

Attitude Rules:  $A + B = C$  (Attitude + Behavior = Consequences)

Put estimated times next to your To-Do List Items

Work with your natural ENERGY levels

Note: The mind tells the body whether it has energy or not first.

Be SUPER Flexible—for less stress.

Know Your Boss's TOP 3 PRIORITIES

Know Your (& your boss's) typical A's, B's & C's (priorities)

Keep a Written To-Do List Handy (for Focus & Drop-Ins)

Keep a TOP 3 Hot Items Working (to remind you of next items)

We retain 10%-hearing, 60%-reading/writing, & 90%-doing

Write "NEXT STEPS" on a Post-It to save Ramp-Up TIME!

Example: "Read next 3 pg," "Write summary," "Highlight changes," "Check addresses," "Confirm dates with Sherry," etc.

Keep Moving Transactions Forward:

1) Fix it, Refer it, or 3) Agree on Next Steps

Always focus on TRUE NORTH (Travel maps on the Greek Isles)

Be specific with your KNOW/DO/FEEL outcome goals before meeting/speaking/emailing anyone

Keep your "Where does your time go?" task timing sheet handy when making your To-Do List.

Cut down on your Perfectionistic ways: Can you go for 80-90% ready?

Can you finish a portion of the 30/45/1 hour tasks instead of the whole enchilada? Don't let that stop you from starting.

Ask the AM/PM Questions: AM-What must I do today to MTF (Move Transactions Forward)? PM- What have I done today " ".

Conquer Interruptions by:

Standing when they enter

Removing all chairs from your office area

Promenade them "home"

Tell them you're in a crunch deadline and ask if you can reschedule with them later in the day?

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***Expert in Paradigm Shifts to Shift You Into High Gear***

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**Handling Interruptions, Continued**

Ask them how much time you should schedule in for a later meeting.

Be sincere when you say, “I wish I had more time right now, yet I need to go to a meeting....can we talk a bit later?”

Ask: Is this the BEST USE of my TIME RIGHT NOW? (use as a Post-It or screensaver reminder)

Develop a sense of URGENCY: Do it NOW! Do it NOW!

Do your toughest 3 tasks earliest in the day.

Don't check email until AFTER checking your DAY PLANNER. Set your Outlook Calendar to come up first...before your email!

Batch jobs: take 4-5 faxes with you after they've accumulated. Go on one office supply run. Make a stack of copies to be made. Trade with others on tasks like faxing/copies / re-supplying, etc.

Phone Interruptions: “I'd love to help on that; Can I call you after the meeting I'm running into ?”

I know you're busy too...before we hang up, I just need the answer to one simple question....

The sooner we hang up the sooner I can start to work on this....

What's the best number to reach you at when I get more info ?

Best books: *Crazy Busy*—Edward Hallowell, MD  
*Never Check Email in the Morning* – Julie Morgenstern  
*Organizing From the Inside Out* – Julie Morgenstern  
*Leave the Office Earlier*--Laura Stack

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