

9 Personal Effectiveness Hacks



Get out of the office

Nothing spectacular was ever created during an ordinary workday. Escape the clamor to boost productivity.



Create a schedule

For planning, strategy, and mentoring time. Prioritize it FIRST, not last.



Have two email accounts

An assistant can answer the general account, but answer the important account yourself. This will cut email correspondence by 70%.



Get a public calendar

It's horrible at first because you have to commit to open appointment times, but once you get used to it, it saves tons of time as well as ends "chasing appointments."



Get lazy

You can't be effective if you are always grinding out the work. A little refusal to do the nitty gritty will yield some clever ideas on how to push the work to subordinates.



Celebrate victories

We are human beings, not machines after all. When we celebrate and reward successes, we tend to subconsciously find ways to repeat the joy. Success begets success.



Resist the urge to turn into a salespreneur or workpreneur

Spending all month as the super-salesperson may juice this month's results, but it doesn't build long-term business value.



Shut off the noise (email, phone etc.) on a schedule

Highly productive time comes in uninterrupted blocks. With all today's distractions, you must create or schedule these blocks or you will never get them.



Read David Allen's *Getting Things Done*

This is the best personal productive book and it offers specific suggestions that really work.

Take your leadership to the next level and plug into your local CEO Mastermind Group.

Learn more at www.ceofocuspeergroups.com

