

# COACHING TIP

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## YOUR DAILY PRODUCTIVITY CHECKLIST

1. Decide what is really important to you, regardless of what others think, and focus all your energy on achieving it.
2. Invest your time wisely. Give top priority to activities that you enjoy and that will help you achieve your goals.
3. Identify your strengths, determine how they will help you be productive, and spend as much time in these areas as possible.
4. Don't be afraid to say no to requests which might distract you from what's important to you.
5. Keep track of how much time you spend on various activities. This will help you avoid time-wasters and focus on your goals.
6. Practice "staying in the moment." Concentrating on the person you are talking with and focusing on the task at hand will pay big dividends. Thinking about what you are going to do next while engaged with a person or task is a major deterrent to being productive.
7. Don't dwell on past failures or future problems. Take things one day at a time. Whenever possible, finish one task before beginning another.
8. When you do fail, learn from the experience.
9. Do it now. Procrastination can become a bad habit.
10. At the end of each day, prepare a general schedule for the next day; approach each day in a relaxed way, letting things evolve naturally.
11. Find your own solutions for handling stress.
12. Learn something new each day; read, listen to a business CD, call your coach or mentor, ask a question, etc.
13. Don't worry about "having a relationship" with another person. Find a common goal or activity and your relationship will grow naturally.
14. Ultimately, what you accomplish results from your willingness to be true to yourself. Stick to what you find most rewarding and your life will be more rewarding.