



Coach Jane

## 5 Tips to Get You Working Smarter!

As we begin another exciting blast off to fall, let's get you working smarter! These tips can be applied to whatever occupation or role in life you find yourself in. All of us have something we work at. The most important step to begin working smarter is you must be willing to change. After all if you keep doing the same thing, you will get the same result.

Many times when I am working with clients, their first response is to think that they have to work harder. If I just do more surely it will work. No it usually does not but you can be sure you will feel frazzled, exhausted and your frustration level will rise to a new level.

Working smart means you have to think smart. For most of us this means thinking outside the box and stepping outside our comfort zone.

1. **Establish Your Priorities** – What is your goal everyday? If you are in sales what is the revenue you want to generate every month? Then take this number and narrow it down by the week. Identify how many sales calls you need to make each day to reach your weekly target. When you are really focused on results you pursue business with top producing customers and become much more aware of your time and where it is best spent. Top producers know it is results that count.
2. **Face The Truth** – Identify your strengths and weaknesses. If you are not sure how you could possibly improve your performance track your hours and how your time is spent for a week. You may be surprised. It is time to get real if you want to improve. Many times we are busy, busy but not on the priorities. Rate your time, what percent is spent on “smart” activities? Keep track and rate your improvement week by week.
3. **Say No** – For some of us this is a huge challenge. Remember when you say “no” to something that you really do not want to take on you are saying “yes” to your priorities. Practice saying no, it gets easier with time and after awhile they will stop asking you.
4. **Delegate** – It does not always have to be perfect. It is usually better to get it done. Multiply your results, teamwork can accomplish much more. Ask for input and help when you need it. Smart workers look for creative solutions.
5. **Be Positive** – Enjoy the ride and go with the flow. Resistance can take up a lot of time. When change is inevitable go with it. You only have to be right 51% of the time to succeed. Stop taking life so seriously and take time to laugh it will energize you.

This may sound simple but believe me that is the whole idea. Simple is good, it helps you to stay on top of things and sleep at night. In business and in your life it is easy to get side tracked and forget what is truly important.

Nine times out of ten, when I start working with a new client they will tell me their top value is family. Working smarter is all about helping you to honour your values. If you are having trouble finding balance and feel overwhelmed, work with a coach.

***There is always a solution - just don't wait too long to look for it!***

To learn more about coaching and how **Coach Jane** can help you grow your business to the next level and live an awesome life, visit [www.awesomecoaching.com](http://www.awesomecoaching.com). To have **Coach Jane** speak to your group or organization you can contact her at **705.444.5448/1-877-944-5338** or [info@awesomecoaching.com](mailto:info@awesomecoaching.com).