



Finding 30 Minutes of Free Time Every Day



By better managing your time, you can free up 30 minutes every day while increasing your productivity at work, working more effectively, and decreasing your stress level.

Being Busy Doesn't Mean You Are Being Effective

You may be busy, but are you really getting work done? Are you effective? Are you accomplishing? Many people waste too much time organizing random thoughts, second-guessing themselves, and not focusing on the task at hand. The interesting part? Most people don't even realize it.

This leads to feeling overwhelmed, stressed, and frustrated.

According to [a study](#) conducted by the American Psychological Association, the majority of Americans suffer from moderate or high stress. A shocking 44% claim their stress levels have increased over the past five years. Topping the list of stressors includes worry over money, work, the economy, family responsibilities and relationships.

How do you reduce stress and do what you need to get done? Give yourself more time!

5 Secrets to Having More Time

The average adult needs seven to eight hours of sleep each night. (We really do function best on enough sleep. Give your brain the sleep it needs and it will reward you with higher concentration and productivity at work and at home.) That leaves you with 17 hours each day. How can you manage that time effectively?

1. **Actively manage time as a resource.** Assign time parameters

Mary's Updates

Leadership and Tim Tebow

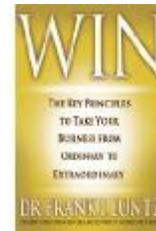


Hope you had a great Superbowl Sunday!

I recently had the honor of being interviewed by the **NFL Network** (yes, as in National Football League Network!) regarding **leadership, football, and Tim Tebow**. We can learn a great deal from pro sports on how to lead teams. (Plus, Tebow is a really nice guy.)

Click [here](#) to watch the video. You might like it even if you are not a football fan. :)

Mary's Book of the Month



[Win: The Key Principles to Take Your Business from Ordinary to Extraordinary](#)
by Frank I. Luntz

Luntz begins this book with the 15 attributes of genuine winners, the characteristics that America's business, political, sports and entertainment elite possess. Included on this list are: 1) the ability to grasp the human dimension of every situation, 2) the ability to know what questions to ask and how to ask them, 3) the ability to see what does not yet exist and make it real for others, 4) the ability to see both challenges and solutions, and 5) the willingness to fail and the fortitude to get back up. Luntz describes the importance of knowing your own strengths and weakness and responding accordingly. So how do we become winners? Luntz gives us principles, the Nine P's of winning in as many chapters and all are helpful when trying to motivate and lead others.

1. People-Centeredness.
2. Paradigm breaking.
3. Prioritization.

to each activity you need to complete to make sure no single task is getting too much attention. Plan your day the night before, use a calendar, and budget minutes. Carve out the time you need to get tasks finished, and stay focused until it is complete. Actually making a list so that you can cross off the completed items helps some people stay focused and motivated.

2. **Manage your time spent email and social media.** Resist the temptation to respond to every bit of email as soon as it arrives. Try to limit yourself to checking and responding to email just 3-5 times per day. I find I get distracted answering one email that leads to another email that leads to doing a Facebook update, then I decide to write a blog, and while I am there I might as well also post on LinkedIn and Twitter. Sound familiar? Set aside a time, assign yourself a time limit, and stop when the time is up.
3. **Limit distractions.** Phones, computers, coworkers, family, and my latest distraction, Words With Friends (oh, I love that game!) all provide endless distractions that take your mind off work. Plan your workspace to avoid these distractions. Clear your desk. Close your office door. Wear headphones. Stand up when people come by to engage you in idle chatter. Don't have a chair for visitors in your office. Stay away from Angry Birds and people who want to be computer farmers.
4. **Use 60 second increments.** Allowing your brain to rest for even 60 seconds allows it to refresh and prepare to work more effectively. If you find you are not 100% engaged in your work, give your brain some much needed rest and be amazed at how it rewards you in time-management and increased productivity. Try a one minute yoga breathing exercise. Get up and stretch. Touch your toes (or get as close as you can). Close your eyes for 60 seconds and dream of vacation. If your mind is still wandering, give your brain a sprint. Look at the clock and give yourself a minute to fully focus on what you are doing. Think about focusing for just one minute. Then increase it to 2 minutes. You can use this exercise to increase reading ability, to plow through paperwork you just don't want to do (think, "I am going to get as much of this done in one minute as I can, ready, set go!") and to increase overall focus.
5. **Take time to enjoy your day.** Hard workers think they are optimizing

4. Perfection.
5. Partnership.
6. Passion.
7. Persuasion.
8. Persistence.
9. Principled Action.

Whether in the board room or the locker room, Luntz's book is a solid look at what we can do to work toward excellence.

Twitter and Social Media

Did you know there are Twitter directories? You can search people with similar interests and professions and be listed so that others can find you. Here are a few:

1. [First Issue](#) is a directory of book publishers and others in the publishing industry who use Twitter.
2. [Just Tweet It](#) is a directory of Twitter users sorted by categories. This can be a great way to find new people or to be found.
3. [Legal Birds](#) is a list of legal professionals on Twitter such as lawyers, law librarians and academics.
4. [Listorious](#) is the directory of directories. Listorious is a people directory, and also a directory of Twitter lists. You can search thousands of lists sorted in several different ways, including by topic tag.

Tweet me at [@marykellyspeaks](#)

Pet Tip:

How do you maintain your pet's medical records? I use a 2-hole top of the page punch folder that looks exactly like my military medical record. It makes it easy to track vaccinations, medical reactions, and all medications and treatments. I put shot records on the left and everything else on the right.



Thank You for Reading this Newsletter

Know anyone who is planning an

time-management by eating at their desk (yes, I do it all the time), and continuing to work, but they are just bringing one more distraction to their workspace. Take a little time to eat a healthy lunch, give your brain a rest, do something unrelated to work, and you will find that you will be better prepared to focus. Or use that time to take a walk. Go outside. Walk around the parking lot. Read a magazine. Plan a lunch with friends. Giving yourself an intended, enjoyable distraction also serves to renew energy.

Managing your most precious resource, your time, increases your productivity, allows you to feel better, gives you more energy, and saves time.

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Mary C. Kelly

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