

December 2020

**RE/MAX GOLD COAST**

Each Office Independently Owned And Operated

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## Get More Done in 2021

Dear HarborWalk Owner:

Raise your hand if you're ready to get back on track and make the most of 2021! This year was, without a doubt, more challenging than most. Now that 2020 is coming to an end, we have the opportunity to think about what we want to improve in the year ahead.

To help you get ahead in 2021, I'm sharing a few strategies to boost your productivity in the new year. You'll get tips on how to optimize your downtime, keep your goals front-and-center, make time for self-care and more. There is also some valuable information on the power of time blocking, and why that practice will help you squeeze more out of your daily schedule.

As you plan your fresh start for 2021, make sure you commit to these productivity strategies to keep you organized, motivated and energized. When you do, you'll be ready to hit the ground running and field any obstacles that might come your way. Cheers to a productive new year!

Lastly, if you have not yet visited my community website, please visit [www.HollywoodBeachLiving.com](http://www.HollywoodBeachLiving.com). You can search for homes in and around our HarborWalk community as well as find links to our HarborWalk community websites. Inventory continues to be low and buyers are interested in purchasing in HarborWalk. So, if you are thinking of selling anytime soon, please call me.

Sincerely,

Joyce Provencher, Re/Max Gold Coast

(805) 415-0043

*Oh, by the way®... if there is any way I can be of service to you or your family during this time, please call me. I'm happy to help you however I can in a way that is healthy and safe.*





# Get More Done in 2021.

There were plenty of obstacles this year and we could all benefit from a fresh start in 2021! When you use the following strategies, you can plan for productivity and get back on track in the new year.

## 1. Make Every Minute Count

Instead of idling when you have some extra time, check some much-needed tasks off your to-do list. You'll be surprised at how much you can accomplish when you optimize your down time.

**TIP:** Use time gaps between appointments to organize your desktop or clean up your inbox.

## 2. Keep Your Workspace Tidy

At work, nearly 91% of employees<sup>1</sup> say they'd get more done if their space was better organized. To be more productive in work and life, find an organizational method that works for you.

**TIP:** Minimize desk clutter by sorting reports or random papers in magazine holders, and shred any items you do not need. Try to consistently declutter your space one to two times a week.

## 3. Get Laser-Focused

Block out distractions when you're in the zone, and always keep your goals front and center. With your eyes on the prize, you'll be more motivated to hustle — and get more done during the day.

**TIP:** Write down the top three priorities you must accomplish each day to achieve larger monthly goals.

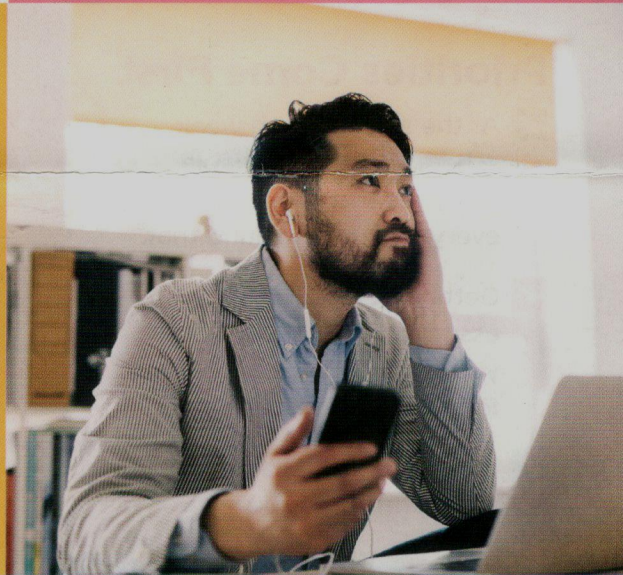
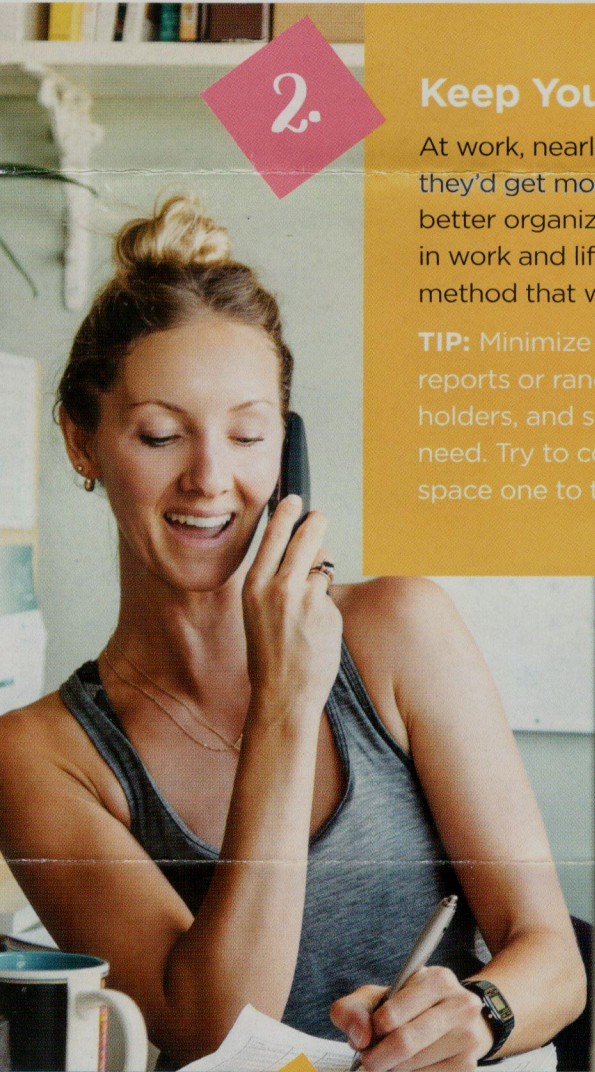
## 4. Reset and Recharge

In order to commit more of yourself to your work, family and friends, you need to practice self-care and fill up your own tank first.

**TIP:** Prioritize time to unwind. You might make time for movement, pick up a hobby, take regular walks in nature or even schedule some days off.

Daily Goals:

- 1.
- 2.
- 3.





## Time Blocking:

Scheduling your day into chunks of time to focus on specific activities.



## Priorities Come First

- ✓ At the start of each week, schedule non-negotiable activities first, then place everything else around that.
- ✓ Getting tied up with non-essential tasks? Drop what you're doing and switch your focus to the top priorities.
- ✓ Urgent tasks should relate to your long-term goals!

## Time Batching:

Group together similar tasks to maximize your time. You'll streamline your focus, get into a flow state and reduce the time you spend shifting gears between projects.

**Example:** Schedule time for relaxation and leisure at the end of the work day to motivate you to get everything done!

**TIP:** Squeeze in a motivational podcast on long commutes!

# Time Block Your Way to success

Chaotic schedule? Time blocking can save the day! When you plan your 2021 work and family schedules, try out these strategies.

**Tech Tools:** Use Google Calendar or iCal to color code your schedule according to the type of event: business, personal, kids, etc. Sync it across all your devices to always know your next move!



**TIP:** Consider setting a timer so you stick to your set time blocks!

**TIP:** Turn off notifications on your phone while working.

**TIP:** Give most of your time to the biggest projects.