

It's About (Your) Time!

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- **Continue** to “process” your email: Action or Reference
- **Daily** review of your “actionable” lists: Calls, Drafts, etc.
- **Weekly** review of your “Outcomes/Projects” and “Agendas”

** Remember, what is measured...is done.*

Book Recommendation:

The Effective Executive...
by: Peter Drucker

Get ready to succeed!

“Manage your *tasks* and your *attention*. Do not say you’re managing your time...there is too much of it in a day to know where it goes!”

– Jason W. Womack, MEd, MA

Productivity Principle:

Besides *time* your next most valuable resource is your ATTENTION.

According to research out of Stanford (one example is found in the book *Mindset* by Carol Dweck), we are constantly bombarded throughout our day by bits of information that compete for our attention. We have to “task switch” dozens - if not hundreds - of times per day. Each time we stop our train of thought or action and turn it to something else, we lose both time ***and*** attention.

Use your *systems* to effectively manage the fragments of ideas, tasks, projects and interruptions you think of throughout the day.

☑ 1) Starting your day.

It’s going to be especially important that you stop, review, and reflect on your priorities toward the start of the day. My coaching would be, just for the next few mornings, do not do ANY work in the office (reply to emails, make calls, take any calls) until you have reviewed the following areas and lists: **Calls, email Drafts, Voicemails, other To Dos**. Total time invested should ***be no more than 10 minutes*** (probably less). Remember, all you’re doing is “looking the lists over.”

☑ 2) Checking back in...throughout of the day.

Moment to moment, different items will come in. People will send you voicemail, you’ll think of someone to call. You’ll have a quick impromptu meeting, you will check your email. Make it a *habit*, when you are at the computer, to open your **calls** list and review the entire list. Make it a **GOAL** that every time you open one of those lists, you make one call.

☑ 3) Ending the day.

In our articles and one keynote we wrote especially for I executives, we discuss the importance of completion. It seems the “job” of people is to have as many things in motion (successfully!) at one time as possible. Because this is the case, stop at the end of the day - as your hand reaches for the door for the very last time - and pause long enough to answer this question: ***In what 2 or 3 major areas did I finish something today?*** Aim to do more tomorrow!