

Employee Newsletter

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HOW TO BE ULTRA PRODUCTIVE

5 TIPS FOR MASTERING YOUR TIME



"Time is what we want most, but what we use worst." – William Penn

"It's how we spend our time here and now, that really matters. If you are fed up with the way you have come to interact with time, change it." – Marcia Wieder

The following are ten tip to help master your time, interspersed with thoughtful quotes, many of

which from well known, successful individuals who have (obviously) made good use of their time.

1. Do not confuse busyness with productivity. Highly productive people are often less busy than those who are overworked and overwhelmed.

"It's not enough to be busy, so are the ants. The question is, what are we busy about?" – Henry David Thoreau

2. Do not confuse the urgent with the important. Last-minute distractions from yourself and especially others are not necessarily priorities.

"Your time is limited, so don't waste it living someone else's life." – Steve Jobs , "If you want to make good use of your time, you've got to know what's most important and then give it all you've got." – Lee Iacocca

3. The key to time management is self-management. *"The bad news is time flies. The good news is you're the pilot."* – Michael Altshuler

4. Remember the 80/20 rule of time management, which tells us that 80 percent of the importance of what we do in any given day lies in only twenty percent of the activities. Therefore, if you focus on accomplishing the top twenty percent of the most important tasks, you will feel more productive and satisfied at the end of the day. *"One man gets only a week's value out of a year while another man gets a full year's value out of a week."* – Charles Richards

5. Use a good day planner. The best ones give you at least one full page (or screen) per day, with space allocated for each working hour of the day. *"I must govern the clock, not be governed by it."* – Golda Meir

Psychology Today. (October, 2012). How to be ultra Productive. Retrieved from.

<http://www.psychologytoday.com/collections/201210/are-corporations-people/how-be-ultra-productive-10-tips-mastering-your-time-now>

ANGER IS A STOP SIGN

When you are not getting something you want, or getting something that you don't want, anger may surge. How is your anger control? To control anger and prevent damage your relationships or reputation, regard anger as a stop sign.

What is anger?

Anger wells up in response to chemicals from the more primitive middle and lower parts of your brain, chemicals designed to mobilize animals for aggressive action. Anger mobilizes you for action to get what you want, that is, to make others do what you want them to do, or stop doing something you dislike.

Alas, however, when people lack anger management skills and instead explode angrily, their anger eruptions are likely to engender serious costs. Anger outbursts may win the battle, giving you the immediate object of your desire. At the same time, unlike bulls or lions, people tend to want to affiliate as well as to dominate. People want to be liked, and even loved. While anger outbursts may win the immediate battle to get you what you want, they weaken your connections with and attractiveness to colleagues, friends, and family.



THE KEY TO ANGER CONTROL IS TO REMEMBER THAT ANGER IS A STOP SIGN

STOP

Stop moving forward in the current interaction.

Pause for a moment of silence so you can breathe deeply, and use whatever you have in your bag of tricks for lowering your emotional intensity (distraction, relaxation, count to ten, etc).

LOOK

Look at the situation from a fresh perspective to figure out what you really want.

Then think of an alternative strategy, a more clever way than bludgeoning your dialogue partner with anger, to get what you want. This is where you have a big advantage over bulls or lions. You can use *words* to analyze your situation, explain your concerns, and create a plan for what you might do differently.

LISTEN

Here's the hardest part. Ask about the other person's concerns, and then listen attentively for what

makes sense to you about their answers. Listen to truly understand their perspective, not to tell them what's wrong with their viewpoint.

When you are angry, genuinely listening to the person you are mad can feel remarkably difficult. That's because of a perceptual shift that anger evokes *When you are angry, you will feel as if what you want is sacred, and what the other person wants is irrelevant.* Your wants will loom huge; others' will shrink to virtual nothingness.

So for reliable anger control when you see red, remind yourself: ANGER IS A STOP SIGN. What do you do at a stop sign? Stop, look, and listen.

Psychology Today. (October, 2012). Anger is a stop sign. Retrieved from.
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