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Tools for Peak Personal Productivity

By Lee Milteer

Because you're your own boss, you have to have accountability for your own personal productivity. If you have a system that works for you, please use it and be open-minded to the fact that the results of you having integrity with your time always shows up in your stress levels and your income.

Many of you love gadgets and have tied up your life with learning how to use the latest and greatest new gadgets. You take great pride in all these new devices, but the most successful and massively productive people you might know don't waste their time with time-consuming toys. Barbara Hemphill, who is one of the most famous time management and organization teachers in North America, told me she has personally gone back to simple paper and a pencil to keep her calendar because she was wasting too much time messing with gadgets.

As Dan Kennedy says, "You can load yourself up with big, hunky day planner devices, computer software, notepads, different colored pens, stickers, strings tied around your thumbs, and a million little 'techniques,' and you'll still be pitifully unproductive if you don't have your 'inner game' under control. Productivity is an inside – out game."

The bottom line is that if you want to be a Peak thinker, you have to start with what you think about. What is your self-talk? We are clearly self-fulfilling prophecies. What do you label yourself? Do you keep telling yourself that you are always late? For the next 30 days, it would be good for you to start to become aware of exactly what you believe about yourself.

Tools to Assist You for Productivity

Excerpted from The Entrepreneur's Guide to Banishing Time and Energy Vampires
(www.milteer.com/timeprogram)

Displayed Thinking: My staff and I have bulletin and white boards with all of our projects so we can see where we stand with each one. I'm not going to say this is attractive, but it is effective. In the TV and Movie industry, they call these Storyboards. Most entrepreneurial people are visual, so that means out of sight is out of mind. I have a pretty office with my awards where I take coaching clients but I don't actually work in that room except when coaching or having office meetings. I use my real office with all the Storyboards around me for writing, serious creative thinking, planning, and implementation because I can see what needs to be done next and chart my progress. If you haven't tried this, I highly recommend it because displayed thinking can help you create and manifest faster.

Lists: We all need lists. Please do not rely on your memory because there are already too many things competing for your attention.

A Schedule: Where you can see an entire year, each month, each week and each day. Please go back to big calendars where you have a Visionary view of your schedule.

A Daily Activity Chart or List: Everyone needs discipline and this can help you standardize the things you need to do every day. I call it my NAG List. I get to check off the items as they are done. If I cannot see it, I may not do it.

Conversation Planner: One list for each important person you have to work or deal with. Create notes of what you need to discuss and what you did discuss. This is one of the best time-saving tools I have ever used.

Delegation or Tasks List: This list is close to the conversation planner and helps you keep track of what you want others to do and check up and check off what they did. This list will make you and your staff more effective.

Dan has been teaching for years that the reason most Calendars and To-Do Lists don't work is because they have start times but no end times. It's important when you schedule an activity that you put in an end time. If there is not end time it's not really an appointment, it's open-ended and this makes you lose productivity time.

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