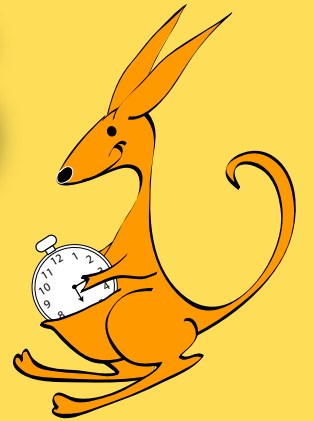


# 9 KEYS

to Get More Done in Less Time



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- **Stop talking time - talk priorities.** Time is finite – everyone has the same amount so there is no point in saying you don't have time – you do. What differs from one person to the next, is their priorities and how they allocate their time.
- **Make sure that you know the top 3 things you must get done today - work on them first!** If nothing else gets done, make sure these top 3 do get done. Work on them first
- **Stop procrastinating, Adopt this mantra-Just do it-and do it now!** Procrastination is defined as putting off what needs to be done. There is only one way to stop procrastinating-just stop!
- **Make sure you work to live, not live to work! Get a life!** Make sure that your life and well-being comes before your work. A cast iron guarantee is that at your funeral, no-one will thank you for spending more time at work.
- **Remove the clutter from your life.** Get rid of everything-stuff, responsibilities, even people-that do not contribute positively or enrich your life. Start by clearing your workspace.
- **Work on effectiveness first, then worry about efficiency.** Effectiveness is doing the right things. Efficiency is doing things right. It doesn't matter how efficient you are if you are working on the wrong thing! Be effective first, then worry about efficiency and you'll find that it will fall into place.
- **Be prepared for change. The one thing that is certain is that change will increase, not decrease.** No-one does things the same today as they did 5 or 10 years ago. Use change to your advantage -don't fight it you'll lose!
- **Become a list writer.** Keep a list of everything you need to do and then constantly prioritise and re-prioritise it. Use technology to your advantage The "Task" tool in Microsoft Outlook™ will increase your effectiveness more than you can imagine – if you use it seriously!
- **Be willing and able to say "no".** Put yourself, family and friendships/relationships as the highest priority. Make sure you re-charge your batteries regularly, not run them to empty. Say "yes" to the people who really matter, and spread yourself sensibly among everyone and everything else. In spite of what you may think – you are not indispensable!