

The Mentor Minute

Canada's leading consultants share their favourite tips and techniques.

Irene Rivka Becker specializes in helping Executives, Senior Managers and Professionals drive greater empowerment, engagement, communication, leadership and wellness at the speed of change, and also in the face of life/business divorce, transitions, turning points or crises by building their 3Q Edge™ or Advantage.

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Prioritize Your Time, Increase Your Impact

with Irene Rivka Becker, coach and consultant

Each climb up the corporate ladder brings an increased amount of time demanding priorities. Here are seven quick refreshers on how to keep your priorities on track and focus your time for maximum results.

De-stress, re-focus, re-purpose and re-power - A tired brain or an emotional brain does not make good decisions. Work on building your IQ, EQ and SQ (spiritual quotient) to develop the strategies you need to de-stress, re-focus, re-purpose and re-power before you prioritize your workload.

Organize - Documents, office, and work space in order to have maximum organization, and information needed at your finger tips and systems in place that help you achieve maximum effectiveness.

Use Colour - Colour code your calendar appointments so that you can immediately see if things are urgent, peripheral etc.

Schedule a daily and a weekly meeting with yourself - Use this time to prioritize and plan your day. Set up another meeting with yourself to plan out your week in advance. Remember to focus on what is critical and urgent; recognize tasks that can be accomplished at a later date.

Develop greater action-ability - Decide promptly whether you need to take action on the information in the document, whether you can delegate the required action, or whether you can redirect the document to someone else. Periodically dispose of outdated and unnecessary documents from your files and e-mail folders.

Document your time - Make sure you are devoting most of your time to high priority work. Try documenting your time for a week and see if you are spending it on strategically unimportant activities, administrative tasks etc. Block off time in your calendar for strategically important activities.

Schedule ME time each day for personal rituals that keep you de-stressed, re-purposed, re-powered - It is critical to develop a ritual that can allow you to be calm and centered for at least five minutes twice a day.

Remember, you have the power to learn to prioritize and develop greater focus and intentionality on what really counts.

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