



A Better Way To Work

Priority Management Systems Inc.
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FOR IMMEDIATE RELEASE

PRIORITY MANAGEMENT'S 12-STEP PROGRAM TO SUCCEED IN A TECH RICH WORKPLACE

Addiction to technology can impair both your personal and professional lives. Follow these 12 steps to start using technology more effectively and improve your personal productivity.

1. Start your day with a plan, not your e-mail

Do you start your day by looking at your e-mail? This can sidetrack you from your true priorities and waste some of the most productive hours of the day. Don't let your technology override your essential management skills. Identify your priorities at the beginning of the day and stick to that plan.

2. Schedule personal time

If you don't show respect for your time with family, exercising or personal hobbies, no one else will - especially not your boss or clients. Recognize that sometimes, personal activities are priorities that should be managed too and not just relegated for any time left over after work. Include your 5 p.m. workout or 6 p.m. Little League practice into your daily schedule.

3. Control your cell

Decide when you will turn on your cell phone and respond to calls, and when you turn it off so you can focus on important personal pursuits. You might want to consider keeping your cell phone number private so that it is truly for just your use and not someone else's convenience.

4. Ease up on e-mail

Checking your e-mail every 30 minutes or keeping a long list of messages in your In-box are signs of ineffective e-mail management. Learn how to use e-mail to save time, not squander it.

5. Surf on your own time

Research shows most people use office time to surf the Internet for personal reasons. Don't let an infatuation with the Web rob you of valuable productive time at work. Save the surfing for your personal time and set a time limit before you start surfing to ensure you maintain control of your time.

6. Don't be a slave to your voice mail

Be disciplined about checking your messages. Don't pick up messages more than 4 times during the day. Otherwise your voice mail becomes a productivity bandit that distracts you from your high priority tasks.

7. Take a quiet hour

Schedule a regular time each day when you focus on your own business goals and don't let technology interrupt you. Shut your office door, let calls go to voice-mail and ignore the e-mail so you can work on important projects uninterrupted.

If you would like more information about this topic, or to schedule an interview with a Priority expert, please call our head office at:
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DODGING THE DIGITAL DELUGE (cont.)

8. Use a single source

Where's that important phone number - in an address book, in a wireless device or on a business card in your wallet? By keeping all contact info, your daily plan and your schedule in one place, you'll save valuable time when you need to access important details.

9. Don't be a slave to trends

If you frequently change the technology you use, take a moment to consider why. If you think the latest, fastest technology will make you more productive, you are doomed to be disappointed. Stop changing devices and start building your personal management skills.

10. Don't rob your family

Don't deny your family of your time and attention by being constantly accessible by cell phone, pager or e-mail. One way to de-stress from the work day is to turn off your cell phone 10 minutes before you get home so you can shift from your professional life to your personal life.

11. Balance your skills

Invest in learning how to master the technology you use. Balance these technology skills with essential management skills - fundamental skills such as planning, managing priorities and delegation - so you can use the technology to achieve your priorities. Make sure your technology is making you more productive and not just busier.

12. Put your technology to the test

Look at the technology tools you use. Ask yourself how the technology will make you smarter and perform better on the job. By asking this question, you'll save yourself loads of time, stress and money.

Priority Management is a worldwide training company with 75 offices in 15 countries. They have successfully trained more than one million graduates in Priority programs. These programs help companies and people be more effective in and out of the office by providing tools, processes and discipline. Clients range from small business entrepreneurs to Fortune 500 companies.

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