21 WAYS TO STAY FOCUSED DURING THE SUMMER

1. Be decisive

2. Set clear goals and objectives (using SMART)

3. Set a daily work plan (the night before)

4. Prioritize tasks using A,B,C,D,E (consider the consequences in setting priorities). Reprioritize A tasks using 1,2,3 to identify the most important A tasks and so on

5. Separate the urgent from the important (what are the long-term potential consequences of doing not doing tasks?)

6. Use the law of forced efficiency (what is the highest value use of your time, right now?)

7. Use the 80/20 rule to identify the 20% of tasks that will have the greatest benefit and just do those

8. Develop stamina and high energy through proper exercise, diet and rest

9. Develop single-handling skills to concentrate on one task at a time

10. Eat that Frog (do the hardest task of the day first – don't sit and look at it or procrastinate – just DO IT!)

11. Organize your work workspace (don't work in a mess).

12. Use travel time effectively (listen to CDs, prepare a work schedule for flights/rail journeys)

13. Develop expertise in key tasks through practice and repetition

14. Work in 'real' time (pick up the tempo, develop a sense of urgency, do it NOW!)

15. Learn to make decisions quickly; don't carry ifs, buts, and maybes around

16. Reengineer work processes: map them out and identify what needs to be done to reduce the number of steps by 30% minimum

17. Reinvent yourself at least once a year: identify what you need to do to become more productive, because everything changes (90 day plan)

18. Ask yourself this on a regular basis: knowing what I know right now, would I be doing this/be in this relationship/working with this client etc

19. Set posteriorities: identify what tasks to procrastinate on, i.e. the lower priorities that can wait, the 80% of tasks that have less value and only contribute 20% of the output

20. Decide to work to live, not live to work. This means working towards a balanced life. It's the *quantity* of time on downtime and the *quality* of time at work to aim for

21. Be Intensely Action Orientated. It's acting and executing that generate results

LEAD UP