

Reap the Dividends of Productivity

By Paul J. Meyer



A basic part of human nature yearns to achieve, accomplish, attain and do better in the future than in the past. The term, productivity, captures the essence of this human pursuit of *becoming* better and *doing* better. Productivity, in fact, has earned recognition as the key to personal and business progress, success, and survival.

Since improving productivity is vital in today's competitive world, a clear understanding of the term productivity is essential. Productivity in a broad sense is concerned with the overall effectiveness of getting things done. Regardless of your particular business or career, productivity is the force that propels *continuous improvement*.

The saying, "Time is money," is so often repeated that people tend to forget that it is literally true. In fact, time is the most precious resource you possess for increasing your productivity. **Consider these time-use practices that can positively affect your productivity:**

- ◆ **Concentrate on high-priority activities.** The quickest and most effective route to increasing productivity is to spend time on tasks that advance important goals. Respond to concerns expressed by various team members by empowering them to solve their own problems. This approach saves you valuable time and gives others the opportunity to develop skills, commitment, and the sense of ownership needed to solve significant problems.
- ◆ **Exercise self-discipline.** Self-discipline enables you to stay focused on a task and work on it until it is complete. Establish your priorities and then refuse to let distractions, interruptions, or happenings of the moment destroy your concentration. Discipline yourself to give tasks only the amount of time and effort they truly deserve from you.
- ◆ **Be persistent.** Set definite goals, plan carefully, and concentrate on the actions necessary to meet your goals. This combination of factors enables you to be *persistent*, and persistence is a characteristic of the successful individual.
- ◆ **Get started.** The best way to guarantee completion of a project is to get started *now*. Avoid the tendency to procrastinate. Be proactive in all instances.
- ◆ **Strive for results – not perfection.** Distinguish between what is important and what is not. Set aside a reasonable amount of time to accomplish a specific task; then stick to your deadline. Recognize that some tasks are not important enough to lavish too much time and effort on.

Invest your time wisely, and reap greater dividends!

Paul J. Meyer is a successful entrepreneur and author of personal and professional improvement programs, courses, and books, including his latest book, Fortune, Family and Faith. For more information, visit his website at www.pauljmeyer.com.

Manners Do Matter

Whenever people talk about my mother, they always describe her as being a "lady," a term not used too often in today's society. She is, indeed, a lovely, gentle, caring, and totally unselfish person whose thoughts are always focused on the needs of others. She has a way of helping to heal the sorrows of friends and family with her gentle gestures of thoughtfulness. She's a personification of kindness, and is non-judgmental, accepting, forgiving, and loves unconditionally. With all of these "soft" qualities, she also has spunk, a great sense of humor, and is fiercely independent. Her greatest concern is that she will be a burden to someone else.

Selflessness is truly refreshing in a time when rudeness has become commonplace. In a society with little regard for rules, politeness is the



exception. In Harvey Mackay's book *Dig Your Well Before You're Thirsty*, Mackay says that being polite makes you, what he calls, a "differentiator" – a person who's set apart from the pack. He also points out that having manners is simply being considerate of the feelings of others.

I've discovered that people who resolve disputes by being polite and well-mannered have the upper hand. The right combination of firmness, confidence, and calm politeness – delivered with a smile – is hard to beat. Manners really are a reflection of people's heart, and good manners reflect a gentleness and a desire for fairness and harmony that quite often help you obtain what you want in life. As the old adage reminds us, we can, indeed, catch more flies with honey than with vinegar.

Julie Alexander is a professional speaker who works with organizations that want to boost morale and people who want great days on and off the job. She is the author of Great Days: 50 Ways to Add Energy, Enthusiasm, & Enjoyment to Your Life and Make Life Count! – 50 Ways to Great Days. For more information, visit www.JulieAlexander.com or call 1-877-GR8-DAYS.



InSync® Moment #81 – Searching in Unknown Places

When we seek answers, we tend to lean on our experiences, learnings, what's familiar to us, and what we believe to be true. However, sometimes the answers we're seeking may be found in the unknown – experiences we've not had and learnings we've not learned. Allow yourself to experience the unfamiliar. The answers you're seeking may be waiting for you in the unknown.



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