

Coaching Tip of the Day - Take Three Steps to More Productivity!



Three steps you can take TODAY to see an immediate increase in your productivity in the office!

Coaching Tip of the Day!

1. Set your alarm and get up 30 minutes earlier each day!
2. BEFORE turning on your computer, sit down, and in one minute or less, think about and WRITE down the three things you want to get done before you finish up your day!
3. Carry those goals with you and focus single-mindedly, ignoring ALL distractions, and complete them before leaving the office! CHECK them off as you get them done, and feel the excitement about completing them.

Just 30 minutes of extra time per day amounts to over two hours of additional productivity time each week. Consider this; you add additional time each week day and maybe you can back off working six or seven days a week (if you are like many of the business owners, entrepreneurs and executives out there).

Bernadette