



Tips to Help Utilize Time and Your To Do List

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Maximizing your limited time, prioritizing and focusing will allow you to thrive at work. Working smarter, not harder, and leveraging your time leads to achieving faster and better results. Prioritize your time by knowing what is important vs. what is urgent increases focus and productivity. Respect your time while making the most effective use of it. Honestly, I don't use a To Do list. I have learned I don't need them with a tickler system. But, if you are one of those that just can't let go of your To Do List, here are some tips that may help:

1. Setting Priorities must be at the top of your To Do List.
2. Keep things simple.
3. Spend some time eliminating or delegating the items on your To Do List so the items left are the priority items that must be done by you.
4. Be realistic about how long things take to do (most of us underestimate by 1/12 to twice our time). If you get done early you have time to relax or work on items you enjoy.
5. Schedule your projects based on your energy level. Know your own energy peaks and valleys. A daily fluctuation in physical and emotional energy affects productivity. Schedule critical activities for your prime time. If you are a morning person do not waste time reading e-mail, etc. Make the most of your high energy times.
6. Make appointments with yourself and DON'T STAND YOURSELF UP!
7. Break large projects into small tasks. Mind mapping helps.
8. Show up, stay in the moment, and be present with what you are doing.
9. Create a Job Jar – “When I get around to it” tasks occur often; write them on slips of paper and place them in a jar. Write “Job Jar” on your calendar in a given time slot, at regular intervals. When that day and time come, pull a job out and work on it! (You can always exchange it for another job if you don't like the one you pulled, but at least you're getting something done!) Use the job jar idea to get your family or staff involved.
10. Only read e-mails twice a day. Make all phone calls at one time (usually before lunch or late afternoon when most people are in their office).



11. Ask yourself how important items truly are? Will this matter in 5 years? One year? Cost you your job? Bring joy to your life or to those around you that you love? Will it make someone else's life easier?
12. Working long hours each day is **not** as important as working on the right things.
13. Make sure there are enjoyable and rewarding items on your list.

I challenge you to **I.G.N.I.T.E.** your personal productivity by implementing what you have just learned. Start by using these steps:

Intention: Know your intention, ask why is it important? What are the benefits?

Get started: Take action on one strategy you learned within the next 24 hours.

Commit: Your Time, Money, & Energy

Engage the process!: Motivation, celebration, evaluate what's working or not working to keep moving forward and ask someone to hold you accountable. Your success depends on it.

I would love to partner with you on improving your productivity. Visit my fan page at facebook.com/cathysextonproductivity where I share resources, articles, tips and techniques to help you be more productive.

Contact me for personal help, coaching, training or to join one of our Clutter Buster Program where you get a day of motivation, celebration and accountability support you need for working on your organizing project.

As a productivity coach and strategist, I am passionate about helping individuals discover their personal productivity style so they can accomplish more with less effort. I use my passion and empathetic nature to help people live healthy productive lives! I know the health risks of being a workaholic; I have lived it. My purpose in life is to provide coaching, teaching, and tools to people who are hungry to spend more time with family, enjoy their careers and live a less stressed and carefree life. For more information please visit

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