

Three Productivity Thieves

Have you been robbed by the three thieves of productivity—distraction, perfectionism, and procrastination? If you are task and achievement oriented, you may welcome these quick tips to keep these villains out of your life.

- 1) **Spend a few moments** when you get to work getting organized and creating a to-do list to reduce the risk of distraction.
- 2) **Is perfection getting in the way?** That speech, project, or report is probably ready to go now. So let it fly.
- 3) **Always waiting for tomorrow?** Learn how to produce a sense of urgency to ward off procrastination so you can act and avoid delays. Do it by focusing on the consequences of not completing a task and the rewards of getting it done.

