

How to Work Smart!

A six point guide for professionals

A guide to getting balance in your work and your life and making sure you do what needs to be done.

Main Point Number 1.

Everybody has the same amount of time – 168 hours each week. You can't save time, you can only spend it! Don't blame time, or anyone else – if things are going to change it's going to start with *you!*

Main Point Number 2.

Get to understand the difference between efficiency and effectiveness and then apply it to everything in your life. Efficiency counts for nothing *if* you are not effective.

Main Point Number 3.

Do the big things first. If you start with the little things, there won't be time for the big things. Make sure your highest priority tasks are done first then fit in the others if and when you can.

Main Point Number 4.

You matter. Make yourself your highest priority. Work will still be there when you get back but if you spend all your time at work, your life as you know it (including perhaps your family and friends) may be gone when you get home. Remember, workaholics die on average, 20 years younger than people who have their life (and their time) in balance.

Not *one person* at your funeral will thank you for spending more time at work!

Main Point Number 5.

Understand Quadrant 2 time management. This is where you plan, evaluate, review and most important, anticipate. Be proactive, not reactive and feel the stress go. Read Stephen Covey's book "First Things First".

Main Point Number 6.

Get yourself super organised. If you are not well organised now, then get your act together and change those habits that are holding you back. No-one else can do it for you.

Remember, you may be better looking than the person next to you, but they have the same amount of time as you!

David Julian Price CSP

Personal and business effectiveness expert

Visit our website for constantly increasing resources www.davidprice.com

Ph: 08 9383 9499 Fax: 08 9383 9599 Email: david@davidprice.com

David speaks at conferences, seminars and workshops throughout Australia and overseas

Liability disclaimer: The material contained in this document is general and is not intended as advice on any particular matter. Walk Tall and the author expressly disclaim all and any liability to any persons or organisations whatsoever in respect of anything done by any such person in reliance, whether in whole or in part, on this document.