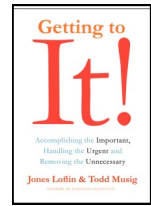




31 Ways To Accomplish Your ITs More Often

From Jones Loflin



Research shows that after just reading the subject line of an email, it takes 75 seconds to return to the level of focus you had before you read it.

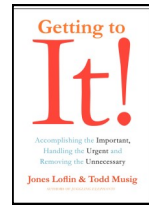
1. Plan (at least mentally) before looking at your computer, tablet, or phone.
2. Don't just tackle the next item on your list-ask what's most important in light of your current circumstances, resources, or energy level.
3. Remove yourself from your normal work environment when you need to think without distractions.
4. Identify 3 of the most important things you should do each day at work and make them part of a daily "It routine."
5. Repeat #4 for your relationships.
6. Repeat #4 for your own personal well-being.
7. Tell someone when you start working on an important thing and when you roughly expect to complete it.
8. Use a countdown timer to force yourself to keep moving toward completion of a timed task.
9. Read pages 11-12 in *Getting to It*, and visualize the condition of your own "vacant lot" to see if you can determine what's keeping you from your most important things.
10. Begin your day by asking, "What 3 things would I like to celebrate the accomplishment of as I drive home today?" Work on those things first.
11. Turn off every electronic notification-ALL OF THEM.
12. Reserve a portion (at least 30 minutes) of each day as "It time." This is time you protect to work on your most important things. Nothing takes this time away except a major emergency (major means it must include blood).
13. Instead of responding to emails throughout the day, try setting up a few selected times during the day.
14. Instead of obsessing about all you have to do, pick something and get started.
15. Remember that sometimes "Done is better than perfect."
16. Think back to the last day you really felt productive at work. Learn from what you did well that day and apply it to today.



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(Page 2)



What price are you paying for allowing things of lesser importance to dominate your schedule instead of spending more time on those you care most about?

17. Reduce the urge to multitask. Try to take a task as far as you can with your current resources and information before moving to another one.
18. Remind others of the benefits to them if you get your most important things done. Make them an ally and not an adversary.
19. Read pages 155-156 in *Getting to It* about Margaret. Use her story as a reminder of the abundant resources you have at your disposal.
20. Spend more time celebrating what you *are* accomplishing instead of always beating yourself up for what is *not* getting done.
21. When you feel like your life is out of control, STOP. You can't take time to make a course correction if you are traveling too fast to read the map.
22. Make a list of what you are losing by not focusing on your most important things. Are you comfortable losing these things?
23. Resist the urge to keep pushing when your mental energy is spent. Take a break and return when you feel refreshed.
24. Delegate anything. Yard work, housework, auto repair, or anything that is keeping you from things you deem more important.
25. Read pages 66-75 in *Getting to It*. What "N" is most limiting your work on and accomplishment of your important things?
26. Think of a current task on which you are procrastinating. If you had no fear toward this task, what action would you take today?
27. If you lead or manage other people, honestly answer this question: "Have I fully enabled my people to do their best work?"
28. Ask yourself if your boss has the same priorities for your work as you do. If they don't align, a conversation is needed-SOON!
29. Listen to music without words at work. Choose soundtracks or a station on an online music service (like Pandora) that will play only instrumental music. The words are distracting you.
30. Establish a technology free time of at least 1 hour before going to bed.
31. Go to jonesloflin.com/downloads for more tips, strategies, and ideas.