

SEVEN WAYS TO INCREASE YOUR PERSONAL PRODUCTIVITY

Increasing your personal productivity does not mean working harder or longer. It means working smarter. Here are seven ways to accomplish more of what's most important to you with less time and effort.

1) Manage your time the way you manage your business. A successful business budgets, controls and regularly evaluates its use of its assets. To increase your productivity, you must manage your most important asset - your time - in a similar way.

The first step is deciding what your most important goals are. Ask yourself: What do I most want to accomplish for my employer - and myself - in the next several months? Concentrate on the most important goals.

Next, you should outline, in writing, the steps you must take to accomplish these goals. Again, focus on the most critical steps. Also try to set out a timetable for completing each of these steps.

Reevaluate your goals frequently. Get in the habit of asking yourself: Is this still the best use of my time?

2) Focus each day's activity on your important goals. Each day, you face a collection of things you have to do, would like to do, want to avoid, can't forget, and so forth. How do you sort these out?

An effective way is to list these activities and rank them according to how much they help you accomplish your important goals. You can categorize it: A, if it is urgent or a significant step toward achieving your goals; B, if it is of lesser value; and C, if it can be postponed.

Use your list to manage your discretionary time. Try not to work on any B's or C's until you have finished all your A's. At the end of the day, you can use the list to evaluate how effectively you spent your time.

3) Audit your personal activities for several days. Like many busy executives, you may be unsure of where the time goes each day.

The first step in the audit is to make a simple chart and record how you spend your time throughout the day. Try to account for all your time - "missing time" is often wasted time. At the end of each day, review your chart and see how much time you spent on your important goals and tasks. Ask yourself questions like these:

What kept me from spending more time on my A and B activities?

What was my most frequent distraction or interruption? How can I avoid it in the future?

What steps can I take tomorrow to spend more time on my A and B activities?

What activities could I have delegated, postponed or dropped completely?

4) Learn from mistakes. You can turn mistakes to your advantage by trying to learn from them. Take whatever you think was your biggest mistake in the last week or month and ask yourself:

What should I have done differently?

What can I do now to prevent the mistake from recurring?

Continued on Page 3

A less painful way to learn from mistakes is to learn from the mistakes of others. When you do this, ask:

Could the same thing happen to me?
What can I do now to avoid having the same problem?

5) Be careful about taking work home. Sometimes you have no choice but to take work home with you. But don't forget that the possibility of working at home can be a crutch that keeps you limping through the day. It's easier to fritter an afternoon away if you think, "I'll do my important work tonight". Try to work for a week on a no-homework rule. If you can't do that, set a limit on the work you do at home.

6) Don't overcommit yourself. There is a limit to what you can accomplish in a day or a week. Don't commit yourself to doing more than you can successfully handle.

7) Overcome mental blocks. Many people are occasionally hampered by mental blocks that keep them from starting some important work. You can often overcome these blocks by analyzing them. Here are some examples:

Do you lack facts? Then start with some research.
Is the task overwhelming? Then divide it into smaller tasks and begin with just one of these tasks.
Are you tired? Take a break.

OUR 30th YEAR WE SELL THE BEST

CUSHMAN[®] TURF-CARE EQUIPMENT



3 & 4 wheel turf trucksters

Club Car[®]



"America's Fastest Growing Golf Car Company"



NATIONAL MOWER COMPANY

SINCE 1919



Exide[®] Willard[®] THE BEST ELECTRIC VEHICLE BATTERIES IN THE INDUSTRY



TILT DECK and RAMP LOADING TRAILERS

GOOD YEAR

GOLF CARS, TRUCKSTERS, INDUSTRIAL TIRES

Jerry Commers

PARTS • SALES • SERVICE

CUSHMAN MOTOR CO., INC.

John Sniker

Bill Lancette

2909 E. FRANKLIN AVENUE • MINNEAPOLIS, MINNESOTA • PHONE: (612) 333-3487

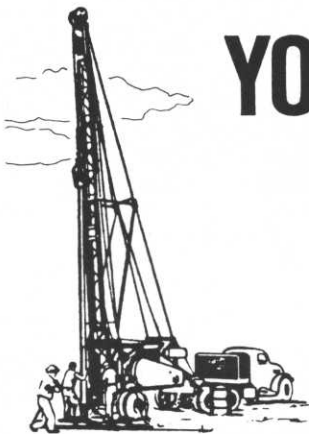
Are you afraid of something? Figure out what you fear. You'll often find that it doesn't merit your concern.
Do you lack conviction? Think about what you're trying to accomplish and be sure it's really worthwhile.

Make a habit of productivity. These seven ways of increasing your productivity will work if you use some of them every day. Making them part of your work habits will improve your production which will benefit both you and your employer.

Reprint from "FORE FRONT"

SOMETHING FOR EVERYONE

The site of the July Meeting of the M.G.C.S.A. has to have the most complete facilities offered anywhere to golfers and picnickers. Set on 465 acres, there is an 18-Hole golf course designed by Don Herfort which opened in 1965. Some water problems have forced the closing of Holes #10 and #11 but this has been overcome with the building of a new Par 4 #10 and converting #11 into a Par 3. They are in hopes of eventually returning to the original holes once they have worked out their drainage and run-off problems with the EPA. In addition to the golf course, the facility has twelve tennis courts, a ski hill with five rope tows and snow making equipment, six soft ball fields, a landing strip for radio controlled model airplanes, an archery range, four bocci ball courts, a picnic area with pavilions, playgrounds and a 47 acre nature center. What more could one desire? Host Superintendent Joe Moris will be on hand to welcome everyone on July 16 and the Wileys, Milt and John, will don their chefs' aprons to prepare a gourmet picnic banquet as in previous years. Don't miss this pleasant event!



YOUR BEST SOURCE OF WATER

- Experienced well drilling contractors
 - Well and pump maintenance and repairs
 - 3-D well photo surveys
 - 24-hour answering service

Bergerson-Caswell, Inc.

CALL FOR A FREE ESTIMATE
612-479-3121

5115 Industrial St., Maple Plain, Mn. 55359

MEMBER: M.G.C.S.A. AND G.W.I.