



# 3RAPTORCONSULTING

Newsletter

December 1 2021

## Productivity

More times than not, we confuse how much we accomplish, or our productivity levels, with our self-worth and self-esteem. Let the 3Raptor Team be the first to remind you, what you accomplish in a day will not and will never reflect your self-esteem or self-worth.

But, as leaders, business owners, entrepreneurs, and nonprofit executives, we need to accomplish as much as possible. Here are some tips to help you be more productive.

Group like tasks together. Our brains have to refocus each time we start a new task. Minimize your refocus time by grouping like tasks together.

Check your email three times a day. Stop being available all the time. Check your emails first thing in the morning, at lunch, and before you leave.

Create a to-do list daily. Then focus on one item at a time. This will allow you to give your full attention to your task, and not to worrying about remembering every task you must complete.

Build routines to help with mundane tasks. For example, create a routine for the last 30-minutes of your day. Wrap up tasks, create a list for the next day, and respond to emails.

Schedule work time. We cannot run, answer the phone, or be in meetings all the time. Schedule time to focus and work on a project.

Do your hardest task first. This way your brain is fresh and your energy high.

### **Surviving the Holidays: Scheduling Tips**

The holidays can be overwhelming, financially, emotionally, and consume your time. Before the holiday season starts, decide when you are celebrating your holidays and choose days to rest and recharge. Once you have completed this, you will know what events you can attend and which you should pass on.



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## Upcoming Events

Join Young Professionals Lawton and Sara Orellana-Paape at a session on Tuesday, December 7 from 12:00 noon to 1:00 pm. The theme is “Excel in Etiquette”. This session is designed to give you the tools needed to be prepared for networking events, where small talk and follow up are the keys for a fruitful networking event.

Please use the link below to register for this session.

[Register for YPL Classes](#)