HIGHER PRODUCTIVITY, BETTER PERFORMANCE

Thanks for joining us on Webinar Wednesday!

We will begin shortly…

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HIGHER PRODUCTIVITY, BETTER PERFORMANCE

Wednesday, November 30, 2016

Presented by

Polly Mertens

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LEARNING OBJECTIVES

- Discover insights into the mindset of highly productive and high performing people
- Understand the link between performance and happiness
- Learn some of the powerful routines (habits) of high producers
- Find out what it takes to grow your business with less struggle, effort and stress

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THE *MINDSET* OF HIGHLY PRODUCTIVE PEOPLE

- Their time is valuable, not to be wasted (ie. be militant)
- Priority management, not time management
- Busy and overwhelm = lazy prioritization and planning
- Goal setting and planning ahead *before* action
- Set deadlines – “a project will grow to the time allotted”
- Good habits, planning and discipline improves efficiency
- Happier leads to greater success

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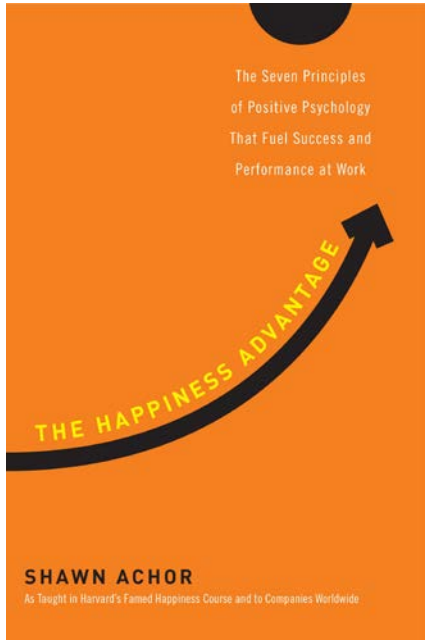
SUCCESS & THE HAPPINESS ADVANTAGE

- Happier people are more:
  - ✓ Efficient
  - ✓ Resilient
  - ✓ Creative
  - ✓ Productive
  - ✓ Higher performing
- Happier people (management/employees/leaders) means better performance (more profits, sales, customer satisfaction, etc)
- Success does not create happiness, happiness creates greater success
- Be happy now, not when results are achieved
- Do not take break from work and be thinking about work whole time, negates benefit of the break
- Enough sleep, good eating habits, celebrating your wins, doing what you enjoy → happy
- Sitting is new smoking – integrate breaks and movement during the day
- Small rewards and words of appreciation improve performance



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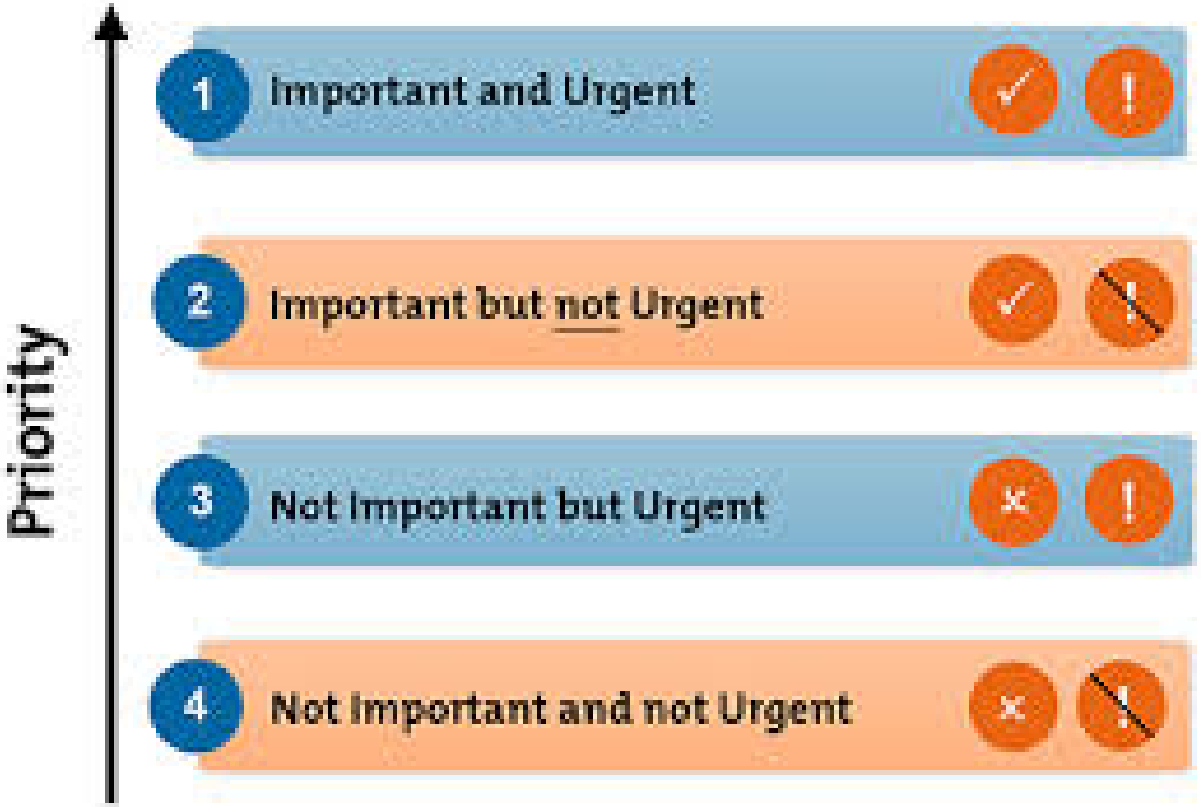
PREPARATION & PLANNING BOOSTS PRODUCTIVITY

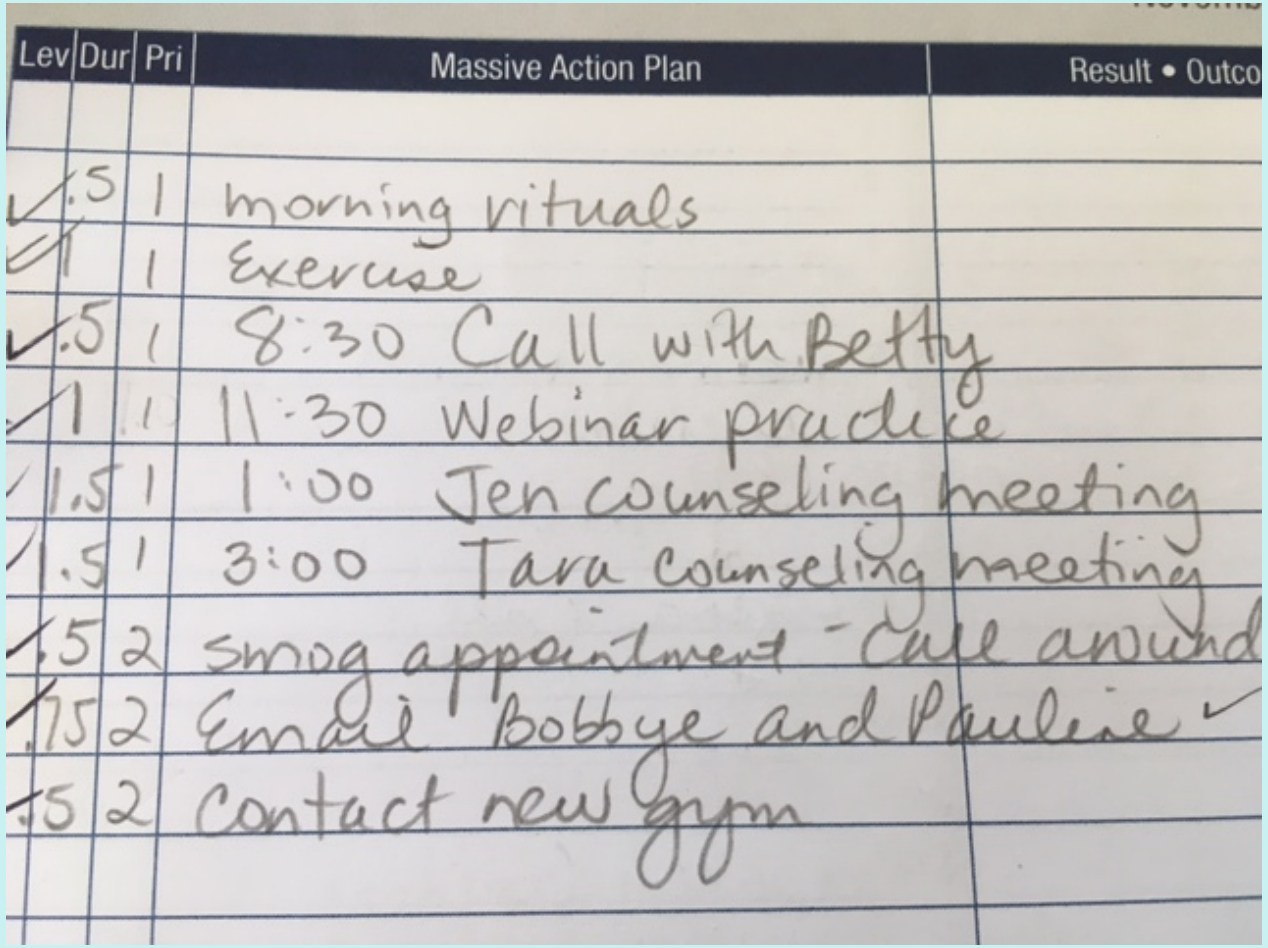
- Result → Why/Purpose → Take Action
- Goals Annually → Quarterly → Monthly → Weekly → Daily
- Weekly planning, daily activity managing
- Determine top 1-3 highest outcomes for the day in advance
  - ✓Before opening email inbox or checking voicemail
  - ✓Night before or first thing each morning
- Allocating time to tasks then put tasks into your daily calendar
- Prioritizing tasks & projects using Covey's time management grid

COVEYS TIME MANAGEMENT GRID



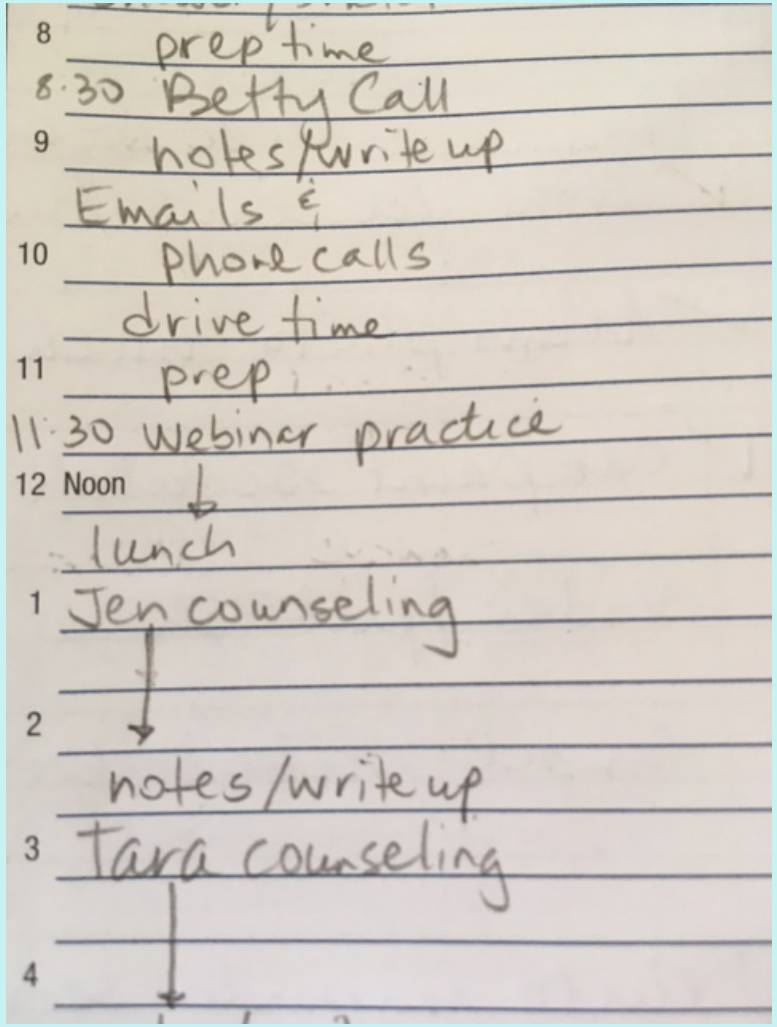
TIME BLOCKING & DAILY PLANNING

Step 1



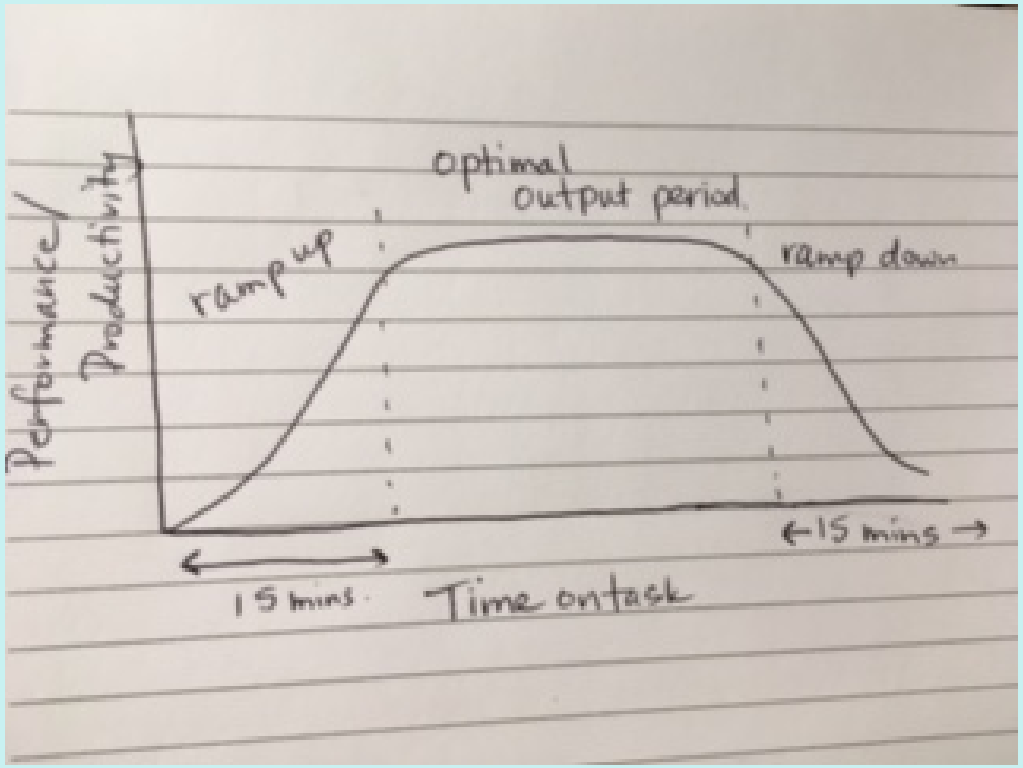
Lev	Dur	Pri	Massive Action Plan	Result • Outco
✓	.5	1	morning rituals	
✓	1	1	Exercise	
✓	.5	1	8:30 Call with Betty	
✓	1	1	11:30 Webinar practice	
✓	1.5	1	1:00 Jen counseling meeting	
✓	1.5	1	3:00 Tara counseling meeting	
✓	.5	2	smog appointment - Call around	
✓	.75	2	Email Bobbye and Pauline ✓	
✓	.5	2	Contact new gym	

Step 2



HABITS OF HIGHLY PRODUCTIVE PEOPLE

- Write things down and in one place (*one* to-do list)
- Chunking time blocks with anticipated breaks
  - ✓Email blocking during day vs constantly checking when email arrives
- Avoid multitasking – set aside blocks of hours to work uninterrupted



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HABITS OF HIGHLY PRODUCTIVE PEOPLE

Reduce or remove interruptions and distractions

- ✓Phone calls/texts/IM's
- ✓Email
- ✓Meetings/pop by's
- ✓Food/drink
- ✓Chores

Environment optimized for work type

Keep work spaces clutter free and well organized

- ✓ email inbox, desktop, drawers, office, meeting rooms, etc

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SUMMARY

- Value your time
- Set goals, practice planning ahead and stick to your plan
- Remember Happy → Success
- Prioritize tasks and know what MUST get done daily in advance
- Work where you work best and minimize distractions/interruptions
- Stop multitasking and start time blocking
- Work smarter, not harder

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For more information/contact the presenter Polly Mertens

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For more information on MCSC & The Women's Business Center

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