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"The Applied Productivity Expert"

Practical Productivity Now

Tips and Tools for Busy Professionals

This
Week's
Topic:

**Triple Your Productivity -
Use Uninterruptible Time Blocks
for Maximum Results**

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Are you a victim of the Urgency Tyrant?

How many times a day do you shift gears and start working on a new task before you've finished the current one? How many tasks are you juggling at once during any given day? What impact does that constant shifting have on your ability to concentrate and drive things to completion?

Unless you work in isolation on a desert island, chances are high that you're going to be interrupted several times a day by phone calls, emails and drop-ins from colleagues and co-workers. And, like most of us, your landscape is also filled with a steady stream of shifting priorities and growing to-do lists.

Here's how to set yourself up for the 100% concentration that's absolutely essential to getting more important things done in a lot less time.

Tip:

Create regular Uninterruptible Time Blocks (UTB's) to perform highly focused work on high priority tasks and maximize productivity.

Mindset:

If you don't control your time, others will. **You must become as ruthless in defending your time** as you would be in protecting your money if someone was trying to steal your wallet.

Being available and responsive to others can support being highly productive, but only up to a certain point. Be an active participant in setting and maintaining specific and firm boundaries around

your time and accessibility.

Actions:

- Create a list of your highest priority tasks.
- **Schedule a 2-hour (preferably more) Uninterruptible Time Block to work on 1 of these tasks**
- Set yourself up for success. Be pro-active. Do whatever is necessary to create an environment ahead of time that supports your boundaries and allows you to be uninterrupted.

For example:

- Work during times when there are not a lot of people around, either early in the day, at lunch or after most people leave in the afternoon.
 - Let other people know in advance that you are working on a deadline and will not be available during this specific block of time.
 - Ask your boss if you can work from home.
 - Assemble all supplies, information, or resources you'll need beforehand to complete the task.
- **Do not check emails, answer phones, or accept other interruptions during this time.** If you think you'll be tempted to sneak a peek, turn off your phone, shut down your e-mail program, close your door -- whatever it takes to remove distractions.
 - Stay with the task until completed or time runs out.

I encourage you to integrate UTB's into your regular schedule. You will experience the energy rush and that feeling of accomplishment all of us productivity practitioners crave.

Quotes:

"To some degree, you control your life by controlling your time."
-*Conrad Hilton*

"Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you." -*Carl Sandburg*

About the Author:

Krishen Kota is a Certified Project Management Professional (PMP) and an experienced technology industry veteran. Through his 15+ years of professional experience, classroom training, and tons of hands-on trial and error, Krishen has developed in-depth insight into what works in the real world to get individuals and teams accomplishing more in less time.

Krishen is President and co-founder of AdminiTrack.com, founded in 2000. AdminiTrack provides a highly effective online issue and task tracking system designed for distributed project teams.

Let Us Hear from You:

Do you any specific productivity issues you are currently wrestling with?

or

Do you have an effective productivity technique you have implemented and would like to share with the PPN community?

If you answered yes to either of the above questions, or would like to leave feedback on how Practical Productivity has helped you, please use the Feedback Link below:

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