

PRODUCTIVITY MANIFESTO

Lorna Barrow at ITDS...



We are all concerned about time management and wishing a day had more hours. Forget about that! Internalize and use these 7 Mantras for high productivity and great time management...

1. I cannot control time

I can only control what I do in the time available to me.

2. High productivity is a mindset

I will cultivate the “right” productivity mindset that will help me to focus on what must be done and not what I feel like doing.

3. Multi-tasking is a BIG time waster

I will stop multi-tasking as of right now! I will focus on one thing, complete that and then move to the next.

4. I will develop completion criteria for every task

I know that completion criteria will let me know when I've really finished a task so that I can safely begin another one.

5. Saying “NO” will free up lots of my time

I must learn to say “NO” to those things that others ask me to do which someone else can do and I will not feel guilty.

6. Understanding my energy flows is important

I will learn the points in the day when my energy is highest and I will schedule my most important tasks for those times.

7. I will use the COPE System™ for my projects

I will COLLECT all the tasks for each project, ORGANISE them in some logical order, PRIOTISE them and then EXECUTE!

Contact...

lorna@impacttrainingservices.com

lorna@lornabarrow.com

impacttrainingservices.com