

7 Time Habits for a High Yield Day

- 1. Plan your daily work.** Give yourself a better chance for continual success by investing quality time in planning activities every day. Thirty minutes before you get off work make a list for the next day and prioritize tasks.
- 2. Work your plan.** Your plan will need support from other people. Through interaction get a meeting of minds as to how to best work together. Be sure and communicate expectations. To start the day right, do the most important job *first* and then go to the next most important, etc.
- 3. Build systems that support you.** These need to be tactical and relational. Examples of tactical are a contact management system, specific software, time saving procedures and processes, accountability meetings, and tools specific to your trade (promotional items, websites, electronic tools, etc). To build a relational system which supports you, teach others how you like to be treated and put energy into learning their communication preferences.
- 4. Give yourself uninterrupted time each day.** Close your door and work on specific tasks (reports, etc.) for 90 minutes. You will be amazed at what you can accomplish in that short period of time. Encourage and support others on your team to do the same thing. Be sure to communicate with team members why you are closing your door.
- 5. Ask others about their observations of your time habits.** Ask a friend or relative “You know me very well, what is one thing I could do to use my time better?” Prompt and encourage them to respond. Tell them “I will consider your comments as a gift.” Think about what they tell you for a few days and, if it has merit, adopt as a new habit.
- 6. Develop a questioning and silent attitude.** Whatever your mind chooses to focus on becomes magnified. It is true that humans tend to ‘make a mountain out of a molehill’. To give your mind some relief, look at others through someone else’s eyes. You can say to yourself “How would my father look at this situation?” Give your mind some time and it will bring you a different perspective. Sometimes that is all you need to accept or understand a situation. Your mind, when looking through another person’s eyes, will provide the action step necessary to resolve a conflict.
- 7. Reduce relationship tension.** Resolve grievances with others each day before the end of the workday. It is easier than you think! If you are offended by a co-worker, contact them and ask them to explain what it is they meant by a comment or action that has you in a dither. Listen closely. Most of the time they didn’t communicate their intentions very well. When there is a real issue, make a sustained effort to understand their viewpoint. If you suspect that someone is disgruntled with you, ask them “Is there something we need to talk about?” Whether you are the offender or the offended, it is your responsibility to clear the air before you leave work.

In the beginning we make our habits, in the end our habits make us!

Jim Rooney is a Certified Professional Behavior Analyst, CPBA, and a professional member of the National Speaker’s Association. His company, People Smart Tools, specializes in helping people work well with other people. Call Jim for more information about our workshop “Too Much to Do and Not Enough Time—Solutions for Effective Time Management and Stress Reduction”.

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