

## INCREASING PERSONAL PRODUCTIVITY



Getting more out of your time without spending more of it

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Please  
pass the  
magic  
pills...



The distance between not doing  
and doing is greater than



Ken Blanchard

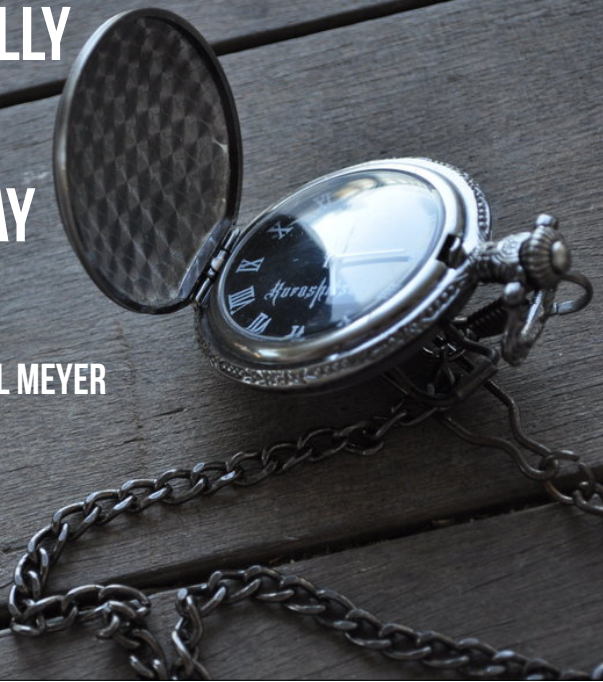
the distance between  
not knowing and knowing.

What comes to your mind when we  
talk about workplace efficiency?



**TIME IS USUALLY  
WASTED IN  
THE SAME WAY  
EVERY DAY.**

**PAUL MEYER**



**IMPROVING AT ANYTHING REQUIRES**



**Time is LIFE ?**

**Time is the  
currency of  
life!**



**What are some of the obstacles or hurdles that  
make increasing personal productivity difficult?**



**ELIMINATE  
TIME  
BANDITS**



Focus first on doing  
the right thing,  
**EFFECTIVENESS**  
then focus on doing  
that thing right.

**EFFICIENCY**

Peter Drucker

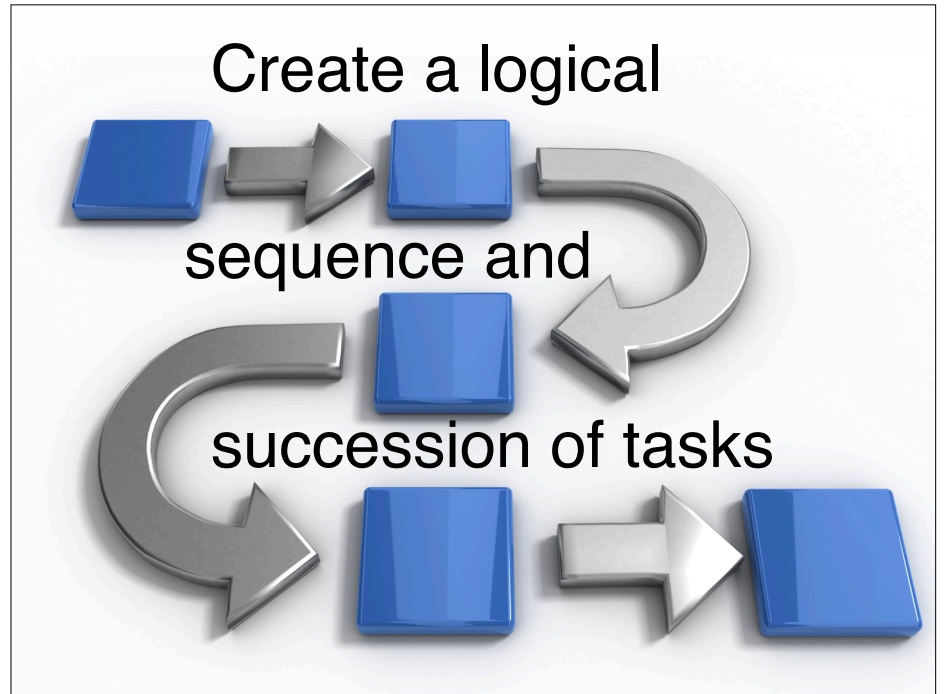


Time Budgeting

Getting organized!



This is not an event!



**Use caution when  
multi-tasking!**



**PROACTIVE**

~~**REACTIVE**~~

Plan around your  
peak performance  
times.



**What has to be done now?**



**What can be done *anytime*?**





# INTERRUPTIONS VS. UNEXPECTED OPPORTUNITIES



Make  
Meetings  
Matter

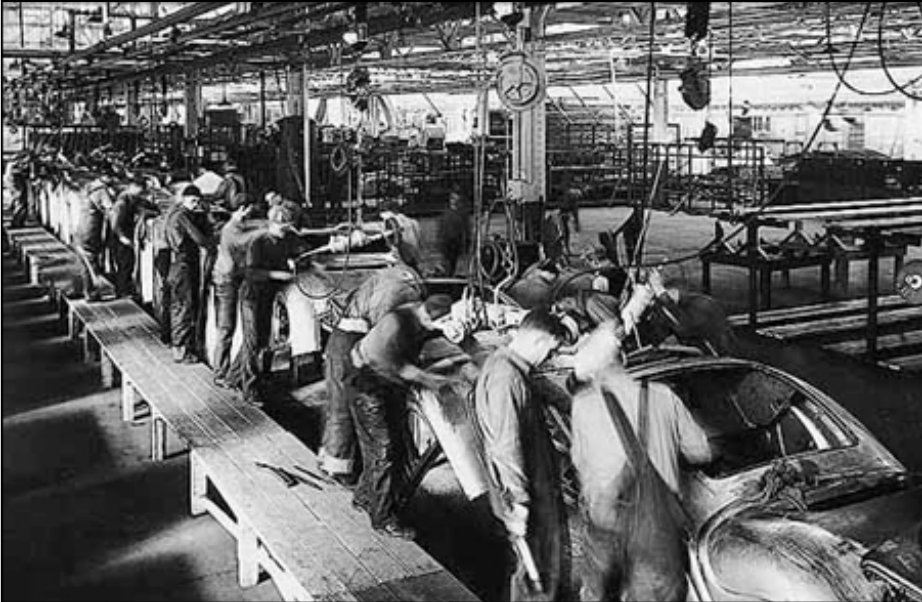


Systemize Recurring Tasks





**Make systems scalable.**



Invest time now that will save time later.



**PROTECT  
PERSONAL**

**PRODUCTIVITY**

**BLOCKS**

**Better Utilize Time Waiting.**

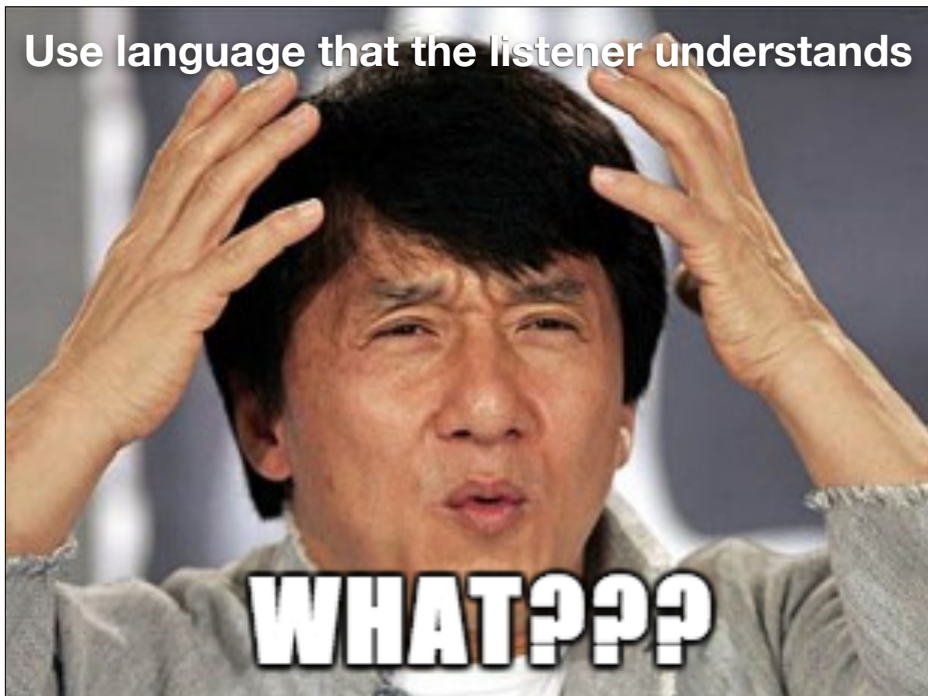




Get good at gauging time needed.



Increase your communication effectiveness



Use language that the listener understands



to clarify what is not clear

Listen for the intent/meaning rather than just hearing what is spoken.



Minutes

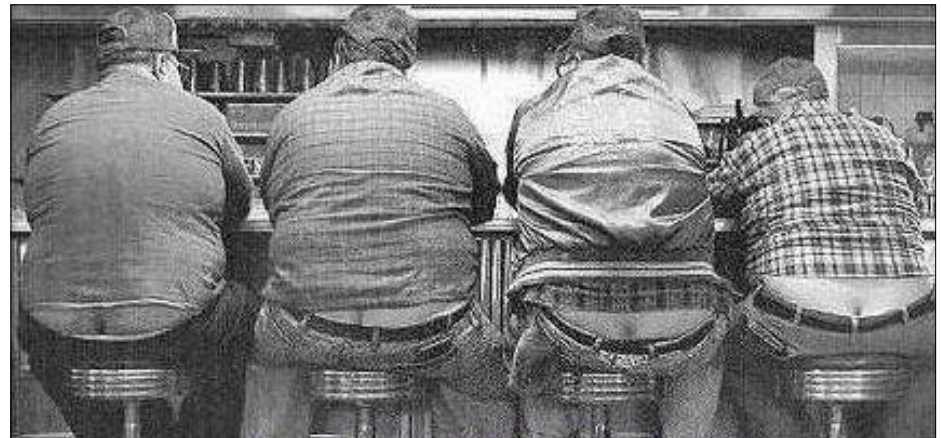


Seconds



Feet Away

Get up and MOVE!



Fill in the cracks



**KEEP  
CALM  
AND  
JUST SAY  
NO**

**Don't allow  
perfectionism  
to become  
procrastination.**



**KEEP  
CALM  
AND  
JUST SAY  
NO**

**Don't over-fill  
the funnel.**



**KEEP  
CALM  
AND  
JUST SAY  
NO**

**You may have  
to choose what  
WON'T  
get done!**

**Make it a Mindset!**



# Let's Connect

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 E3 Professional Trainers

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I am responsible for and accountable for



the way I use **my** time.

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