

Power Time Tips

REACH Potential

Power Time Tip #1 – Plan

- ✓ Plan – annually/strategically and review that plan on a regular basis
- ✓ Monthly – look at your “Big Rocks” – those key activities that move your business forward and make sure they are in your Calendar
- ✓ Weekly – do a weekly plan on a Friday, takes 10-15 minutes, go home and enjoy your weekend! Give yourself some “wriggle room”.
- ✓ Daily – review what you achieved versus what you didn’t – make adjustments
- ✓ Be realistic about what you can achieve

Action steps

1. Email Helen for a copy of the Weekly Plan template
helen@reachpotential.co.nz
2. Put a recurring appointment in your Calendar to do a Weekly Plan on a Friday afternoon, and then do it. Trial for a month at least – does that work for you?

Power Time Tip #2 – Prioritise

- ✓ Focus at the business-building activities that move your business forward, are you doing them first?
- ✓ Are you working in the business or on the business? What needs to be done?
- ✓ Prioritise the important so that the urgent happens less

Action steps

1. Read about/review Stephen Covey’s 4 Quadrants – call Helen to discuss if you need help – 0275-822-045.
2. Apply those Quadrant 2 activities to planning your workload.

Power Time Tip #3 – Clear the Clutter

- ✓ Impact of clutter is huge – both paper and electronic
- ✓ Reduce mental clutter by writing it down, then plan it
- ✓ Be in control rather than papers/emails/social media controlling you

Action steps

1. Clear physical clutter – paper and electronic – chip away at it.
2. Clear your head – reduces stress and overwhelm.
3. Turn off as many notifications as you possibly can on your computer/phone.