



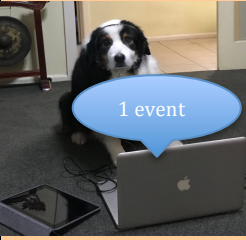






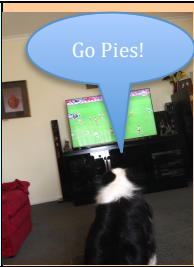


P		<p>POP – Plan, Organise and Prioritise. POP is really important, even when you are trying to be really creative. You need to know when and how much time it is going to take to produce whatever it is you want to produce. Through your planning you then know what you will need. It is very frustrating if you are half way through a task and find you don’t have one key element. You have to drop everything and either go and fetch the item or the task remains unfinished until you have time to get it organised. Prioritising is also really important because even though you might wish to do everything you will not have time.</p>
R		<p>Relax – don’t stress about it. If a job is worth doing then it is worth enjoying it. Whilst some stress can get the adrenaline going it can also take away the joy of what you are trying to achieve. Too much stress, of course, can make you dysfunctional. Mistakes can be made because you are rushing. You will find yourself focusing on the finished product, rather than the process. So, chill out and focus on the process and enjoy it.</p>
O		<p>Outsource where possible We do live in a very busy world and we often have huge lists of things we need to do. Sometimes, though there are some tasks that we are better outsourcing and instead we should focus on the tasks we enjoy and/or have to be completed by us, rather than some one else. Often the person we are outsourcing the task to will have far greater skills in that area than us anyway.</p>
D		<p>De-clutter your mind and workspace If my space is in a mess, I cannot operate effectively. It is even worse if my mind is a mess. The two go hand in hand I think. So, it is important to remove the physical clutter for the practicalities but also so you can focus on the task at hand. There is much research around “mindfulness” and exercises that you can participate in to improve your mindfulness. Colouring in books have found their way into the shops and these are an example of mindfulness exercises.</p>
U		<p>Utilise technology to your advantage Technology can make life easier. There are so many programs and Apps that can be utilised to provide you with more time to do the things you want to do. This can be as simple as utilising a diary, or a “to do list” or creating budgets and storing data. Technology however, does also create distractions. I particularly like how I can see my calendar mapped out daily, weekly, monthly, yearly etc and I can be reminded when my dog needs to be taken to the groomer. He loves it too.</p>
C		<p>Celebrate when you cross the finish line by implementing your plan and sticking to the timeline.. Achievement is a great motivator so it is important to celebrate your successes. This doesn’t necessarily mean having a champagne every time you achieve something, but acknowledge it in some way. For instance, cross the task off a list or verbalise your achievement.</p>
T		<p>Take care of yourself It is important to have balance in your life. Take time out to smell the roses – pamper yourself. Get enough sleep, eat well, and exercise regularly. You will be far more energised to get everything done. I’m amazed at my productivity after a water aerobics class.</p>
I		<p>Identify short-comings and set goals to change the habit. I can be very messy and disorganised so to combat that I ensure that everything has its set place. Whether I am using a space at home or in a work environment I always ensure I clean the space at the end of the day and everything goes back to its rightful place.</p>
V		<p>Visualise what you want to achieve. “Alice: <i>Would you tell me, please, which way I ought to go from here?</i> The Cheshire Cat: <i>That depends a good deal on where you want to get to.</i> Alice: <i>I don't much care where.</i> The Cheshire Cat: <i>Then it doesn't much matter which way you go.</i> The Cheshire Cat: <i>Oh, you're sure to do that, if only you walk long enough.</i>” You could just keep walking, but I think it is a much better theory to know where you want to get to, it’s going to be a less tedious walk and you are more likely to be happy when you get there.</p>
I		<p>Ignore excuses Excuses can be found to avoid any sort of job. It’s too hot, it’s too cold, etc. My tip is to be aware that excuses will pop into your head and be ready for them. Talk back to them and tell them why you should do the task. You probably should do this quietly so that other people do not think you have lost the plot.</p>
T		<p>Transform negative thoughts into positive thoughts This is similar to “Ignore Excuses”. Many of us tend to automatically avoid positive thoughts and language. A common interaction would be: “<i>How are you?</i>” “<i>Oh, not too bad</i>”. This reply would be issued whether we are feeling well or not. Often we will think, oh this is going to be too hard, e.g. lifting those weights at the gym. I was recently given the advice to avoid this, as it is only a perception, it is not a reality, so remain positive until it becomes a reality.</p>

<div data-bbox="157 133 262 264">Y</div>		<div data-bbox="674 92 1041 124">Yield not unto distractions</div> <div data-bbox="674 127 1988 231"><p>There are so many distractions out there. Technology is one of these. Many games are addictive, messages /emails bombard us all the time so, we have to be smart in how we use them. As I said before you need to find balance and prioritise.</p></div>
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