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Personal Productivity: Improving Performance

The study of time management began before the turn of the last century, but technology has changed dramatically since then; from home to the office, we have more timesaving devices than ever before. So why are we not more productive? Why do we still not have the time to eat better and exercise?

You could go the blame route and say you need to manage time better; there are more books written on that topic than almost anything else on the self-help category. I'm all for reading books that help us think and keep us focusing on our goals. When it comes to time management, there's really only one thing really proven to help.

As the story goes, Charles Schwab, the president of Bethlehem Steel, asked a consultant, Ivy Lee, for suggestions to help his executives become more efficient. Lee suggested that the executives write down six things they had to do the next day in priority, and then work through them first; anything left undone at the end of the day went on the next day's list. After three months, Schwab reportedly paid Lee close to a half-million in today's dollars because the idea worked so well. If you want to manage time better, creating that list every night and working it the next day seems to be tried and true, and it might save you the cost of several time-management books.



What if you're already doing that or something like it—maybe using an app on your smart phone—but you still just don't have the juice to be as productive as you need to be? There's only one solution that I can think of: you have to get more out of your day. No, not another time-management idea. You have to perform better every day, both in your normal routine and during those times when you absolutely have to be at your best. That's the only way that you're going to be able to be more productive.

What does it mean to perform better? It means that you have the energy and the mental clarity to perform at the level required for the task at hand, for the long-term grind and for those times when, for lack of a better term, it's show time! The solution is wrapped up in six simple words. Eat less. Eat better. Move more. That's where you get the energy you need to perform better and be more productive.

If you want to know more, spend an hour with me on Super Bowl Sunday to find out how you can have energy when you need it (and if you're busy during that time, you'll get a link to watch the replay within a week). The webinar will teach you specific techniques you can use to have the energy you need at the time when you need it. To put it in time-management terms, it will be the best use of your time for the benefits you'll take away. It's a bargain at only \$9.95.

What are you prepared to do today?

Dr. Chet



Straight Talk on Health

Hear Dr. Chet's take on the latest health news and research—listen to *Straight Talk on Health* Sunday at 7:30 a.m. and 6 p.m. in the Eastern Time Zone on WGUV-FM 88.5 or 95.3, or listen live via the Internet by going to www.wgvu.org/wgvunews and clicking on "Listen Live" at the top.

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