

## ELIMINATE TIME WASTERS

Time wasters fall in two categories:-

External - factors that reduce productivity that are out of our direct control.

Internal - areas where we are directly responsible for wasting our time.

### External

External factors refer to factors that are out of our control that results in the reduction of productivity. Some examples are interruptions, poor communication, shifting priorities, mistakes of others, phone interruptions, computer problems, too many meetings, etc.

### Internal

Internal factors refer to areas where we are directly responsible for wasting our own time. Some examples are poor attitude, personal disorganisation, failure to listen, indecision, socializing, fatigue, paper shuffling, procrastination, poor planning, etc.

Eliminating the leakages of time occurring through these and other time wasters is very important to enhance personal and professional productivity.

## AVOID PROCRASTINATION

Ever thought up of a great idea but didn't do anything about it? Welcome to the world of procrastination. Procrastination, which comes from the Latin word for 'tomorrow' is the world's number one time-waster.

Successful people do not procrastinate especially in matters they know are important to them. As someone has rightly said people don't fail because they intend to fail. They fail because they fail to do what they intend to do.

*"Hard work is often the easy work you did not do at the proper time." - Bernard Meltzer*

## MANAGING STRESS

Stress has become the biggest single issue of modern life today. The existence of modern man is challenged not as much by the atomic bomb as the "Stress Bomb".

At the workplace negative stress has adversely affected employee efficiency and effectiveness resulting in lower productivity and higher health care costs.

Perhaps the greatest gift one can give oneself is to learn how to manage stress effectively so that one can be happy and fulfilled personally and more productive and satisfied on the job.

In the final analysis managing time effectively and productively means not just making temporary changes but finding ways of managing our time that are long lasting.

### Profile – Mr Nikhil Desai

Mr Nikhil Desai is an International Speaker, Motivator and Trainer.

A powerful presenter with an energetic speaking style, Mr Nikhil inspires and motivates his participants to produce lasting change. More than a quarter million people have benefited from his presentations & programs in the last 18 years.

Besides presenting at various conferences around the globe, Mr Nikhil has specialized in conducting programs on Motivation & Achieving Excellence, Enhancing Effectiveness at Work, Time & Stress Management, Communication & Presentation Skills and other areas of professional development.

