HIGHER PRODUCTIVITY, BETTER PERFORMANCE

Thanks for joining us on Webinar Wednesday!
We will begin shortly...
HIGHER PRODUCTIVITY, BETTER PERFORMANCE

Wednesday, November 30, 2016

Presented by Polly Mertens
• 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
THE MINDSET OF HIGHLY PRODUCTIVE PEOPLE

- Their time is valuable, not to be wasted (i.e., 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
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
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

1. Important and Urgent
   - Do
   - First importance tasks. You have to do them now.
   - Tasks to be delegated. Not added-value tasks.

2. Important but not Urgent
   - Plan
   - Tasks you must plan or they'll become urgent.
   - Tasks to be eliminated or they'll become less important.

3. Not Important but Urgent
   - Delegate
   - Not added-value tasks.
   - Tasks to be eliminated.

4. Not Important and not Urgent
   - Eliminate
   - Not added-value tasks.
TIME BLOCKING & DAILY PLANNING

Step 1

- 1.5 morning rituals
- 1 exercise
- 1.5 8:30 Call with Betty
- 1.5 11:30 Webinar practice
- 1.5 1:00 Jen counseling meeting
- 1.5 3:00 Tara counseling meeting
- 1.5 3:00 Snog appointment - Call around
- 1.5 3:30 Send Botbye and Pauline
- 1.5 3:00 Contact new gym

Step 2

8:00 prep time
8:30 Betty Call
9 notes/write up
9 Emails
10 phone calls
10 drive time
11 prep
11:30 Webinar practice
12 Noon lunch
1 Jen counseling
2 notes/write up
3 Tara counseling
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
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
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
HIGHER PRODUCTIVITY, BETTER PERFORMANCE

Thank you
For more information/contact the presenter Polly Mertens

Polly Mertens  
polly@getbusythriving.com  
805-441-3904

Polly Mertens is a strategic business and marketing consultant plus life coach serving clients both on the Central Coast and around the globe. Her website and blog: www.GetBusyThriving.com

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

Chuck Jehle/Program Director  
chuckj@mcscorp.org  
805-595-1357

“Mission Community Services Corp. (MCSC) & The Women’s Business Center are dedicated to enhancing opportunities for potential entrepreneurs and small business owners to become self-sustaining, successful contributors to their communities, with special assistance for low-income, minority, and non-profit business in San Luis Obispo, Kern, and Monterey Counties.”