

Personal

Productivity



At a Glance

The SMART Way

- **SPECIFIC:** Often, creating a list of benefits from the accomplishment of the goal will give you a compelling reason to pursue that goal.
- **MEASURABLE:** It's crucial for goal achievement that goal setters are able to track their progress towards the goal.
- **ACHIEVABLE:** Setting big goals is great, but setting unrealistic goals will just de-motivate you. A good goal is one that challenges, but is not so unrealistic that the person has virtually no chance of accomplishing it.
- **RELEVANT:** Before you even set goals, it's a good idea to sit down and define your core values and your life and career purposes. These tools will help the person set goals that matter to them.
- **TIMED:** Without setting deadlines for goals, the goal setter will have no real compelling reason or motivation to start working on them. By setting a deadline, your subconscious mind begins to work on that goal, night and day, to bring you closer to achievement.

Urgent Important Matrix



- **Urgent and Important:** Activities in this area relate to dealing with critical issues as they arise and meeting significant commitments. *Perform these duties now.*
- **Important, But Not Urgent:** These success-oriented tasks are critical to achieving goals. *Plan to do these tasks next.*
- **Urgent, But Not Important:** These chores do not move you forward toward your own goals. Manage by delaying them, cutting them short, and rejecting requests from others. *Postpone these chores.*
- **Not Urgent and Not Important:** These trivial interruptions are just a distraction, and should be avoided if possible. However, be careful not to mislabel things like time with family and recreational activities as not important. *Avoid these distractions altogether.*

Simplify Your Life

1. **Acceptance.** Accept the fact that nothing's ever "perfect" in everyday living. Learn to deal with emergencies and projects in small bites of activities to diffuse unnecessary tension when faced with a seemingly huge problem or insurmountable project deadlines.
2. **De-clutter physical and emotional spaces.** Apply the concept of feng shui to de-clutter physical spaces and emotions. Clear away unnecessary desk clutter. Tidy up after every activity. Rearrange furniture and furnishings periodically so your office and home environments are aesthetically appealing. Clean up after spills. Vacuum when needed. Water plants; remove those past their prime. Wave off offhand comments and slights instead of accumulating hurts. Clarify miscommunications. Specify details when missing.
3. **Welcome newness.** Remember when it was intimidating to learn how to use computer software? Now, we can't live without our workhorse laptops! Devote 15 minutes each day to learning something new—get to know the new receptionist, how to Twitter, etc.
4. **Empathy.** Develop an intuitive reaction to how others feel. Empathy is an inner wealth in the workplace that gifts human interactions with untold rewards. Is your pregnant administrative assistant feeling off? Empathizing with her works miracles for you both.
5. **Learn to say "no," graciously.** Admittedly, it's hard to turn down requests for help, which is why we reach out with the best of intentions. However, there are times when repeated requests can get out of hand—know when to say, "thanks, but no thanks."
6. **Smile from the heart.** A no-brainer, smiles work their magic to quickly transform quirky perceptions, plus they're free for the fee in defusing and simplifying issues.

Eat That Frog

"If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long!"

Your frog is the task that will have the greatest impact on achieving your goals, and the task that you are most likely to procrastinate starting.



Time Management

It's actually ironic to think we lose time, when in fact we lose ourselves in time by not attending to priorities. To recap from previous modules, personal productivity is enhanced by:

1. Setting goals to accomplish activities that are broken down into manageable segments.
2. Prevailing on routine to empower and simplify workplace activities.
3. Track and analyze activities to better utilize time for optimal gain.

The ultimate, simple secret to managing time successfully rests on the person's determination and discipline in sincerely wanting personal productivity for personal and work enrichment.