



High Productivity

Manifesto

We are all concerned about time management and wishing a day had more hours. Forget about that! Internalise and use these 7 Mantras for high productivity!

1 *I cannot control time.* I can only control what I do in the time available to me.

2 *High productivity is a mindset.* I will cultivate the “right” productivity mindset that will help me to focus on what must be done and not what I feel like doing.

3 *Multi-tasking is a BIG time waster.* I will stop multi-tasking as of right now! I will focus on one thing, complete that and then move to the next.

4 *I will develop completion criteria for every task.* I know that completion criteria will let me know when I’ve really finished a task so that I can safely begin another one.

5 *Saying “NO” will free up lots of my time.* I must learn to say “NO” to those things that others ask me to do which someone else can do and I will not feel guilty.

6 *Understanding my energy flows is important.* I will learn the points in the day when my energy is highest and I will schedule my most important tasks for those times.

7 *I will use the COPE System™ for my projects.* I will COLLECT all the tasks for each project, ORGANISE them in some logical order, PRIOTISE them and then EXECUTE!

Get more help by contacting me at lorna@impacttrainingservices.com



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