

Productivity

The efficient use of resources
to produce goods or services

Productivity

- Planning & organization
- Prioritization
- Energy

If you fail to plan,
you are planning to fail

~ Benjamin Franklin

Productivity

- **Planning & organization**
 - **Objectives**
 - **Actions**
 - **Resources**
 - **Implementation**

How do
YOU
plan?

Productivity

- Planning & organization
- **Prioritization**
- Energy

Habit 3: Put first things first



THINGS THAT
MATTER MOST MUST
NEVER BE AT
THE MERCY OF
THINGS THAT
MATTER LEAST.

—goethe—

**It's easy to say no
if there's a deeper "YES!"
burning inside.**

~ Stephen Covey

	URGENT	NOT URGENT
IMPORTANT	<p>Q1</p> <p>Crises Pressing problems Deadline-driven projects, meetings</p>	<p>Q2</p> <p>Relationship building Values/purpose clarification Prevention Planning True re-creation</p>
NOT IMPORTANT	<p>Q3</p> <p>Interruptions Some mail, phone calls or meetings Some pressing matters Many popular activities</p>	<p>Q4</p> <p>Trivia “Busy work” Some phone calls Time wasters “Escape activities”</p>

URGENT

NOT URGENT

IMPORTANT

DEMAND

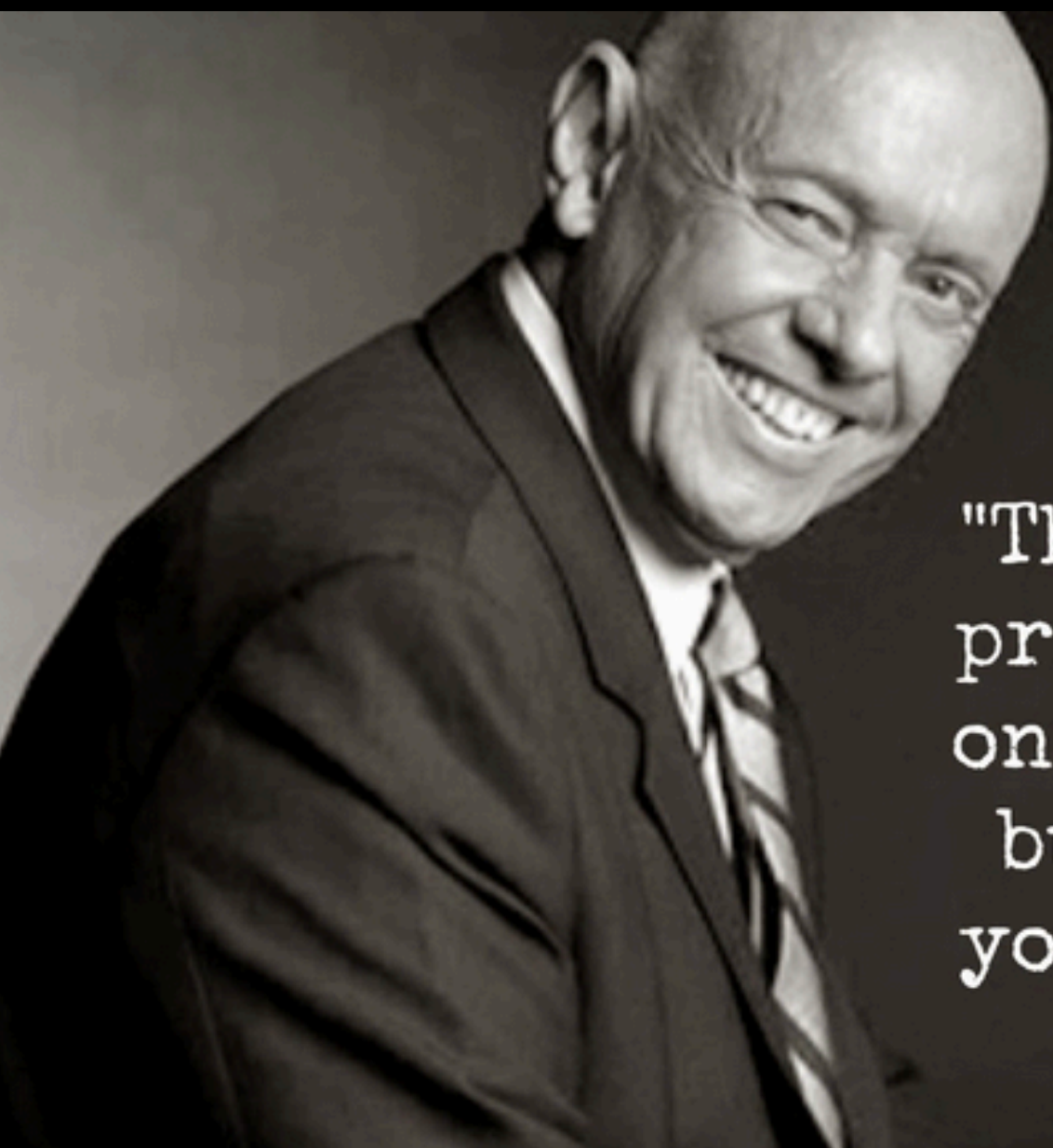
Q2

FOCUS

NOT IMPORTANT

ILLUSION

ESCAPE



"The Key is not to
prioritize what's
on your schedule,
but to schedule
your priorities."

~ Stephen R. Covey

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Sample text.						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
		Notes:				

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Habit 7: Sharpen the saw

RECHARGE



LOVE
YOUR
SELF



Physical

Exercise, Be Healthy, Sleep, Relax



Mental

Learn, Read, Write



Spiritual

Journal, Think, Pray



Social/Emotional

Serve, Laugh, Be a Friend



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“Don’t ever neglect sharpening the saw. Don’t come up with reasons for not doing it.

Pay the price – the dividends are unbelievably marvelous!”

~ Stephen Covey

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A magnifying glass is held over a newspaper page. The lens is centered on a specific article, making the text inside it sharp and legible, while the rest of the page is blurred. The text within the lens describes a Nobel laureate in science who has developed a technology related to cosmic rays. The background shows other parts of the newspaper, including a list of names and a small graphic of a planet or moon.

cosmic rays
of science,"
of Technology
laureate who has
developed the

What would
greater FOCUS
do for YOU?

Focus

The center of
interest, attention or activity

Focus

- Interest = Intention
- Attention = Clarity
- Activity = Discipline

VISION

P

- Website
- Find proof-reader
- Contract
- Write blog
- LinkedIn training
- ...
- ...

In Progress

- Xmas prep
- Invoicing
- Plan trip

Max. 3-5!



- Job ABC
- Give talk
- Follow-ups
- ...
- ...
- ...
- ...
- ...
- ...

PURPOSE & VALUES

Motivation

- Interest or desire
- Values, purpose, vision & goals
- Responsibility & accountability

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Focus

- Interest = Intention
- Attention = Clarity
- Activity = Discipline

Motivation

Productivity

Focus



**Which tool or
activity do you
choose to work
with?**

**What are you
committing to?**

Conclusions

- 1 Start with one tool or process – it will affect all others
- 2 Begin with what's most important to YOU
- 3 Don't ever give up!



Don't EVER give up!





Thank you!

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