

Unleash an Avalanche of Productivity!



Presented by Denise R. Jacobs
Empowered Woman Success Summit
November 2010

Moving from "To Do"...



...to "Done!"

24 May 2010 - 30 May 2010

- ① Prepare the photos for Mrs Tong
- ② Purchase of DVD for Mrs Tong's photo
- ③ Meet Photo to:
Mrs Tong
Eik Goh Chan Que Tong
St 63
* 09-93 5(680608)
- ④ Scan Policy schedule for Cassander
- ⑤ Sort out the schedule for this week.
- ⑥ Check the payment for the group reservation - ^{again for}
- ⑦ Work schedule for Jun 2010.
- ⑧ Sort out outstanding Credit Card bill payment.
→ \$120 by 24/5
→ \$200 by 1/6
- ⑨ Sort out the dates for leaves.
- ⑩ Training schedule for Tony Computer program.

⑪ Proposal for Vin Guided tour for Serene Yoy, on 20/6/10

- ⑫ Plan for 6-days leave
 - ① 1 Jun 10
 - ② 5 Jul 2010
 - ③ 11 Jun 10
 - ④ 6 Jul 2010
 - ⑤ 21 Jun 10
 - ⑥ 7 Jul 2010
- ⑬ Prepare new rights for hipster PPA.
- ⑭ Brief Tony on the procedure for group reservation.
- ⑮ Check the bed situation in Affie dorm → clear unwanted beds.
- ⑯ Follow up on Sam Low's working schedule for June.

⑰ Updating of Red Cards

25 May 2010

- ⑱ Check in Steven on the bus booking.
- ⑲ Email Doan regarding the proposal - Serene Yoy
- ⑳ updating A Whim blog
- ㉑ Send Thank You email to United Hermit Crab - Lay Kuan & Rin.
- ㉒ Update Serene about her proposal → Ask for her some times to get back to her.

25 May 2010

- ㉓ Create calendar for Jun Schedule.
- ㉔ Update & Plan forward Jun schedule.
- ㉕ Email Tony about the dates for leave application.
- ㉖ Print out training document for St Tony.
- ㉗ Order Big different water in Sugar
- ㉘ Update Tony about the air frame.
- ㉙ Check fruits situation.
- ㉚ Create invoice for Tris Lim → email her that 2nd part of invoice will be given when the cheque is clear.
- ㉛ Open up coin phone to check the start item.
- ㉜ Order potato chips.
- ㉝ Complete updates.

For the Twitter-fabulous

I am:

@denisejacobs



We're at:

@ewss #ewss

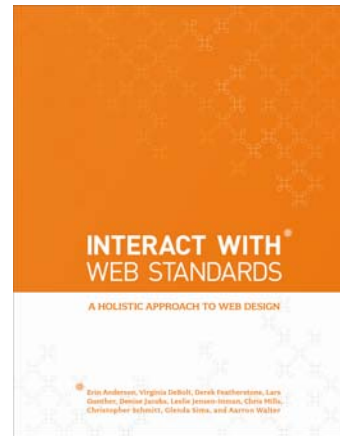
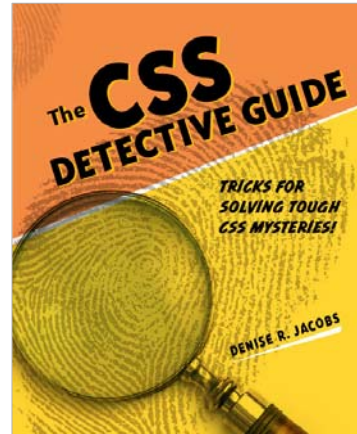
And I'm talking about:

#unleashprod

A little about me



1969



2010

Your switches?



Do parts of life feel stuck?



Work Time



OR



Money



OR



Social



OR



New ideas



OR



Creativity/Inspiration/Innovation



OR



Sense of purpose



OR



Do obstacles feel like this size?

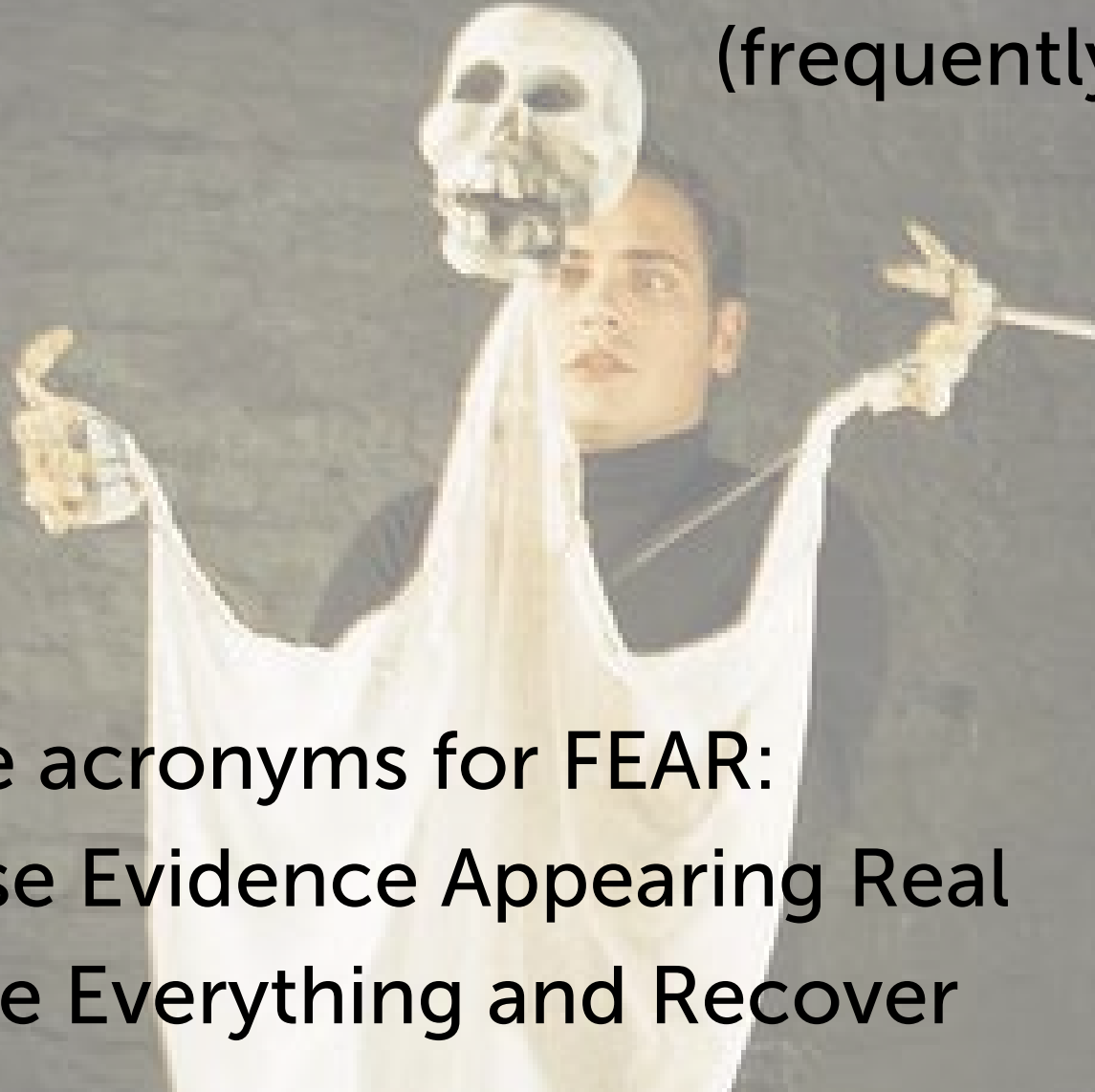


Or this size?



Obstacles/Blocks = Fear

(frequently, at least)



Some acronyms for FEAR:

- False Evidence Appearing Real
- Face Everything and Recover

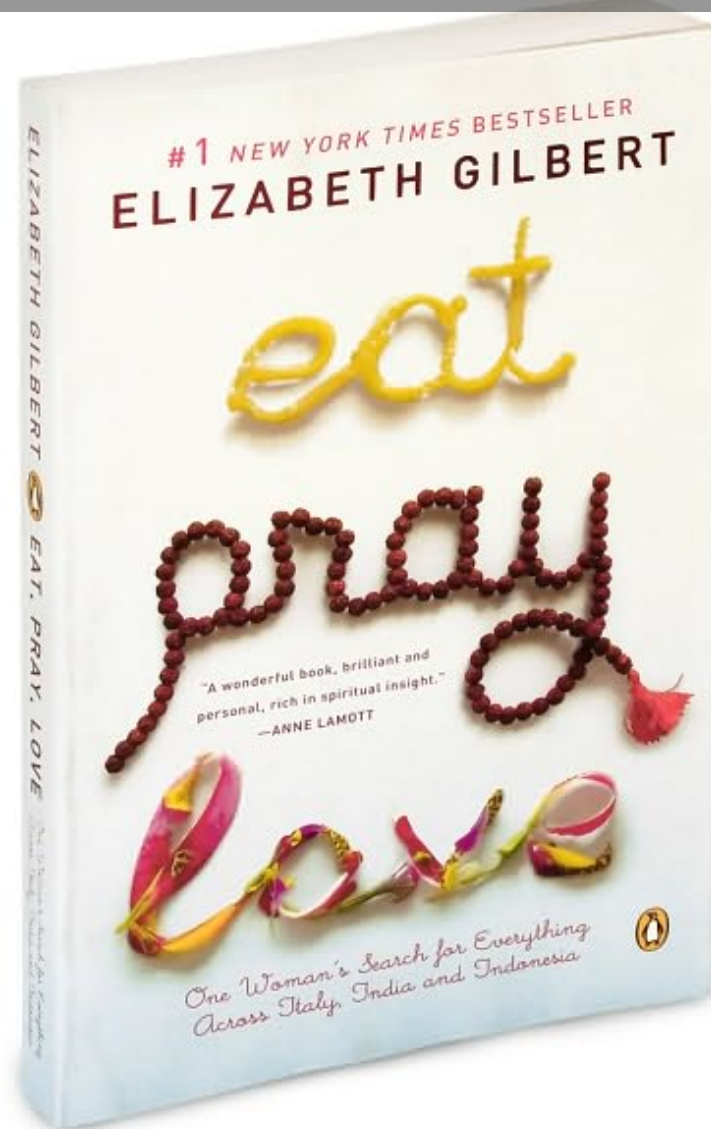
Beaver energy



Elephants GTD



The inspiration: Eat, Pray, Love



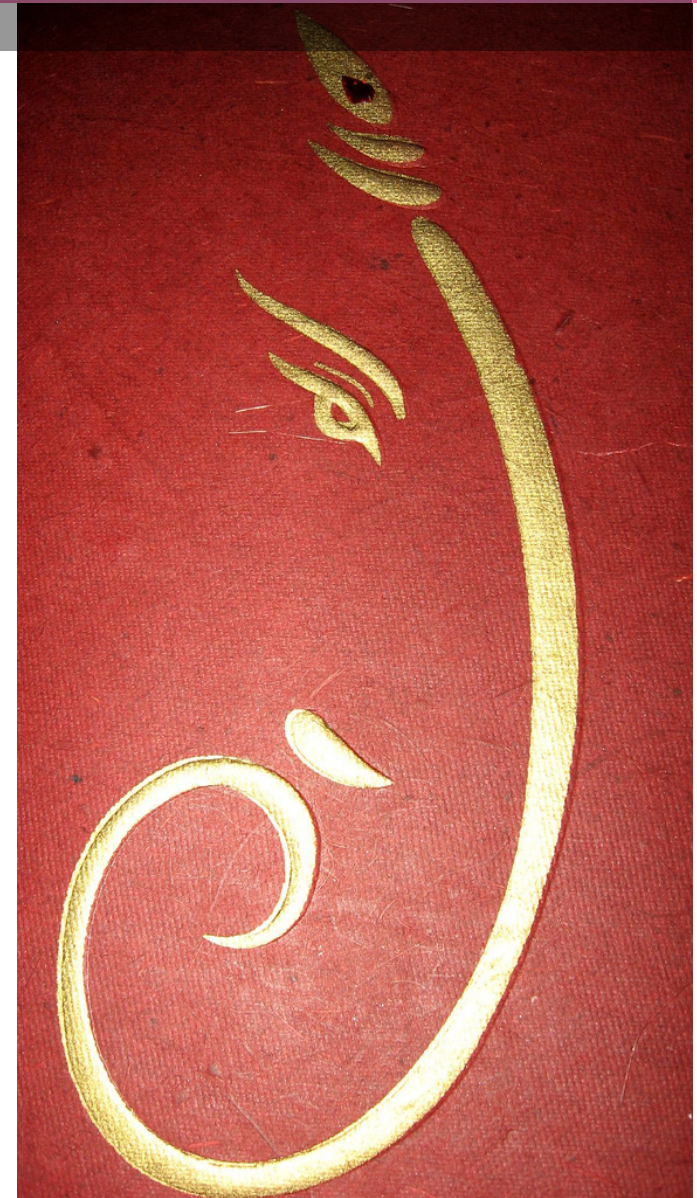
The appearance of Ganesh



Ganesh, the remover of obstacles

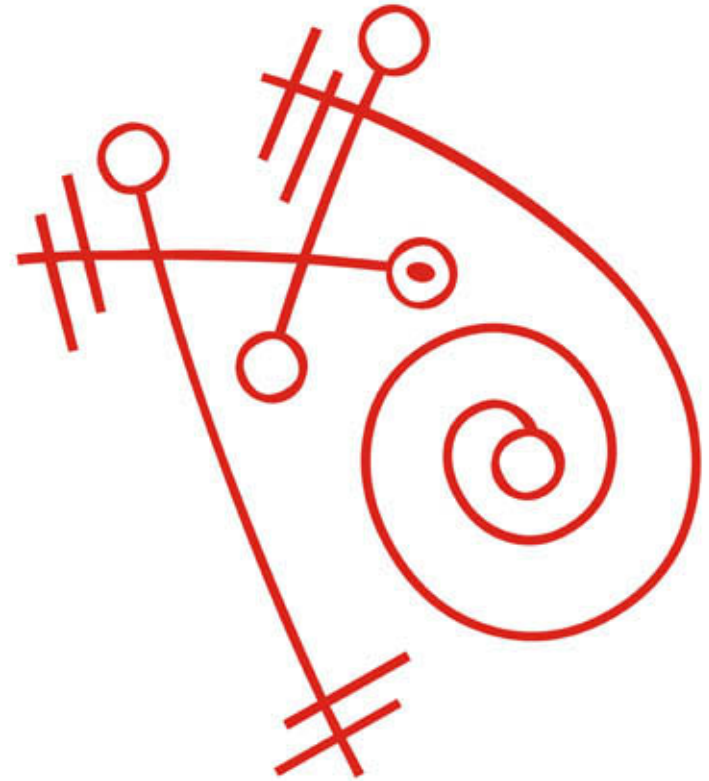
Also known as...

- the Lord of Success
- the Destroyer of Evil and Obstacles
- the God of Learning (knowledge, education) and Wisdom
- base, foundation; the chakra upon which the manifestation or outward expression of the primordial divine force rests



Utilize your Elephant power

There is an elephant inside of you, always readily available internally to remove blocks by pushing through them, asking for help to solve them, or letting them go.



The Process

1. Evaluate (or re-evaluate)
2. Eliminate
3. Delegate (outsource)
4. Create-a-gate
5. Initiate
6. Collaborate
7. Automate

Know thyself

Get clear about

- Your goals: why do you “need” to accomplish a given task? How does that task fit into your grander vision?
- Your talents: what are you really good at? (hint: it is enjoyable, comes easily to you, and people will often compliment you on it)

These are the keys!

Keep in mind...

- The primary focus: Concentrate on doing your brilliance – this is how you can and will do your best work
- The end goal (and result): work that is more enjoyable, and increased opportunity to shine and succeed!

Final advice

Start with one thing, anything (something small is fine)

- That one item will start a chain reaction – the feeling of satisfaction from completing that one will spur you on to complete more

Evaluate



Evaluate (or re-evaluate)

- Examine the obstacle/task: how necessary is it?
- Get a second opinion from a trusted/respected source
- Make a decision to eliminate, delegate, or initiate

Eliminate



Get rid of anything...

- That isn't in line with your larger goals
- That is not part of your brilliance
- That you dislike doing
- That will take you an ordinatorately long time because of the above

Delegation & Outsourcing

Offloading through outsourcing = HELP

Having Each/Everyone Leverage Productivity

(psssst: the thing you hate doing is probably something that someone else loves [and vice versa])

Some ideas for delegation

People:

- Virtual assistants
- Elance.com

Tools:

- Shoeboxed.com & CloudContacts.com
- Highrise & FollowUpThen.com
- Tungle.me

Automate



Measure twice, cut once

Get systems in place that do the work for you, such as

- Automatic payments
- Web-based email
- Text-message reminders from your calendar

Create-a-gate



Control what comes in

- Email
 - Designated times for email
 - Inbox Zero
- Phone
 - All calls go to voicemail and you answer when convenient
- Requests
 - Just say no (unless it fits with goals)
 - “Soft” no – aka “A Criticism Sandwich”

Initiate



Now you can act!

Once you have exercised the other steps, then you can do the things that you have determined need to be done that will get you closer to your goals

Collaborate



No woman is an island

You don't have to do everything yourself, and you'll do better work in concert with others.

- Set up a business accountability partner and meet regularly on achieving your goals
- Attend networkers and find other professionals with complimentary skills to partner with

Start Today



More ideas

1. Start with the easy stuff
2. Get a buddy
3. Leverage your network
4. Have a party

The brain-shift

Let go of the idea that you need to be good at everything. You don't.

You "should" shine and be brilliant at what you love to do and do best.

Give yourself permission to do only the things you are brilliant at, and have other people do the rest.

THE PARADIGM WILL SHIFT

By letting go of the unnecessary...



Reaching toward what you really want...



You'll be more productive!



Thank You!

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