definition of Planning

The process of setting goals, developing strategies, and outlining tasks and schedules to accomplish the goals.



**For every 1 minute you spend in planning, you gain 10 in execution.
1 minute = 10 minutes. 10 minutes = 1 hour and 40 minutes!**

Discovering the Best Time to Plan

When do most people plan their days?



When is the best time to plan your day?

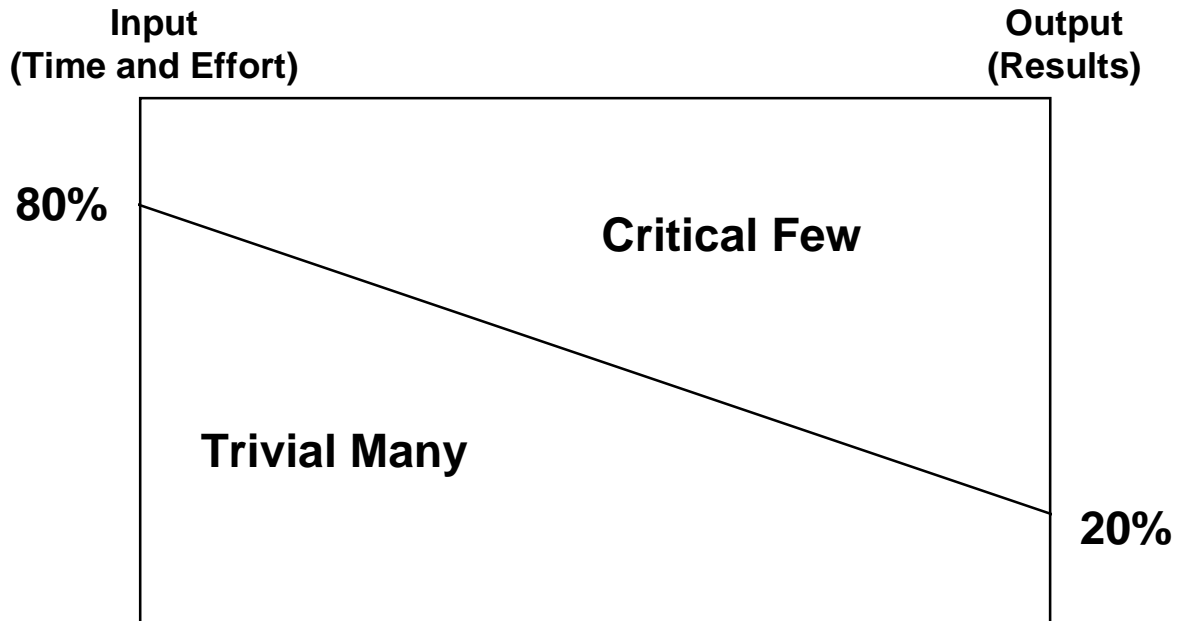


Why Is It Important to Plan Before You Leave Work Each Day?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Identifying the Most Important Tasks on Your To-Do List

The Pareto Principle



- 20% of an organization’s employees produce 80% of its results.
- 20% of your product line accounts for 80% of your sales.
- 20% of your customers account for 80% of your revenue.
- 20% of your clothes are worn 80% of the time.

20% of Your Activities Produce 80% of Your Value

What are your 20/80 Activities?



Applying the Four Categories of Priorities to Your Work

Should be Doing
(Important/Valuable)

Should Not be Doing
(Not Important/Valuable)

Do Now
*Feels urgent
Deadline today
Must be done
immediately
Time bound*

1
Focus
Deadline
Reactive
Fire!

3
Timewasters
Gotta Minute?
Frustration
Guilt

Do Later
*Not urgent
Can put off
Not due
Not time bound*

2
Procrastination
Crisis Creation
Proactive
Long Term

4
I Really Shouldn't
Discipline
Power
Self-Control

Time Management Versus Productivity

Productivity is not about the

of things you check off your list.

Productivity is about the

you produced in the time you worked.

The Two Pains of Productivity

You won't always FEEL like doing what you should be doing!



The Pain of

vs.



The Pain of



Saying No...Creatively

1. **Negotiate:** try to extend the deadline
2. **Simplify:** reduce the scope of the task
3. **Communicate:** be honest about what's on your plate
4. **Reduce Quality:** can the task be done at 85% rather than 100% perfect?
5. **Delegate:** try to get someone to help you or form a committee
6. **Streamline:** do it more efficiently; change process
7. **Eliminate:** what would happen if it didn't get done?
8. **Get Creative:** how else could you meet the request? Suggest an alternative way to get the result, other than what the boss outlined.
9. **Partial delivery:** can you do a piece now and pieces later? Set milestones.
10. **Redirect:** get boss to send the task to someone else if it doesn't belong on your plate.



Control Perfectionism

1. Sound familiar?

- “If I let someone else do this, it won’t be done correctly.”
- “If you want anything done right, you have to do it yourself.”
- “If you can’t do something right, it’s not worth doing at all.”

2. High Standards versus Unrealistic Expectations

3. Examples:

- Assignments
- Housework
- Relationships

4. Benefits to the recovering perfectionist

- There aren’t as many situations that provoke you
- You’ll let the occasional blooper pass
- People will appreciate not having to conform to your way of doing things
- People don’t like being told they aren’t good enough
- You role model high standards when they are appropriate, and others will be inspired to follow your example
- You aren’t so demanding of yourself and don’t get discouraged by the occasional mistake

5. Where are some areas I need to relax unrealistic expectations of others? _____

Avoid Procrastination

What is one thing you've been putting off? _____

What are the benefits to you of procrastinating? _____

What are the benefits of getting started? _____

Why are you procrastinating? _____

Ideas on ending procrastination. Is the task:

1. Overwhelming? _____

2. Unappealing? _____

3. Trivial? _____

4. Non-accountable? _____

What is ONE thing you can do to see forward motion on this task? _____



Procrastination? Can we talk about that tomorrow?



Slow Down When Necessary

“Nothing is less productive than to make more efficient what should not be done at all.”
--Peter Drucker

People who are rushed and frantic:

- Make more mistakes
- Deal with others poorly
- Lose their ability to think clearly

The extremes of time

FAST

INERT

HURRYING doesn't equal PRODUCTIVE

When does it make sense to be unhurried?

-
-
-
-
-
-
-



Work Hard Each Day

Hard work is anything that requires you to push yourself... not just show up at work, punch the clock, go through the motions, and leave. When you read about highly successful people in magazines, I'm often amazed by how many work *fewer* hours than the average person. Some people can run an entire company that does amazing things on 35 hours per week. They aren't working longer than you are and aren't necessarily smarter than you either. They succeed because they work hard and know when to play.

Today, working hard means you're using your brain:

- Creating new ideas
- Implementing marketing plans
- Writing new policies
- Making difficult emotional choices
- Learning new skills
- Changing jobs
- Facing your fears
- Inventing new systems or products
- Making decisions when you don't have all the data
- Overcoming obstacles
- Taking risks
- Figuring out how to do things better

Moving from DO-DOING-DONE

If you were working hard and using your time correctly every day, what would your day look like? _____

If you were a productivity consultant, what advice would you give yourself? _____

What would you change about how you're organizing your day and spending your time? _____



Constructing the Eight Different Types of Filing Systems

#	Type	How often is it accessed?	Where is it located?	My examples
1	Tickler			
2	Contact			
3	Customer			
4	Project			



Constructing the Eight Different Types of Filing Systems

#	Type	How often is it accessed?	Where is it located?	My examples
5	Idea			
6	Topical/ Subject			
7	Reference			
8	Archive			

Constructing a Tickler File

1. Get 43 hanging folders.
2. Label 1-31 for the days and 12 for the months.
3. File somewhere convenient (an accessible file drawer, a file box, or an expandable file).
4. Hang to look like a calendar. The current month is the first folder, and the current day is the second folder. The rest hang in order of the calendar.

For example, on March 15, your file would look like this, front to back:

March
15
16...
31

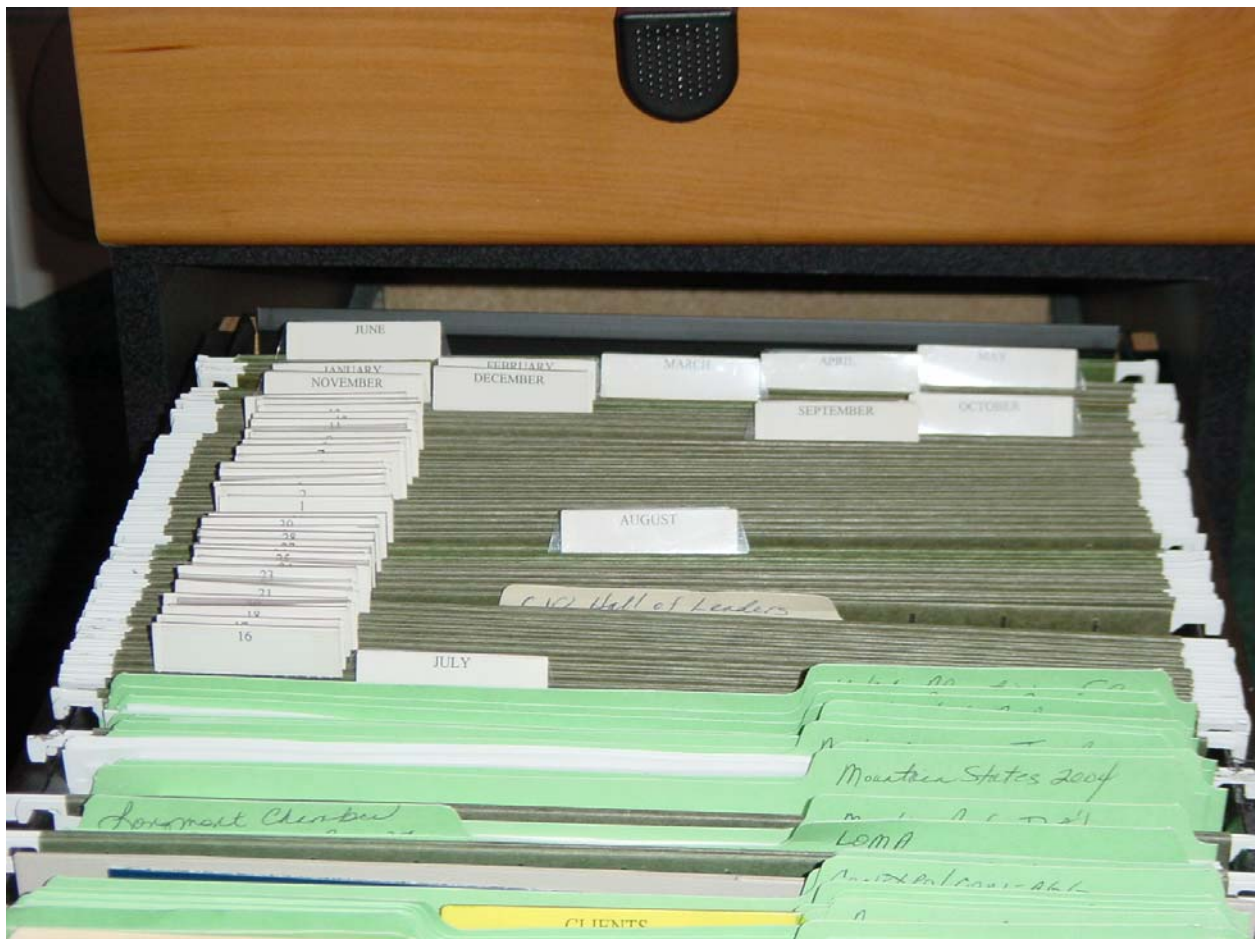
April
1
2...
14

May...
February

5. File papers requiring action on the day you need to see them again (assuming the above arrangement):
 - A conference registration ticket for June 3 would be filed in the June folder (months act like holding files for anything further than 31 days out).
 - Plane tickets for July 4 would be filed in July.
 - A printed email message requiring your action next week would be filed in the appropriate day.
 - A meeting agenda for March 20 would be placed in the folder marked 20.
 - A copy of a written delegation item due March 28 could be filed in the folder marked 24 to remind you to follow up with the person.
 - A birthday card for April 11 would be filed in April 7 or 8; a birthday card for April 18 would be filed in the April file.
 - An invoice due on March 31 could be filed in March 25 or 26 (or, if you pay all your bills at the same time, the bills would all go together on the date you want to pay them).
 - A return merchandise slip could be filed two months out so you remember to compare it against your credit card statement.

Constructing a Tickler File (continued)

6. Each evening before you leave work, pull out the next day's folder.
7. Remove the contents and refile any papers you're not going to work on tomorrow.
8. Rotate folder to the next month.
9. Put the papers in an action bin on top of your desk.
10. Record tasks on your to-do list, if desired.
11. At the end of the day, if there are papers left over in the action bin, reevaluate and refile in the tickler file.
12. Review next month's folder the last day of each month.



Making Crucial Brain Shifts Needed to Be Organized Today

- Superglue Rule

- Decisiveness Rule

- Start to Finish Rule

- Three Minute Rule

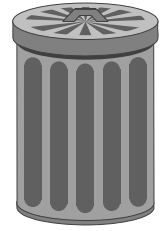
- Empty In-Box Rule

- Discipline Rule



Processing Information with the "6 D" System

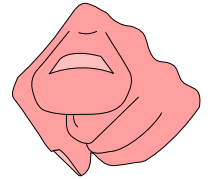
1 D _____



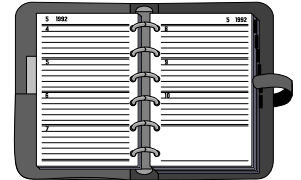
2 D _____



3 D _____



4 D _____



5 D _____

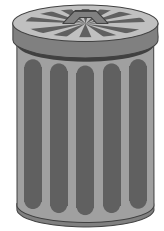


6 D _____



Processing Paper Through the "6 D" System

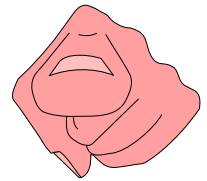
1



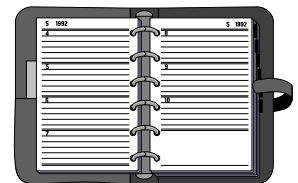
2



3



4



5

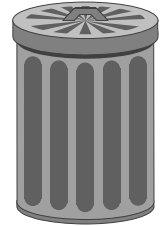


6



Processing Voicemail Through the “6 D” System

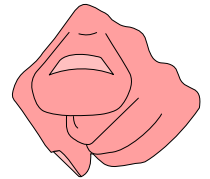
1



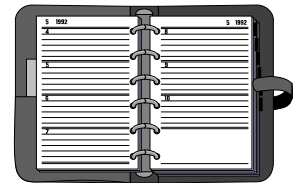
2



3



4



5

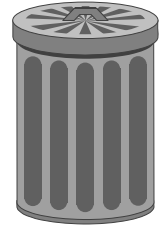


6



Processing To-Do's Through the "6 D" System

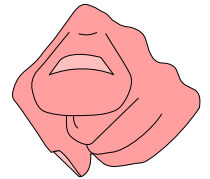
1



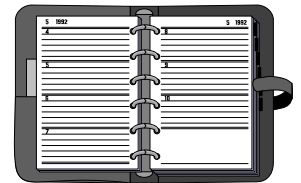
2



3



4



5

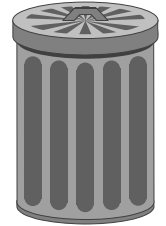


6



Processing Email Through the “6 D” System

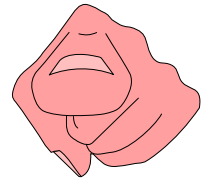
1



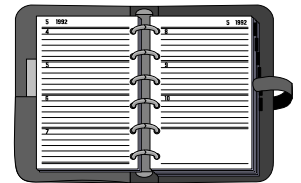
2



3



4



5



6



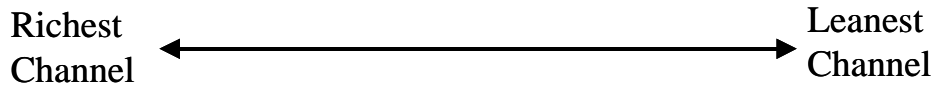
Twelve Essential Email Habits

1. The Inbox is not a to-do list – pull the action from the email and move to the correct location.
2. Use Sent Items for “filing” and searches – always be the last to respond.
3. File in your regular folder system – keep reference items together.
4. Re-use your emails – create signatures and templates.
5. Stop asking a group of people their opinion – take a poll and auto-tally results.
6. Don’t assume SEND means DONE – set reminders.
7. Recover from email OCD – remove global alerts and create custom alerts.
8. Automate manual actions – use Rules.
9. Free your mouse – create your own toolbars and menus.
10. Don’t manually clean up your mailbox – run AutoArchive.
11. Allow others to work quickly – follow proper email etiquette.
12. Remember that email isn’t always the best solution – match the message to the medium.

Social Media: Help or Hindrance?

1. Understand why you're doing it.
2. Pick a few key targets.
3. Keep up with it.
4. Avoid distractions.
5. Don't use real time.
6. Turn one post into multiple posts.
7. Don't search: scan.
8. Go faster.

Select the Best Channel of Communication



Physical Presence	Personal Interactive (Phone)	Personal Static (Voicemail)	Impersonal Interactive (Email)	Impersonal Static (Memo, Report)
-------------------	------------------------------	-----------------------------	--------------------------------	----------------------------------

Best for emotional, ambiguous, long, difficult messages

Best for routine, clear, simple messages

Quick Reference

Function	Meeting	Video conf/ Webcast	Phone Conf Call	Email	Voice mail	Pager /IM/ text	Letter or Fax	Intranet/ Shared Drive
Brainstorming								
Formality required								
Informal, quick update								
Relationship building								
Distribute long, complex info								
Distribute simple, brief info								
Legal purposes; requires hardcopy								
Documents for review and response								
Discuss documents you sent								
Send urgent message w/ detail								
Familiar topic; little explanation								
Discuss project updates/status								
Corrective action or praise								
Share significant organizational message								
Add personal touch to quick message								
Need open discussion on new policy								
Ensure privacy								

Use Proper Email Etiquette

1. Understand that informal doesn't mean sloppy.
2. Normal spelling, capitalization, grammar, and punctuation rules apply.
3. Use the TO, CC, and BCC appropriately.
4. Remember your email isn't private. Think postcard.
5. Be sparing with group mail. Understand the current distribution lists, scrutinize, and clean up current lists. Don't "Reply to All" in a group message, if your reply doesn't apply to all. Only send group messages when it's useful to ALL recipients.
6. Don't send email with blank subject lines or words like "hi."
7. Send attachments/graphics in a separate email (rather than a task or calendar item).
The message may now be filed separately.
8. Use the subject field to indicate contents and priority. "Codes":
 - <AR> Action Required
 - <EOM> End of Message
 - <LONG> Long, read later
 - <FYI> Information only
 - <NRN> No response needed
 - <TYVM> Thank you very much
 - <EMSG> Email message
 - <OT> Off topic
 - <TIA> Thanks in advance
 - <F2F> Face to face
 - <MSR> Monthly status report, etc.

9. Don't send chain letters, virus warnings, or junk mail.
10. Provide an executive summary in the beginning.
11. Summarize any action needed.
12. Bullet point important messages.
13. Attach any detail rather than putting it in text.
14. Copy the most relevant sentence from the message to which you are responding.
15. Summarize for readers rather than suddenly copying them in.
16. Use a signature with a website link and contact information for external customers. Make it easy for the recipient to contact you. Don't use v-card and logo for internal communication, but do include your mail stop and extension. Have multiple signatures for multiple purposes.
17. Include portions of the original email in your response. Summarize for people if possible.
18. Check messages frequently. How often is often enough?
19. Respond to at least say I'm looking into it.
20. Realize not all emails need a response.
21. Expire messages.

22. Reduce volume.
23. Don't CC people just to show off.
24. If there are multiple actions within the same e-mail, specify who is responsible for what.
25. Send a meeting update instead of an email.
26. If there are more than three email volleys, a phone call might be better.
27. Use a large enough font to read the email easily.
28. Schedule a meeting rather than emailing to check schedules.
29. Be diligent in using the out of office message; specify how to get a hold of you.
30. Add documents to Public Folders rather than emailing to each person.

Use the 4 C's of Good Communication

1. Making Your Communications Clear

Concepts:

1. Make writing simple, short, easy to understand
2. Shun pompous and pretentious language. Explain confusing terms and jargon.
3. K.I.S.S.

Instead of:	Try:
Utilize	
Prior to	
Terminate	
Comprehend	
Ascertain	
Viable	
Remuneration	
Substantiate	
Procure	
Disseminate	
Endeavor	

2. Making Your Communications Concise

1. Eliminate wordy or redundant expressions

Instead of:	Try:
continue on	
cooperate together	
in view of the fact that	
in the event of	
at this point in time	
my personal opinion	
a large number of	

2. Use active voice, where the subject performs the action

Examples:

Passive: The check was signed by my boss.

Active: _____

Passive: The letter is being typed by the secretary.

Active: _____

Passive: An employee's extra efforts should be recognized.

Active: _____

Passive: It was recommended by the board that the policy should be changed.

Active: _____

Passive: Several mistakes were made in the inventory process.

Active: _____

3. Unsmother your verbs. Don't turn a verb into a noun.

Instead of:	Try:
It had some imperfections	
Offer a suggestion	
Take under consideration	
Make a determination	
Gave an admonition	

3. Making Your Communications Correct

Check for misspelled words, typos, incorrect grammar, and punctuation errors.

Most Common Grammar Challenges

1. **Subject/Verb Agreement.** Singular subjects require singular verbs. Plural subjects require plural verbs.

Example: The speaker *is* coming. They *are* already at the airport.

The most common subject-verb agreement problem occurs when we place words between the subject and verb and make the verb agree with the last word that comes to mind.

Example: The governor, as well as his advisors, *have/has* agreed to attend the rally.

2. **I/Me/Myself.** “I” is the subject of a verb. “Me” is the object of a verb or preposition. “Myself” refers to the subject of the sentence or to emphasize the subject already expressed.

Examples:

- Jim and *I/me* are going to the mall.
 - Bring the letter to Jane and *me/I*.
 - I want you to meet Jim and *myself/me/I* in 5 minutes.
 - I laughed at *myself/me*.
 - I lifted the box *me/I/myself*.
3. **Who/Whom.** “Who” is always the subject of a verb; “whom” is always the object of a verb or preposition. *Who* is knocking at the door? With *whom* do you wish to speak?
4. **Possessive Case.** Shows ownership. Follow the Rule of Possession:
First. Write the base word (singular or plural) that fits the tense of the sentence.
Second. Add an apostrophe
Third. If there is no “s” at the end of the word, add one
5. **Ending Punctuation.** Commas and periods are ALWAYS inside closing quotation marks. Colons and semicolons are ALWAYS outside closing quotation marks. Question marks and exclamation marks DEPEND on whether they’re part of the quotation or not.

Examples: “I’ll take out the trash on Monday,” Christine said.
You told me, “The check is in the mail”; it wasn’t.
Did she say, “I’ll arrive in the morning”?
Mary asked me, “Will you lend me some money?”

6. Spelling

- Use a spell checker, but don’t trust it.
- Stick with words you use in everyday conversation
- Use memory devices
- Read bottom-up, right-to-left to check for typos and misspelled words.
- Read aloud

4. Making Your Communications Conversational

Concepts:

1. Use gender-neutral words:

Instead of:	Try:
mankind	
mailman	
stewardess	
chairman	
foreman	
salesman	
policeman	

2. Use “he,” “his,” and “him” sparingly as gender-neutral pronouns. Also avoid the “he or she” construction.

NOT: An accountant must pass a difficult exam before he can become a CPA.

BUT: _____

3. Learn to recognize and eliminate trite, old-fashioned expressions:

Instead of:	Try:
Pursuant to your request	
I am writing to tell you	
Enclosed please find	
As per our agreement	
This writer	
Find herewith	
Along these lines	
At the present time	
In response to your memo of	



Scheduling Your Day Realistically and Building in Flexibility

Fixed time:

Meetings and appointments on your calendar that must occur at a specific time of day.

Variable time:

Tasks and events (routine interruptions, crises, driving etc.) that predictably happen each day but you don't know when they will occur.

Step 1: Determine Controllable Time.

Number of hours you plan to work _____

Subtract meetings (fixed time) — _____

Subtract uncontrollable time (variable time) — _____

Equals your estimate of total controllable time _____

Step 2: Review/Build Your To-Do List.

Item	Priority	Time
1.		
2.		
3.		
4.		
5.		

Scheduling Your Day Realistically and Building in Flexibility (continued)

Step 3: Prioritize Your Activities.

Using the matrix, assign a priority (1, 2, 3, 4) to each Item.

Step 4: Assign Pure-Time Estimates.

If you could complete a Task from start to finish, with no interruptions, how long would each take? Assign pure-time estimates to determine the tasks that can reasonably be accomplished within your controllable time.

Step 5: Add Up Your Pure Time.

Step 6: Determine if Your Schedule Is Realistic.

Step 7: The Next Day, Accomplish Your Tasks in Order of Importance.

When you have an interruption, you have already accounted for it in uncontrollable time. Handle it quickly and get back to your to-do list.

Discussion:

↓	Priority	Time	Item
	2	.25	Phoenix travel plans
	1	1	Newsletter insert
	4	.25	Call Kristin
	2	.5	Printer cleaning research
	1	1.5	Lucent workbook
	3	1	MS Fonts
	4	.5	Filing

Eliminate Bottlenecks From People or Processes

Bottlenecks at work are like traffic jams: they bring things to a standstill. The “traffic jam” in your work will continue to occur until you do something about it. Pinpoint that recurring “thing” that halts your work and put energy into eliminating it. You’ll save much time and frustration in the long run.

Where do you get slowed down waiting for:

- Approvals,
- Return phone calls,
- Opinions,
- Information, or
- Pieces of a project?

Here are some techniques to analyze and minimize common slowdowns:

- ✓ Reorganize the workflow. Where can you change a process to boost productivity?

- ✓ Eliminate dependencies. What do you need to function more independently in your job? Autonomy? Training? Confidence?

- ✓ Don’t be a bottleneck yourself. Where do people try to delegate decisions to you they should be making themselves?

- ✓ Keep the process moving. Do you always get buy-in and commitment on a due date? Do you always discuss the next step?

- ✓ Accept partial delivery. Do you let people know what you need at a minimum to get moving?

Save Time in Bits and Pieces

Are you waiting for “a block of time”?

Think about the bits and pieces of time you waste:

- Riding as a passenger in a car
- Watching commercials
- Daydreaming
- Socializing
- Before appointments
- In meetings
- Standing around
- Gossiping
- On breaks

Sample fifteen-minute list

- Read a newspaper
- Sketch a proposal
- Plan a project
- Complete one small piece of a larger project
- Enter business cards into your contact file
- _____

Sample ten-minute list

- Plan for tomorrow
- Pay some bills
- Write a thank-you note
- Read an article
- Water the plants
- _____

Sample five-minute list

- Write a grocery list
- Make a phone call
- Dust a shelf
- Clean out one file
- Do some sit-ups
- Stretch
- _____



Make Effective Use of Down Time

Here are some ideas on making your down time productive time:

- Plan
- Read
- Listen to tapes
- Set time limits
- Sort mail
- Get a speaker phone
- Others?



Do you think sending him to a time management course would help?

Educational Resources by Laura Stack

Participants of this seminar are invited to join Laura's private LinkedIn network, The Productivity Pro® Alumni, to exchange ideas and insights:

<http://www.linkedin.com/e/vgh/1259217/>

Follow me on Twitter: <http://twitter.com/laurastack>

Sign up for my free monthly newsletter, The Productivity Pro®:

http://www.theproductivitypro.com/r_subscribe.htm

Subscribe to my blog: <http://www.theproductivitypro.com/blog/>

Add your favorite productivity vendors, services, and tools:

<http://productivitypro.pbwiki.com>

Laura's website has over 100 free articles for download:

http://www.theproductivitypro.com/FeaturedArticles/article_map.php

FREE downloadable worksheets, checklists, and resources:

http://www.theproductivitypro.com/r_free_stuff.htm

Take the quizzes FREE from Laura's three books:

http://www.theproductivitypro.com/r_quizzes.htm

Get a FREE tip of the day via email:

http://www.theproductivitypro.com/r_subscribe_365Tips.htm

Receive a tip each week texted straight to your cell phone:

<http://www.theproductivitypro.com/r-TipOfTheWeek.htm>


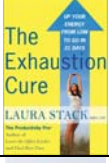





Resources for purchase (books, CDs, DVDs, self-study audio, video training, MP3s etc.) at Laura's shopping cart:

http://www.theproductivitypro.com/t_productivity_tools.htm

Buy the Productivity Pro® Day-Timer: www.daytimer.com/laurastack

Laura's YouTube channel: <http://www.youtube.com/user/theproductivitypro>

Educational Resources by Laura Stack, MBA, CSP

Item	Cover	Qty	Price	Total
<i>SuperCompetent: The Six Keys to Perform at Your Productive Best</i> (Wiley, 2010) Book on high performance and maximum potential			\$20	
<i>The Exhaustion Cure: Up Your Energy from Low to Go in 21 Days</i> (Random House, 2008) Book on improving your energy level			\$10	
<i>Find More Time: How to Get Things Done at Home, Organize Your Life, and Feel Great About it</i> (2006) Book on improving your productivity at home			\$10	
<i>Leave the Office Earlier: How to Do More in Less Time and Feel Great About it</i> (Random House, 2004) Book on improving your productivity at work			\$10	
Leadership Success Boxed Set 14 CDs and 1 DVD (includes Brian Tracy, Zig Ziglar, Laura Stack) in leather case			\$29	
Sales Success Boxed Set 14 CDs and 1 DVD (includes Jim Rohn, Dennis Waitley, Laura Stack, Zig Ziglar) in leather case			\$29	
Executive Women's Boxed Set 14 CDs and 1 DVD (includes Patricia Fripp, Connie Podesta, Laura Stack, Dianna Booher) in leather case			\$29	
TOTAL (Prices include sales tax.) Give to Laura or fax to 303-471-7402.				

Payment Method: Master Card VISA AMEX Cash Check

Credit Card number: _____

Expiration date: _____

Signature: _____

Ship to:

Name/Title: _____

Organization: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____