

# COACHING TIP

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## How Productive Are You?

The areas listed in the High Value column below will help you be more productive and the areas listed in the Low Value column will get in the way of being productive. During any activity ask: "Is what I am doing right now leading me toward or away from my goals and helping me be more or less productive?"

### High Value ☺

Quality time with direct reports  
Quality time with customers  
Setting goals and planning  
Personal development reading  
Improving job knowledge  
Listening to educational CD's  
Focusing on high payoff activities  
Maintaining a positive attitude  
Developing and practicing new skills  
Making and keeping commitments  
Being and staying organized  
Keeping score on a daily basis  
Giving quality feedback  
Closing communication loops  
Delegating appropriate tasks

### Low Value ☹

Criticizing employees  
Frivolous conversations  
Bustling around without planning  
Responding to every interruption  
Complaining  
Making excuses  
Unproductive or unnecessary meetings  
Thinking unproductive thoughts  
Blaming  
Trying to remember unwritten commitments  
Living with clutter  
Embracing fear and associated emotions  
Giving little or inappropriate feedback  
Assuming communication has taken place  
Trying to do everything yourself

Perfection is not the goal; excellence is. Improving how you use your time in order to be more productive will be crucial in your pursuit of excellence.

Invest a little time each day to assess how you are using your time. Then take action to eliminate low value activities and bolster the high value investments you make daily.

***Things that matter most should not be at the mercy of things which matter least.***

Johann Goethe

***Doing the right thing is more important than doing things right.***

Peter Drucker

***In any moment of decision the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing.***

Theodore Roosevelt