

Productivity Secrets

for



Who Am I & Why *Listen to Me?*

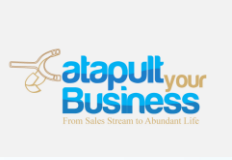


Celebrating **30** years in business
grateful to the clients who've made it a joy

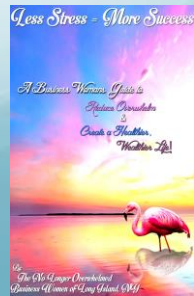
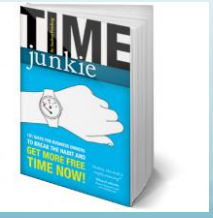
Who Am I & Why *Listen to Me?*



- ~ Business Owner & 6-time published author
- ~ Built famous Wall Street Corp. division from \$50K to \$8M with a 75% ROS
- ~ Top 100 Women in E-Commerce, 2011
- ~ Top 50 Women on Long Island, 2012
- ~ Top 5 Coaching Blogs, 2012
- ~ Top 12 in Productivity, 2012
- ~ Hosted world's first Tele-Summit, 2002
- ~ Launched WPN in NY, 2013 and added 5 chapters in the metro area
- ~ Speaker with LIA, HIA, Blog Talk Radio, WPN, many interview hosts
- ~ Certified professional speaker



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- the work you do is not satisfying
- the plans you make don't get done
- customer satisfaction goes way down
- you're blindsided by changes in your industry
- you have to justify taking a few relaxing days away
- you haven't documented a single process or system
- you miss the time once enjoyed with hobbies & friends
- every day feels like a race with a clock you just can't win
- you wish you could focus, just a bit, on the next big thing
- you believe no one on your team does the work like you can
- you keep missing big opportunities & important relationships
- your own priorities get lost in a constant stream of emergencies
- you spend time handling low level tasks yet taking home CEO pay
- *you fear the life you dreamed of from business ownership won't be yours*

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Problems & Solutions

- Intangibles
- Behaviors
- Environmental Issues

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Intangible Challenges to Productivity

- Time is my enemy
- I'm not good at this
- No one will do as good a job as I
- This will never work
- I really don't like working with her
- How can I say 'no'?
- I have to check with the team
- Can't ask for help

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Intangible Challenges to Productivity

- In Control?
- Lose Freedom...

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Intangible Challenges to Productivity

- ***Yes! Everything has to get done but it doesn't have to all get done by YOU!...***

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Intangible Challenges to Productivity

***Understanding how to be effective
with your available time
is the basis for
achieving anything in business***

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Intangible Challenges to Productivity

***If Time is Money,
how much are you making with your Time?***



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Intangible Challenges to Productivity

When you make the choice to devalue your time, others devalue your time as well.



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Intangible Challenges to Productivity: Solution #1

Invitation to change: What one assumption, expectation or belief is having a negative impact on your ability to advance a priority?

How is it showing up in your work every day?

How would changing this provide an opportunity for you to blast ahead?

What one thing will you start doing TODAY to change it?

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Behavioral Challenges to Productivity

- Interruptions
- Ineffective Delegation
- Perfectionism
- Badly Planned or Run Meetings

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Behavioral Challenges to Productivity

- Interruptions

Productivity Secrets

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- Badly Planned or Run Meetings

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Behavioral Challenges to Productivity

- Perfectionism

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Behavioral Challenges to Productivity

- Perfectionism



Your suggestions made me realize that I could not do everything myself. I hired a team; now I'm able to get more work done with your support and look forward to working with you and catapulting my business to the next level!

Jennifer Nyx

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Behavioral Challenges to Productivity

- Ineffective Delegation

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Behavioral Challenges to Productivity Solutions #2 - 5

- Interruptions:
 - manage expectations; plan your break
- Ineffective Delegation:
 - hire well, train well, walk away
- Perfectionism:
 - done is better than perfect; move on
- Badly Planned or Run Meetings:
 - assign scribes, topics, time increments

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Behavioral Challenges to Productivity

- Attempting Too Much



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Behavioral Challenges to Productivity

- Inconsistent Priorities
- Not Prioritizing
- Not Listening
- Lack of Focus
- Control vs Ego
- Procrastination

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Behavioral Challenges to Productivity

- **Attempting Too Much**



Goal achieved ! I posted your work sheet on my desk so that I could see it daily as I worked on my goal; it helped me get very clear on the benefits of following through with my goal and the regrets if I did not accomplish it.
Thanks, Andrea !

Joyce Averils

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Behavioral Challenges to Productivity

Attempting Too Much

- Not Prioritizing
- Lack of Focus



What I achieved in 30 days: a clearer message that got me more qualified subscribers to my list. I've reaffirmed my core strengths & am more focused than I have been since facing unforeseen setbacks. I've got my groove back. Thank you Andrea!

Vatsala Shukla, The Karmic Ally Coaching Experience

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Behavioral Challenges to Productivity Solutions #6 - 11

- Attempting Too Much:
 - just say 'no'
 - schedule under 85% of your day
 - Use checklists
 - Use event calendars
 - Write everything
 - Use a voice recorder

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Behavioral Challenges to Productivity: Solution Recap

Invitation to change: what's getting in the way for you?

Saying 'yes' too often?

Say 'no'

Overwhelmed with a daunting/unpleasant/complex task?

Ask for help.

Uncomfortable with the person/situation/association?

What's behind the symptom? Write it, rehearse it, say it

Having a hard time remembering things?

Record and write

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Behavioral Challenges to Productivity: Solution #12

Delay

Shiny objects
Timeless opportunities
Expenses beyond your means
Investments with low return
Compromised priorities
Distractions from priorities

Delegate

Barter
Interns
Sharing
Grants
International support staff

Dump

- Done cheaper by others
- Toxic relationships
- Obligations that don't serve
- Belief you must help others first
- Actions that distract you

Do

- Advance, protect or prepare
- Nurture important relationships
- Focus on tomorrow
- Document systems, policies
- Continuous learning
- Study your environment

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Behavioral Challenges to Productivity:
Solution #12

Delay

Delegate

Dump

Do

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Behavioral Challenges to Productivity: Solution #13

Invitation to change: What 1 behavior will you change?

If you could let it go, how much time would that free up for you?

If you could add one 15-minute action to your day, what would it be?

How would changing these things provide an opportunity for you to achieve more in less time (*without moving any faster than you do*)?

What one thing will you start doing today to change?

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Environmental Challenges to Productivity



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Environmental Challenges to Productivity



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Environmental Challenges to Productivity: Solution #14 - 17

Get rid of clutter

Invitation to change: What can you trash, donate or re-gift?

Place things used daily within reach

Invitation to change: What tool or equipment needs a new home?

Make it inviting

Invitation to change: Add art, plant, photo, color that's pleasing

Pick a system that works for you

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The Secret to Life

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Questions?

