



EXCELERATOR JUMP START: IMPROVING EFFICIENCY AND EFFECTIVENESS

"Time is the school in which we learn, time is the fire in which we burn."
~ Delmore Schwartz

Excelerator Jump Start

Excelerated productivity -- improving efficiency and effectiveness-- is one step in creating your **Excelerated** life, a life of well-being, meaning, and purpose.

This **EXCELERATOR JUMP START** provides quick actions you can take *right now* to **JUMP START** your **Excelerated** life and to begin enjoying increased levels of productivity – **Excelerated** productivity – by improving your efficiency and effectiveness.

Why Use Jump Start?

Do you ever get to the end of the day or worse, the end of the week, and feel like you didn't accomplish anything you wanted to do? Unfortunately for some of us, that feeling is all too frequent.

The people who are truly successful in creating the lives they want have a knack for getting things done. They understand that intention must be matched by action and they set about doing the things that move them forward. They also know that the purpose of improving productivity is not about getting even more things done but about freeing up time to spend with the ones they love.

The term "time management" is a misnomer. You can't "manage" time - you can manage only yourself and how you use time. But that's enough - that's all you need to do to be more productive and to do more of the things you want to accomplish.

Wouldn't it be great to add an extra hour to your day? When you adopt **Excelerated** productivity, you may find one or two hours that you can use for other things. The purpose is not to have more time to mark things off your list. The real reason for adopting **Excelerated** productivity practices is to have more time to spend doing the things you love with the people you love. Time is your most precious resource. Use it wisely and well.

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"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."
~ Paul Meyer

When To Use Jump Start?

Use this **EXCELERATOR JUMP START** for a quick boost to get yourself started on the path of creating your **Excelerated** life or to get yourself back on track when you feel you have gotten off course. Whenever you find yourself in need of a productivity boost or realize you are completing a lot of unimportant tasks but are neglecting important responsibilities, **JUMP START** your ability and your resolve to improve your efficiency (getting things done) and your effectiveness (getting the right things done) as you pursue your **Excelerated** life.

How To Use Jump Start?

Here are steps you can take *right now* to begin improving your efficiency and your effectiveness – to begin learning and using **Excelerated** productivity. These are short, quick actions intended to give you a **JUMP START** for this step in creating your **Excelerated** life. Read through the list and choose one or two action steps that stand out for you and that you are attracted to. Then do them today – right now if possible – or schedule them in your calendar to do as soon as you can. If you need more of a boost, continue with more of the activities.

What To Do

"99% of your success will come from what you do next, not from what you do now."
~ Naomi Dunford

- ☞ Work harder. Distractions, diversions, interruptions, frequent breaks -- all add to the amount of time it takes to complete the job. Train yourself to concentrate on completing the task you have set for yourself with minimal disruptions. There is no substitute for hard work when it comes to accomplishment
- ☞ Let go of *perfect*. You don't have to do a task perfectly to do it well. You can finish things faster if you become

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"Life is not lost by dying; life is lost minute by minute, day by dragging day, in all the thousand small uncaring ways."

~ Stephen
Vincent Benét

"A wise person does at once, what a fool does at last. Both do the same thing; only at different times."

~ Lord Acton

comfortable with not doing the job perfectly. The law of diminishing returns tells us that you can spend more and more time on perfecting a job with smaller and smaller results. Get comfortable with having things complete even if they're not perfect. Some tasks only need to be done at 80% or 75% or 90% to be acceptable. Save your 100% efforts for the most important stuff.

Do what's important. Concentrate on quality, not quantity. You might complete 100 tasks but if they aren't important to the accomplishment of what you want to do, what have you gained? Your time would be better spent doing 1 task that moves you toward your goals than finishing 100 things that leave you in the same place. You have a limited amount of time and energy. Don't expend your resources on things that don't matter to you.

Batch jobs. Combine similar tasks to take advantage of economies of scale. Just as the cost per unit of a production facility drops as the number of units produced increases, you can benefit by batching similar tasks. You benefit by taking advantage of the learning curve - the practice of doing similar tasks helps you develop habits and learn shortcuts to make the performance easier. If the tasks require similar tools or materials, you save time by gathering the tools and material once and then using them for all the jobs you've batched together.

Simplify. Examine the tasks, jobs, and chores you do frequently. Are there steps you can combine or eliminate to simplify completing the job? Examine all the things you do on a regular basis with an eye for how you could simplify the process.

Don't focus on what you can't do. While others are busy listing all the reasons something can't be done, highly productive people look for ways to do it. To paraphrase Teddy Roosevelt, they do what they can with what they have where they are. This allows them to be highly creative in their solutions.

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"The virtue of deeds lies in completing them."
~ Arabian Proverb

"We shall never have more time. We have, and always had, all the time there is. No object is served in waiting until next week or even until tomorrow. Keep going... Concentrate on something useful."
~ Arnold Bennett

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- Do the right thing. One way to ensure that what you do is moving you toward your goals is to prioritize. It is easy to get caught up in the urgency of the moment and to devote your day to putting out fires and responding to the clangor of the day. Or to go to the other extreme and escape into mindless, pleasurable activities. Both choices hijack the tasks that are important, but not urgent. Highly productive people work from a prioritized list which includes the important tasks that they know will make a difference in their lives.
- Don't "major in minors". There is a difference between being busy and getting things done. You've probably heard before that being efficient is getting things done but being effective is getting the right things done. You can do a lot in a day but not accomplish much. Highly productive people make sure that the things they do move them forward toward their goals or objectives.
- Do what you're good at. When you do the tasks at which you excel, you usually find them easier and more enjoyable and they take less time to do. Find ways to concentrate on doing the things you are good at and find ways to delegate or trade off the tasks you are the least skilled or interested in. By doing the things you are good at doing, you make the best use of your time. But don't neglect to learn new skills just because you find them difficult at first. If it's something that you deem important, keep at it -- even if it takes more time at first -- until you become excellent at the new skill as well.
- Minimize mistakes. "*There's never enough time to do it right, but there's always enough time to do it over.*" ~ Jack Bergman Of course, you can't eliminate every mistake (nor would you want to), but you can certainly cut back on careless mistakes and you can put a stop to making the same mistakes over and over. Mistakes are learning tools. Learn the lesson and then move on . . . to bigger mistakes. Few things are more frustrating than having to re-do something you thought you had completed. Take the time to do it right the 1st time -- you'll save time in the long run.

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What is an *Excelerator*?

Excelerator is a combination of two words:

excel - to shine, to be outstanding, be first rate and exceptional

and

accelerate - to move forward at an increasing pace.

Excelerators are ideas, concepts, and programs that help you move forward in creating the life you want while increasing your ability to be outstanding, first rate, and exceptional.

Make the hardest thing the first thing. "Eat a live frog every morning," said Mark Twain, "and nothing worse will happen to you the rest of the day." Whenever possible, do the worst, most difficult or most uncomfortable task first and get it out of the way. Highly productive people realize that tackling that difficult or uncomfortable task first thing helps them avoid procrastinating and frees up energy for a more productive day.

Ask for help. I once read this bit of advice which I now pass to you: "If you haven't figured out how to do something in 10 minutes, ask for help. Otherwise, you're just wasting time." Asking for help is something that is difficult for some of us, but is essential for highly productive people. There are at least two occasions when you should ask for help. The first is in the situation I just mentioned -- you need to get something done but you don't know how to do it. Who do you know that has done it before? Ask them for help. The second situation is when you just have too much to do - more than you can get done in the time you have. This includes asking your family for help with chores around the home or asking your boss or co-workers for help with urgent and important tasks at work.

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