



Elevating Effectiveness:

Using the **Empowered** Productivity System

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Productive: adj.

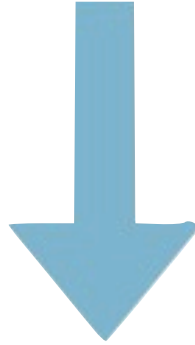
My experience is what
I agree to attend to.

-William James

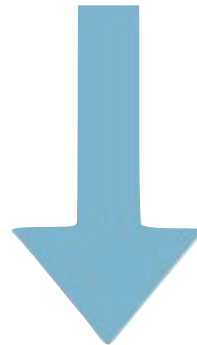
...your life is made up of
your experiences...

-Robert White, writing in Living an
Extraordinary Life

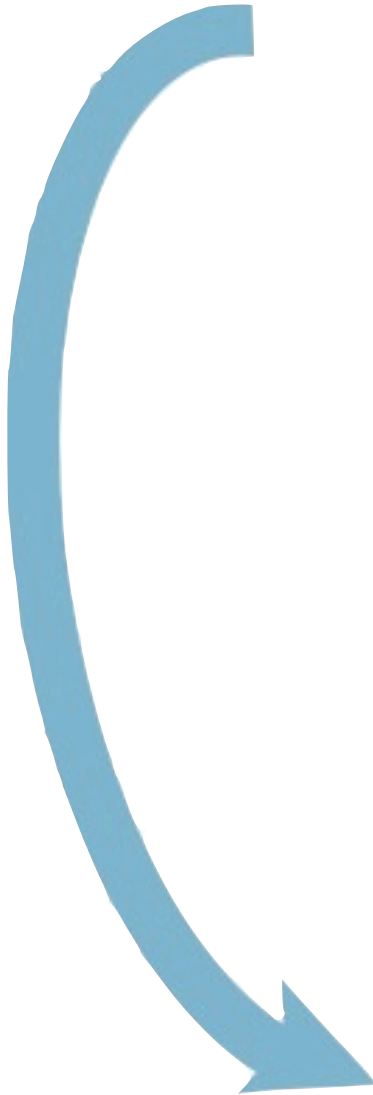
Attention



Experiences



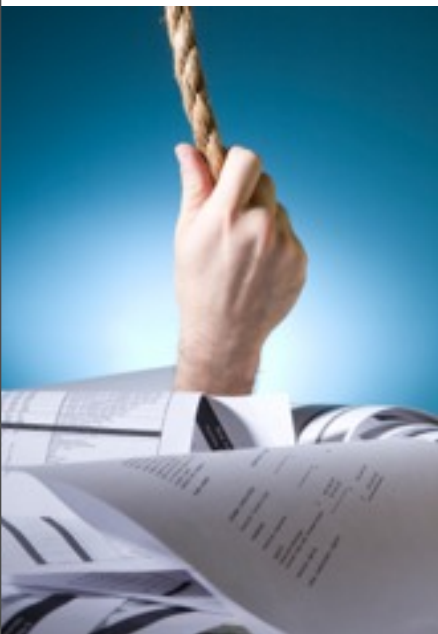
Life



Control your ATTENTION,
Control your LIFE.



Information



Technology



Behavior



Symptoms of Attention Deficit on the Rise


Acquired ADD: Dr. John Ratey

Attention Deficit *Trait:* Dr.
Edward Hallowell

Control Over Your Attention

*Flow**

Distraction

- 
- Chronic procrastination
 - Difficulty with follow-through
 - Inability to focus
 - Impatience

- Optimal learning
- Amplified performance
- Maximized achievement

***Mihaly Csikszentmihalyi**



Empowered

Productivity System

AT DAWN



WE RIDE

Empowered Productivity =

Reactive Proactive

Action is the
foundational key to all
success.

- Pablo Picasso

Inspiration is only as
good as the action you
take.

- USAF Maj. Dan Rooney

The difference between
those who succeed and
those who fail is the
ability to take action.

- Tony Robbins

**Control your ACTION,
Control your LIFE.**



TO-Do List:

1. Check yesterday's to-do list
2. Check email inbox for things to do
3. Check sticky notes for things to do
4. Check meeting journal for things to do
5. Remember other things to do
6. Make new list







Organizing by Time

STRONG relationship
to time

Day Specific

Or

Day & Time Specific

=

CALENDAR item

(time-based)



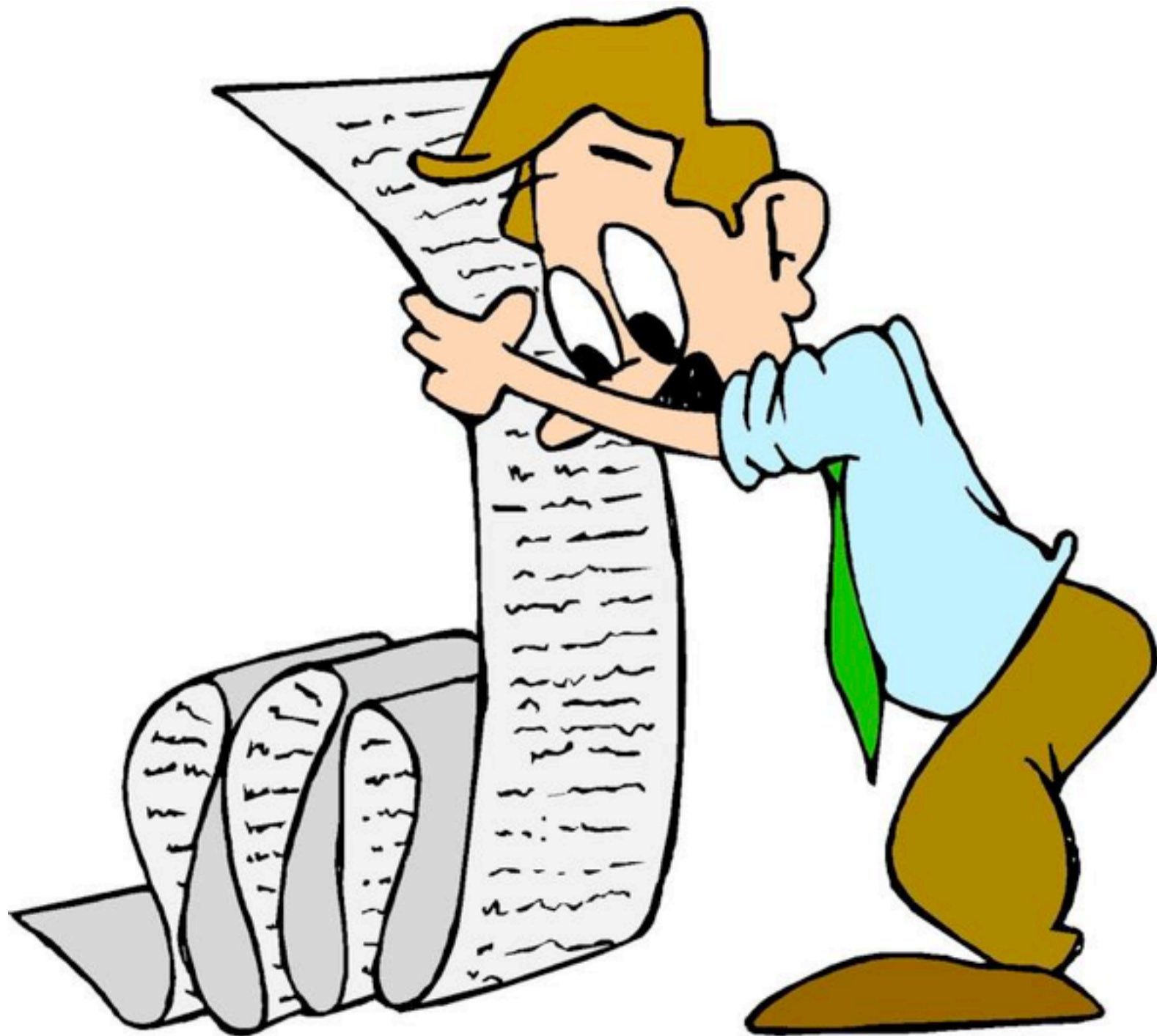
Categorical Organization



WEAK relationship to time: Anytime before...

(discretion as to when it gets done)

OR No due date = TASK item (category based)









Vague (*Project* List Only):

Implement

Develop

Create

Plan

Organize

Specific (*Next Actions* List):

Call

Write

Email

Google

HIGH
PRIORITY

MEDIUM
PRIORITY

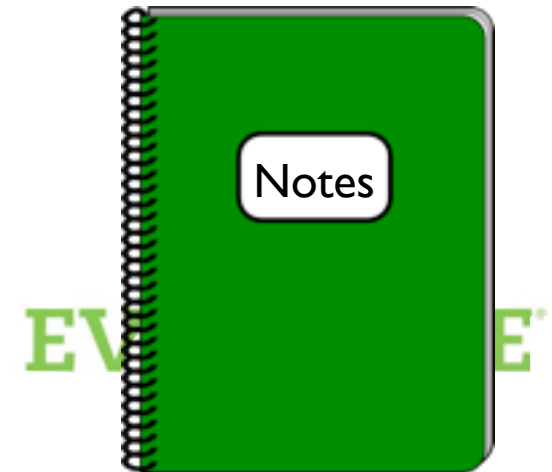
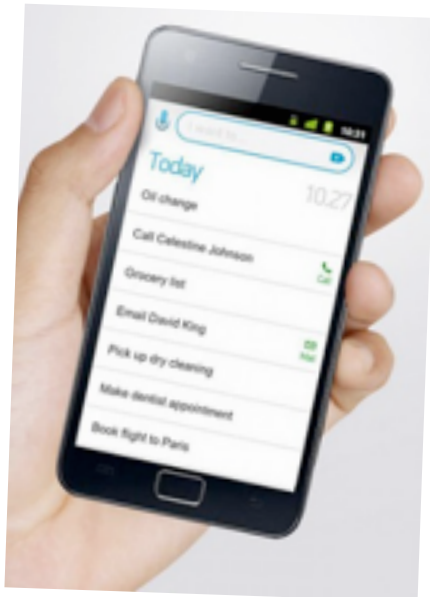
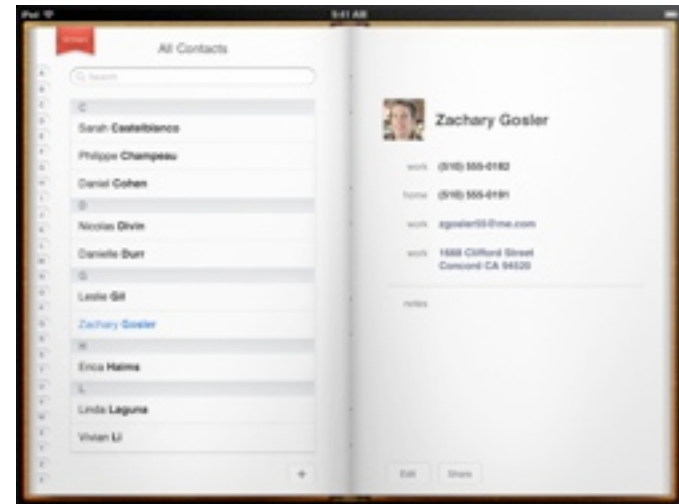
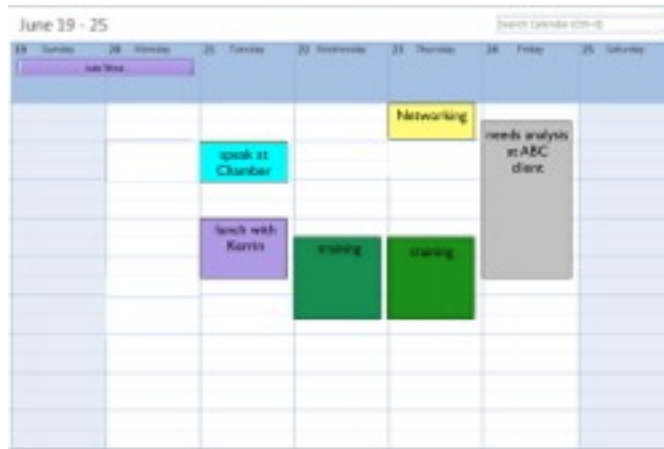
LOW
PRIORITY

3 Questions

3. Am I achieving my
significant results?



5+ Components of a Good Tool (Only ONE of each is best!)



How to Get Help

Call/Email me: Let's chat!

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Read: RegainYourTime.com/blog

Speaking at **your** Retreat/Event

Training at **your** organization

Watch for **online programs** coming soon!

How to Get Help

