

Accomplish more in less time...

There's just not enough time in the day to do everything I'm expected to do! Sound familiar? Time may not be the problem—how you use your time may be the real obstacle. Use these strategies to achieve more with the time you have.

Consider your work style – What time of the day are you most productive? That's when you'll be most efficient and effective tackling important, challenging, and/or unpleasant tasks.

Don't procrastinate – Time spent dreading the task is wasted time. If large tasks overwhelm you, break them into a series of small, achievable goals that lead to an end goal. Finish what you start—now.

Prioritize – Decide what needs your attention most. Develop a prioritized list of no more than five things to keep you focused throughout the day. Write it down—don't try to remember it. Pay attention to deadlines.

Plan for interruptions – Plan at least one hour each day, or more depending on your responsibilities, for interruptions. If possible, schedule a specific time each day to address the issues that are generally a source of interruptions. Try to anticipate co-worker needs—give them what they'll need before they need to interrupt.

Learn to say 'no' – Your first priority is still *your* work. Offer to help when you can, but avoid taking on others' responsibilities. And, make sure that your eagerness to help others isn't your way of avoiding work that you either dislike or don't know how to do.

Prepare – To stop “putting out fires” take a few minutes at the end of each day to prepare for the next day. Have the tools and information you'll need readily available and accessible to start the day.

In a time when everyone is being asked to do more with less, good time management strategies will help you reduce stress and increase productivity.

Alternative Resolutions, Inc.

1151 Oneida St. • Menasha, WI 54952 • (920) 993-1490
altres@alternativeresolutions.biz • www.alternativeresolutions.biz

Words to Live By...

“If you can learn from hard knocks, you can also learn from soft touches.”

Carolyn Kenmore, Author



A BRIGHT IDEA

Learn from your Mistakes

“Mistakes are lessons of wisdom.” (Hugh White)
When you make a mistake, look back only long enough to understand why it happened and learn the lesson it brings. Then move forward. You can't change the past, but you can control the future.

Office Space For Lease...

Excellent rental opportunity!
View our website for details!



Learning Opportunities

Build the skills that drive individual and organizational success. Save even more when 3 or more attend from the same organization—**Register now!**

“Get It Right the First Time”

Sept. 24, 2009 8:30 am—11:30 am

“We Can Work It Out”

Oct. 6, 2009 8:30 am—11:30 am

“Basic Mediator Training”

Oct. 19-23, 2009 8:00 am—5:00 pm

“Mediation Skills for the Workplace”

Nov. 10-11, 2009 8:30 am—4:30 pm

You may reprint material from *The Toolbox* in other electronic or print publications provided this copyright notice (“Written and edited by Karen Dorn and Cheryl Stinski, copyright Alternative Resolutions, Inc., 2009. All rights reserved.”) and a link to www.alternativeresolutions.biz is included in the credits. Please send a copy of the publication along with a note referencing the reprint.

Subscribe to newsletter@alternativeresolutions.biz with your email address. Cancel at newsletter@alternativeresolutions.biz with “Unsubscribe” in the subject line.