

EPISODE 63 – Efficiency Improves Performance

Pro athletes are always looking for ways to improve their performance. Improving performance isn't only for the pro athlete. It is for the business owner, entrepreneur, and executive of an organization. We are all looking for ways to fine-tune the systems we use to execute what we need to accomplish to reach our goals.

Even though we're all given the same amount of time, it appears that some people are able to master their time better than others. So I wanted to share some tips, tricks, and resources that I have used and learned to help streamline some of my process that may be beneficial to you.



Time Blocking

When it comes to time, consider blocking off preparation and planning time. Block off 15 min. at the beginning of the day and 15 min. at the end of your day so that they bookend your schedule. Block off time for exercise. I want you to consider the compound effect. You could work out 1 to 2 times a week for 60 min. sessions or you could work out 3 to 5 times per week in 30-40 minute increments. Your body and your mindset become more conditioned when you have shorter more frequent intervals of fitness.

Block off date night, time with family and friends, and even individually with your children. It's not always about the quantity of time is much as it is the quality of time that we spend. You need to be committed and dedicated to the time that you block off especially when it comes to your own self-care and commitment to your family. If something comes up on the schedule, it is only by mutual agreement to shift to another time otherwise you should stick to that commitment as closely as possible. The commitment to yourself and others should be just as important as the commitment you put in at work or in your business.

Use a Kitchen Timer

A great method to work with intensity is turned on a kitchen timer for 20 to 30 min. and focus on filing or whatever the activity is that you want to do for that time. You will be surprised how much you can actually get done when you're not distracted and your focus is on what you need to do. You can also use the timer to ensure that you take breaks away from your project or computer work to prevent eye strain. You cannot

sustain your pace for too long and be effective. Ensure that you are taking a break every 90 min. to get up and walk around or grab a glass of water.

Silence or Turn Off Your Phone

Turn off your phone during the dedicated time that you are working or set it to vibrate. We get so used to checking our phone to see if someone has texted or e-mailed us. It is also easy to get caught up in social media when it's on your phone looking for that instant gratification and dopamine hit of seeing who likes a post that we posted or makes a comment.

Managing Email

E-mail can be a major time waster. First of all turn off the notifications they are huge distractions. To become more efficient with e-mail, check it only at certain times of the day. I like to refer to e-mail as O.P.A., not the Greek phrase that you hear but other People's agendas. Have you ever noticed that e-mails are often requests from other people wanting something from you? What you need to focus on is what you need from others. Motivational speaker Brendan Bouchard has an excellent productivity tool that I highly recommend. It helps you to focus on your projects, priorities, and people. Click on the link in the show notes so you can access it too.

Delegation – Are you able to do this?

Delegation should not be underestimated. You can't be all things to all people. You need to be focused on what you do best and allow others to do what they do best. Delegate tasks to others to lighten your workload so you can focus on what you do best.

Meetings – Right People Right Time

Meetings can be a great time to connect with others and get things done. There are some meetings that are simply a waste of time. It is important to check out the agenda in advance and see if it's necessary to meet in person. Some of the information required can be shared through an e-mail or phone call rather than gathering for an hour meeting.

Get Your Body Movin'

Take the opportunity to get some form of exercise in the midst of your day. Not only does it break up the day, you may be able to flush out some of the thoughts and ideas you have circulating in your head. You can go for a walk at lunch, maybe do yoga from an app, or hit the gym to lift some weights.

Declutter

Keeping the clutter clear can be a challenge. At the end of your day clean off your desk to ensure that you have an orderly workspace to come to and always check to make sure you have enough supplies on hand. Ensure that you have a filing system that works well and you can find things quickly. So much time is wasted looking for things. When things are in their place, it is easy to find -have a place for everything. When it comes to the home front, you may hire a cleaning person or a housekeeper to help maintain your home. There are many professional organizers out there to help keep you on track. Many organizers have different challenges and schedules to help keep you on task. You may want to check out the Fly Lady or Peter Walsh. You can click on the links in the show notes.

What's for Supper?

I don't know about you but often when I'm grabbing a lunch together I start thinking about what's for supper. Meal prep doesn't have to be time-consuming. Plan out your meals for the week and buy your groceries to match up with those meals. You may learn that you actually save money by doing so. I've found crockpots, freezer meals, and prepared snacks to save me a lot of time and temptations. Stir-fries are always quick for those busy days. Keep away from screen time while eating and focus your discussion at the table about learning about everyone else's day.

Out Running Errands?

Organize your errands together. Instead of running from one part of town to another, make an attempt to organize your errands in geographical location.

Meet Your Deadlines

Set self-imposed deadlines to help get things done. Organize your resources so you can leverage or utilize them more effectively. When you have a deadline, you focus on getting things done in a timely manner. Your commitment and dedication show through in your word. Do what you say you're going to do. If the timeline seems off, let people know respect and honour their time too. Set a new time that will allow you to meet with integrity and demonstrate your commitment to follow through. The more efficient you are, the more productive you will be. Watch your performance skyrocket!

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