Are you Busy or Productive?

Presenter Sara Mayer
Grab a notepad and pen!
Are you...

Busy
Or...

Productive
What’s the difference...
Busy...
The feeling of accomplishment
Productive...

moving the ball closer to the goal every single day.
Are you productive or busy, why?

Photo by Matt Walsh on Unsplash
You...

set and write down your goals
and schedule regular review
You...
Focus daily on one thing that is goal related daily.... then increase to three things
You...

Master the art of productive working
Recap

Set & Write Down Your Goals
Focus on one thing goal related daily... increase to three
Master the art of productive working
But how do I begin...
determine what’s getting in your way
What gets in the way...

Goals not clear

Distractions

To many things on the list

Other people’s priorities

Goal work not incorporated into daily life

Process for dealing with Email

Commitment to Productive Work
You can be...
Productive
You can do it!

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