

# TIME MAXIMIZERS:

Increase Productivity By Investing Your Best Time Into Your Best Activities With Time Maximizers

## Minimize Distractions

While completing important tasks and projects, turn off unnecessary chimes, dings, and rings such as email alerts, social media updates, and voicemail notifications so they don't dictate how you spend your day.

## Manage Interruptions

While you cannot actually control people, you can control how and when you make yourself available to them.

## Organize Space

Create an environment that supports productivity. An organized space is an efficient space. The less time you spend searching for supplies, the more time you have to focus on your high-value activities.

## Process Emails

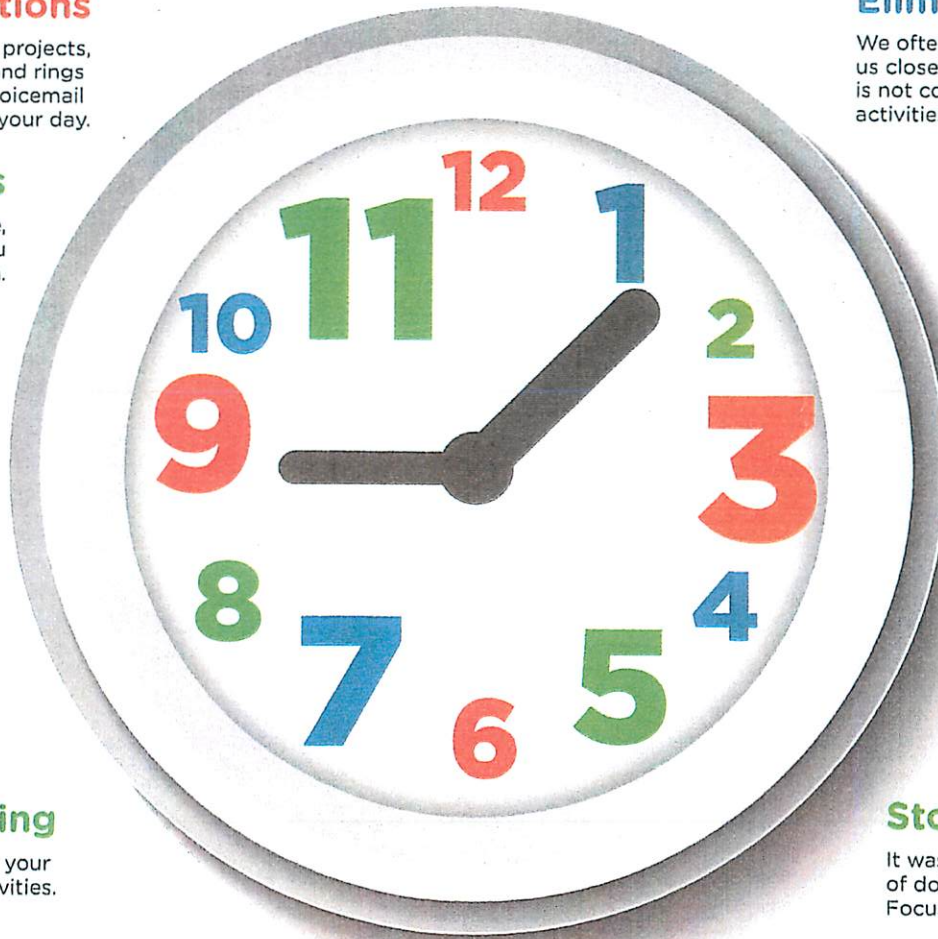
Checking emails just overloads your inbox with emails that you have to read over and over again. Regularly set time aside daily to identify what action needs to be taken upon every email (i.e., Delete, Delegate, Respond, Reply, File, Add To Task List).

## Start Delegating

Outsourcing is essential because it frees up your time for your highest priority activities.

## Say NO

Analyze every opportunity presented so you can act upon only the ones that bring you closer to your vision of success. By saying NO to others you are saying yes to yourself.



## Eliminate Activities

We often overcommit ourselves to activities that do not bring us closer to our goals or vision of success. What we need to do is not commit to or engage in, but instead eliminate those activities that are not going to maximize our success.

## Create Task Lists

Use a master task list that captures all the activities you want to accomplish. On a daily basis, extract the activities you plan to complete for the day onto your daily task list. Mark off tasks as you complete them.

## Plan Day

Consistently take 15 minutes the night before or first thing in the morning to plan your day. Review your scheduled meetings to ensure that you are prepared then review your daily task list and determine the order you will complete them according to their priority.

## Implement Time-Blocking

Dedicating 90-minute blocks of focused, uninterrupted time to projects and priority tasks ensures that you accomplish them. Taking total control over specified blocks of time allows you to consistently complete high-priority tasks.

## Stop Multitasking

It wastes time and is inefficient. You are not capable of doing two activities at the same time well. Focus on one activity then move on to the next.

## Take Breaks

Walking away from your work for a short time re-energizes you. Upon returning to work, you're able to complete your tasks with increased efficiency, a fresh pair of eyes, and renewed focus.

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