

# TEN WAYS TO MAXIMIZE YOUR TIME & INCREASE PRODUCTIVITY

By Julie Fuimano, Personal Development Expert & Success Coach



Your day starts in a rush and continues on pretty much at the same pace until the end of the day when you collapse on your bed and have to struggle to quiet your mind chatter so you can get some sleep and do it all over again. Does this sound familiar?

How would it feel to have more time to do the things you love doing and to feel more at peace as you go through your day? It is possible. Ever know anyone who seemed to get it all done effortlessly? They seem to be so graceful in their approach to life and appear to be almost problem-free zones. And yet, they have the same 24 hours a day as everyone else; what's their secret?

Here Are 10 Ways To Maximize Your Time:

**1. Eliminate redundant activities and things that do not add value to who you are or what you do.**

Limit the amount of TV, electronic games and other such activities to 5 hours a week. These types of mind-numbing activities should be used sparingly. Eliminate things that do not contribute to your personal or professional development. Ask yourself whether the information is nice-to-know versus need-to-know. Eliminate redundant activities such as watching TV news, listening to news radio and reading the newspaper. This will free up valuable time for more enjoyable activities.

**2. Stop putting up with stuff.**

Start recognizing where you settle for less than what you want and request excellence. Learn to say no to things that don't make you feel good and that don't add value to you or your life. These time wasters drain your energy and interfere with your productivity. Expect the best of yourself and others. When you stop putting up with stuff, you are redefining your self and raising your standards. There is great power in choice. When you choose to no longer put up with stuff, you have more energy and time to focus on the things that matter.

**3. Value your time.**

Don't let others steal your time with unnecessary interruptions or long conversations. If others come to you with gossip, stop it. If you value your time, others will. Time equals life. How you spend each minute/hour/day of your life is your choice.

**4. Eliminate the "rush".**

If you are someone who constantly runs late, drives too fast, procrastinates or avoids things, you may be an adrenaline addict. Stop the triggering behavior and avoid crisis mode. Arrive 15 minutes early for every appointment. Drive slower – you have the time. Eliminate procrastinating from your life, just get it done and you will increase your energy reserve and decrease your stress. Under-promise and over-deliver. Slowing down, doing less and taking care of yourself physically will actually give you MORE energy. And with more energy, you'll be surprised at how much more productive you can be.

**5. Organize.**

Eliminating the mental and physical clutter in your life will allow you to focus more on getting things accomplished and increase your productivity. Only touch a piece of material once and deal with it using the 3D model – Do it, Delegate it or Dump it. Resolve personal issues and issues that hold you back.

**6. Do less. Simplify everything.**

Stop doing things that are not a good use of your time. Learn to delegate. Automate anything and everything you can. Learn to say no to things that are not the best use of your time. Eliminate 50% of your projects. Stay involved in only 3 associations, volunteer organizations or Boards of Directors.



Julie Fuimano, RN, MBA, CSAC | President, Nurturing Your Success Inc., A Coaching & Publications Company

P: 610.277.2726 | Julie@NurturingYourSuccess.com

PO Box 851, Blue Bell, PA 19422 | www.NurturingYourSuccess.com

Boredom is the gatekeeper to peace. Once you have simplified enough to bring boredom, you can fill the space with things you really enjoy. Do less; you will have more.



**7. Identify your personal values and priorities. Live by them.**

If you value spending time with your kids and you are working late every night, you are not living by your own personal values. Have your actions reflect your values. Stop comparing yourself to others and create your own standards. Identify and eliminate anything that gets in the way of living by your priorities.

**8. Realize that you are already perfect – perfectly human.**

Perfectionism is a great time-waster and energy-drainer. It doesn't work. Don't take life so seriously. Mistakes are our way of inviting lessons. These lessons are perfect for our growth. Be abundantly human and know that we are all perfect in our humanness; what is not perfect is our definition of perfect.

**9. Take care of yourself.**

Regular maintenance is necessary for your car and computer to run in perfect order. Your body, mind and soul need regular maintenance and fueling to run smoothly as well. Regular doses of exercise, meditation (15 minutes of quiet time daily) and soul food (music, dancing, touch, etc.) rejuvenates and energizes you. This is necessary to maintain your engine in perfect working condition. If you are calm and at peace, you are in better condition to be productive.

**10. Focus on Being rather than Doing.**

If you rush through life you avoid being yourself. Give yourself permission to be a human being rather than a human doing. In school we are taught to think but no one ever teaches us how to feel our feelings and express them appropriately. Feelings are so important in decision-making, problem solving and goal setting. Give yourself time to reflect and experience your feelings. When you experience your feelings, you save time and energy by addressing the underlying issue right away. Learn to just be with yourself. When you have time to breathe and reflect, you let the creative juices to flow and you are able to synthesize the information and ideas that surface. When we are too busy doing, there is no time to consider the possibilities.

The joy you seek in life can be found in living every day to its fullest. It's the little things that we often gloss over that mean the most in our lives if we take the time to notice them. Make the effort to be fully present and experience the moments in each day. When you do, you find that your life has more meaning and richness.

*Julie Fuimano, RN, MBA, CSAC is named one of the TOP 100 THOUGHT LEADERS in personal leadership development. Your happiness and success is her business! Her coaching clients experience dramatic and profound results in their productivity, level of confidence, and their relationships. As a certified coach, accomplished writer, and motivational speaker, Julie empowers your personal best and teaches you simple, practical tools for meeting your goals, communicating effectively with others, and enjoying yourself at work and at home. Visit [www.NurturingYourSuccess.com](http://www.NurturingYourSuccess.com) to learn more about coaching with Julie or contact [Julie@NurturingYourSuccess.com](mailto:Julie@NurturingYourSuccess.com) to have her speak at your next meeting or conference. Subscribe to her blog at [www.NurturingYourSuccessBlog.com](http://www.NurturingYourSuccessBlog.com).*

