

How to be **P.R.O.D.U.C.T.I.V.E.**

Productive People Exhibit These Ten Traits:

P **REPARATION.** Plan for your daily activities. Be *PROACTIVE* rather than *REACTIVE*. The goals you set will provide direction for your life and focus your activities. *You must translate your lofty, long-term goals into actionable tasks you can work on today.*

R **EDUCTION.** Eliminate time wasters. Be *ASSERTIVE*, rather than *PASSIVE* in allowing people to dictate your schedule. You must eliminate “speed bumps” – things that waste your time. *You must eliminate time wasters to accomplish the important.*

O **RDER.** Get organized. Learn to think in *SYSTEMS*, rather than *PILES*. Learn to sort, filter, and process information effectively. *You must find the time and the self-control to create order through proper systems if you want to better control your time.*

D **ISCIPLINE.** Practice self-control and maintain consistent, productive behavior. Work on what you *SHOULD* be doing, rather than what you *WANT* to do. *You must focus on the highest value output for your time and learn to stop procrastinating.*

U **NEASE.** Handle stress well, so it doesn’t impact your performance and productivity. Focus on *VALUE*, rather than *VELOCITY*. Don’t run around in a harried frenzy all the time. *You must learn stress-reduction strategies, so you can recover when pushed to the limit.*

C **ONCENTRATION.** Stay on target and focus on the task at hand. Be *PURPOSEFUL*, rather than *DISTRACTED*. Don’t allow the environment to win your attention. *You must be able to achieve a state of “flow” and work without breaking focus.*

T **IME MASTERY.** Manage your activities effectively throughout the day. Focus on the *QUALITY* of your activities, rather than the *QUANTITY*. Good time management gives you more control over your day. *You must run your life rather than letting it run you.*

I **NFORMATION MANAGEMENT.** Use technology to help you keep up. Become *DECISIVE*, rather than *TENTATIVE* when handling information. *You must use the latest technologies to your advantage, without letting technology take advantage of you.*

V **ITALITY.** Focus on your wellness. Practice *SELF CARE*, rather than *IGNORING* your physiological needs. You can’t be productive if you’re not healthy! *You must practice proper self-care, so that you are physically capable of performing at your matchless best.*

E **QUILIBRIUM.** Maintain the proper mix of activities in your life. Stay *BALANCED*, rather than *UNBALANCED*. *You must practice lifestyle tactics and make the proper choices that help you to work at a realistic level.*

