



**Crazy Busy Isn't a Badge of Honor:
Be Proactively Productive, Not Busy!
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✓ Overview

Stop the glorification of busy... instead of bragging about being “crazy-busy,” start getting things done! We battle daily to make the best use of our time. This presentation addresses how to get more done in less time with less stress by maximizing your productivity and setting priorities. Learn to pinpoint where you need to take

control. Improve your comprehension and focus and more effectively perform when juggling people, paper, and priorities. Topics include: self-assessment, tools of time management, how to say no, project lists and to-do lists, conquering procrastination, the myth of multi-tasking, and dealing with interruptions.

Goals of this Session

Know

- Pinpoint where you need to take action in terms of productivity challenges
- Change your mindset and behavior regarding productivity and time management.
- Create custom systems that you can use to be more productive on a daily basis and model productive behaviors for others in the workplace.
- Stop using the term "crazy busy" and other negative terminology that makes you seem like you are not in control.

✓ Today's Productivity Landscape

- Crazy Busy is not a Badge of Honor
- The Benefits of Being Productive
- Biggest Challenges for Today's Professionals

Self Assessment Exercise

Time Management:

I am never late for _____?

Meeting deadlines is easiest for me when _____?

The things that I easily delegate are _____?

I spend way too much time on _____?

I wish I had more time for _____?

I procrastinate whenever I have to _____?

One thing I wish I could do every day is _____?

It is hard for me to say no to _____?

If you had all the time you needed, how would your life or work be different?

Productivity Strategies

- Time Journal Exercise
- Your Ideal Time Map
- Time Management Systems
 - Getting Things Done - David Allen
 - Extraordinary Productivity - Franklin Covey
 - The Pomodoro Technique - Francesco Cirillo
 - Time Management from the Inside Out - Julie Morgenstern
 - Unscheduling - Neil Fiore

Productivity Tools

- Brain Dump

- Master Project List vs. Daily To Do List
- Project & Task Management Apps
- One Calendar
- Operations/Policies & Procedures Manuals
- Templates & Checklists

Alternative Ways to Prioritize

- A Not To Do List
- Absolute Yes List vs. Just Say No List
- Time Management in a Bucket
- Chunking Tasks

Mindset Shifts and Behavioral Changes

- Failure to Launch (Overcoming Procrastination)
- Stop Stepping Over the Elephant (Start the Day with a Bang)
- Failure to Land
 - Own Your Interruptions
 - Perfectionism
 - Comparison Trap
 - Impostor Syndrome
- The Myth of Multi-Tasking
- Just Say No
- Focus on Results, not Excuses

Meta Decisions

My Meta Decisions

- One Page of Emails in Inbox
- “File Fridays”
- Honor Appointments with Myself

List Your Meta Decisions:

- 1.
- 2.
- 3.
- 4.
- 5.

Action Plan/Next Steps

- Do you need to work on mindset shifts or behavioral changes, or a little of both?
- Which systems, strategies and tools will you implement first?
- What changes and support systems do you need to put in place to better manage your time and be more productive?
- Remember: Consistency Trumps Commitment!

About Your Presenter



Lisa Montanaro is a keynote speaker, workshop presenter, author, coach and consultant specializing in work-life issues, including productivity, peak performance, life-work balance, branding, entrepreneurship, public speaking, and career development. Clients include law firms, universities, government agencies, professional associations, corporations, as well as individuals.

Lisa is the author of *The Ultimate Life Organizer* and *DECIDE to be Organized: An Empowering Process for Change*. Her work has been featured in numerous online and offline publications, and she has been interviewed on television and radio.

Lisa earned a Bachelors degree in Psychology, Speech and Political Science from Hofstra University and a Juris Doctor Degree, magna cum laude, from Pace University School of

Law. Her psychology background combined with savvy business experience gives Lisa unique insight into the lives of working professionals.

A born and bred New Yorker now living in sunny California with her veterinarian husband and two crazy and spoiled rescue mutts, Lisa is a professed community theater performer, an avid runner and cyclist, a world traveler, and is in love with her P-touch label maker! To find out more about Lisa's speaking, coaching and consulting programs, as well as her books and multi-media products, visit www.LisaMontanaro.com.

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