

"Think Zink" October Newsletter

Increase Your Productivity (10 tips for Time Management success)

October 2008

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Dear Sarah:

This month's "Think Zink" is focused on increasing your productivity. But I want to be clear: activity does NOT equal productivity.

My goal is to help you become more productive by making the most out of the time you have.

It's critical that you take ownership of your time and your productivity, and this



Time management is, to many of us, an elusive challenge that is often difficult to wrap our brains around. Too many people get wrapped up in the process, and overlook the overall goal: improved performance.

Time management isn't rocket science - it's common sense. It's about identifying and establishing priorities, maintaining balance and producing results. It's not about one single plan for success, it's about finding what works for you and doing it.

newsletter has tips, tools and helpful ideas to make that possible.

The ideas that you find in here aren't the "Zink Plan" to time management, but you will find them to be helpful, useful, practical and do-able. Enjoy!

Warm Regards,



Sarah Zink

P.S. Are you writing a newsletter and need some "snippets" of information? You are welcome to quote anything in this e-zine, provided you give me credit.

Quick Links...

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If you'd like Sarah's whitepaper on Time Management, including the additional 7 Productivity Tips, simply click [HERE](#) to request it.

I'm passionate about managing our time, because if we don't manage our time, everyone else will.

[Who is Sarah Zink?](#)

Productivity Tip # 1

What are you here for?

At work, you were hired to complete a main task, or a set of tasks; what are those tasks? If you aren't sure what your priority task is, ASK. Knowing how you fit into the scheme of things at work will help you to set priorities and identify "fluff" or jobs that aren't important.

At home and in your personal life, what's important to you? Maybe it's your family, your church, and your hobbies. Maybe it's your hobbies, your friends, and your pets. Whatever your priorities are, identifying them is what will make it possible for you to balance your life.

"Stop Chasing the Clock!" is a training session that Sarah can deliver to your group or organization. Click [HERE](#) to schedule her for your next event.

Productivity Tip # 2

Focus on results by identifying and tracking them!

The whole point of time management success is produce results; but if you don't focus on concretely identifying the results you are working for, how do you know when you are successful in your time management?

[Check out the back issues of Sarah's newsletters!](#)

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Productivity Tip # 3

Learn to say "no".

Too many people think that saying "no" to tasks or projects makes them look bad, but the truth is that it has tremendous rewards. People who you say "yes" to know that you will complete the task, and that you're willing to commit to the job.

To give yourself the strength to say "no" with a clear conscience, ask yourself, "Is this the wisest and best use of my time right now?" If you can't say yes to that question, then you need to say "no" to the opportunity.

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