

Productive to the Max

Productivity Performance Profitability

Ann Max



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MaxTips!

Stop the World...I want to get off!



A very long time ago, when I was working as a consultant for a hi-tech company, my administrative assistant and I had a pact. During a discussion one day, we had identified a scenario for when we were really stressed and just about to lose it. We would come in and say to each other, "I want the apartment today". This of course was a fictitious apartment, where we could go and be away from the world and just veg. She would know that I should not be bothered the rest of the day and vice versa.

I am sure many of you feel that way very often and maybe even all the time. Wouldn't you just love to burrow down somewhere and let the world carry on? For those who have summer/winter homes, and cottages, or the financial resources to travel a lot, that may be an option. Most of us have to find other ways to push away the feeling that we would like to run away and hide.

Here are some suggestions:

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We've launched LEAP!

The LEAP Summit 2013 has launched in a blaze of glory (and after many hours of work by a devoted team). Register early for this innovative and inspiring business and lifestyle conference for women. [Click](#) for more information.

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1. Share your feelings with those that will be affected and do not feel guilty. Forewarned puts the ball in their court.
2. Delegate personal and/or professional priorities that would suffer if you tried to perform them in your current state. Difficult clients, obnoxious children and important reports come to mind.
3. Turn off your electronics for the day and send an auto-reply that you will not be available. Just the act of doing this will make you feel better.
4. Do as little as possible for a while and turn your energies to something you love: a hobby, eating out, a sports event, "retail therapy" time with a good friend.
5. Break a routine. If you do the same things at the same time every day...change it up. Order the mocha frappuccino in the morning instead of the afternoon. Get up late. Don't wash your hair.
6. Say no to something and/or someone. Is there someone you have wanted to say something to for a very long time...but have been afraid to do so? Open your mouth, tell them how you feel (in a very nice way of course), then walk away and congratulate yourself. Transfer your bad mood feelings to them! It will feel great.
7. Take off your watch and don't keep track of time. Do what you want, when you want.
8. Get enough sleep and use good sleep rituals to do so. A bubble bath, nice linens, warm milk (or something stronger) and a great book. Languish away.
9. Lower your expectations. Take a break from your perfectionist tendencies or doing what others want. Practice self-care and even a little selfishness. You deserve it.
10. Cut out the energy drainers. Don't deal with people, processes, partners or teammates that drain your energy. Leave all that alone for a bit.

The key to success when you want "the apartment" is to understand that these feelings are quite normal if they occasionally occur. You will find that once the suggestions actually work, then you can introduce them into your regular routine. That will reduce the amount of times that you feel this way.

Early Bird Coaching

THERE ARE STILL A FEW SPOTS LEFT!

Since I am an early bird (up at 5 am) and already coaching people from many countries on Skype, I am opening up some slots for coaching between 5 am and 9 am, Monday to Friday.



My individualized approach to coaching is based on the premise that everyone deserves and wants to be happy and successful in life. This encompasses more than just what you just do for a living. It's about going back to basics and discovering what you really want, value and are passionate about. I will help you cut through the clutter to define what it is you want, and create a strategy for you to get there. By helping you develop personal and operational goals, you will produce more satisfying results. In a confidential atmosphere, I provide an objective perspective and individual feedback. This results in lasting and positive life changes.

Book a free consultation now at 613 594-4533 or send me a [email](#).

For further information check out our [website](#).



Top 10 Life Lessons from a Motivational Speaker

Ann Max shares her secrets during Women's Day breakfast

by Jessica Cunha *Kanata Local Community News* [Click here](#)

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Blog Talk Radio with Jacqueline Richards

Jacqueline is a financial wellness coach who would love to help you find a place of balance, harmony and wellness in your financial situation.

To learn more about Jacqueline go to <http://jacquelinrichards.com>.

Tune in anytime to <http://www.blogtalkradio.com/jacquelinrichards>

Pinpoint your Productive Personality

Your ability to manage your space, time and life is dependent upon your specific personality and how you react to other personality types on your team. We cannot change our personalities but we can develop strategies for coping with the results of our actions.



Are you a **Jumper Joe**? A **Perfect Pat**? Or a **Last-Minute Larry**? Perhaps you are a **See-it-all Sam** or a **Keep-it-all Kenny**.

Obtain a fascinating look at the inner workings of Productive Time Personalities and Productive Space Personalities.

Share in pinpointing your productive personalities. Determining and refining your characteristic method or manner of acting can assist you in leading a more productive existence.

Listen to **Part 1** by clicking [here](#).

Listen to **Part 2** by clicking [here](#).

Your 86,400 Seconds per Day

86,400 seconds? You need a foundation for your work and your life. What do you do with your 86,400 Seconds per Day? There are 365 days in a year which translates into 8760 hours, 525,600 minutes and 31,536,000 seconds.

The business climate and constantly evolving technology means that it is imperative, more than ever, that we make the best use of each and every one of those seconds. To be successful, goals must be identified, priorities clarified and schedules established that are realistic. Plans must be formulated that are effective and efficient. Learn to take control over your time and your environment to reduce the stresses of everyday life.

Combine these skills with practical systems and processes that allow you to live efficiently and productively.

Listen by clicking [here](#)

Mind Your Own Business

We certainly spend enough time managing our professional lives. We create mission statements, set and attain goals, establish values and streamline processes and systems to make it all work. We take care of others, influence their decisions, provide a shoulder to cry on and grow our people. The business profits from our endeavors and if we do well we are promoted to positions with increased responsibility and rewarding compensation.

What about our personal lives? How do we mind our own business? Do we create a structure within which to live, prosper and enjoy our time on earth? Who takes care of us, influences our decisions and provides the support we require as wonderful human beings? It's time to stop and determine what is important to you; what you value, what roles you want to play and how to create outlets to explore horizon.

Listen by clicking [here](#)

Back to "Mind Your Own Business", GOALS

Mind Your Own Business with GOALS. You need a foundation for your work and your life. This can be accomplished by setting goals. They allow you to determine if you have succeeded in your undertakings. Few people really know how to set worthwhile goals; fewer still know how to commit to those or how to accomplish them. Other people have so many goals that they are unclear on how to rate or prioritize them. Learn how to set, prioritize and maintain goals. Deal with the obstacles, both personal and professional.

Goal setting can change your life. when you decide to change your life.

Listen by clicking [here](#).

Podcast with Timo Kiander

Timo Kiander shows how work at home dads can improve their productivity and balance their life between business, families and hobbies.

Timo Kiander interviewed me on his podcast on March 21, 2013 on the subject of



Handling Multiple Priorities.

Listen by clicking [here](#).

Sincerely,



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