



June 2015

FOCUS: The Power of PRODUCTIVITY

We are living in the Age of Distraction.

It seems everyone wants a little piece of us, and by continuing to respond to their needs our needs never seem to get met - they end up at the bottom of the laundry basket, sitting quietly, wrinkled up.

So how do we get more productivity, and get done the dreams and goals that we have?

There certainly isn't any Productivity Store we can go to or order from to gain this limited resource, now is there?

All of us get the same 168 hours per week to attend to everything in our big, beautiful lives. No more and no less. If you've been struggling with getting on with the life you imagine and deserve, it's time to take the reins, establish new habits and create pockets of productivity in your lives.

How?

First, I'm going to suggest looking at your sleep habits. For some of us we are not getting enough sleep, either tossing and turning about too much to do or staying up so late trying to get it all done that we are exhausted the next day and stumble through in a half-zombie state.

For others of us we might be sleeping the day and night away because we are feeling so low and sad about so much to do we have no idea where to start. Either way we are in a lose-lose.

All the current research suggests our bodies and minds need 7-9 hours of sleep nightly. Look at your caffeine intake and the times of day you are consuming caffeine, as well as alcohol. Also, examine the electronic stimulation you are putting your body and mind through right before bedtime. This is important if you are finding yourself tossing and turning.

Secondly, is your To-Do List running around in your head and you keep the tape playing because you don't want to forget anything? Time to get it out of there and free up those great brain cells for something more creative.

Use a pad of paper, smartphone, computer, planner, software - whichever suits you to create a Will Do List.

If possible put items in categories, such as phone calls, follow-up, meetings, health, personal - think of categories that match the life you are in right now.

HERE'S THE KEY: Schedule those items into Blocks of Time on your calendar. We schedule appointments with others, why not ourselves? Set a timer for 60 minutes of uninterrupted time and focus on one of those categories.

The secret here is to not switch-task. What is wearing us out is asking our brains and bodies to multi-task. Ask yourself, "What is the most important



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UPCOMING PUBLIC EVENTS:

Jump for Joy - It's June!

Has 2015 gotten off track for you? Can you believe the year will be half over on June 30? Are you still imagining your BEST YEAR YET but don't know how to get 2015 back on track for QUANTUM SUCCESS, PURPOSE and FULFILLMENT?

Join me for **JUMP FOR JOY - IT'S JUNE!** and get your year back on track!

Saturday, June 6

9:30 a.m. - 3:30 p.m.

[Holiday Inn Express - Rancho Bernardo](#)

(lunch on your own, several restaurants within walking distance)

Investment: \$147

It's time to get focused and get going on a specific pathway for achieving all that you've imagined and deserve in 2015.

Each participant will leave with a specific plan of action, S.M.A.R.T. goals outlined and a special vision board unique to that person's passion and purpose.

[REGISTER TODAY](#) for a much better tomorrow!

thing that I could be doing right now?" Then, focus on just that one task for 60 minutes. If you can go for 90 minutes, do that.

If you don't think you can stay on one task for 60 minutes, begin with 30-45 minutes and increase from there. The important thing is to just do that one thing, nothing else.

Finally, it's important to stay hydrated and have good healthy snacks at the ready so your brain and body can be alert and focused. (Photo: My Cabbage King eating a healthy snack)



Watch out for "busyness" vs. "productivity."

If you want great results for your efforts, be sure what you are focused on is a high-value activity.

If not, at the end of the day all we have accomplished is rearranging chairs on the Titanic! And we all know how that story ended!

Drop me a line and let me know what high-value activity you were able to give some focused time to accomplishing. Send your short note to Sue@SueCrum.com.

FUN, FAMILY & FRIENDS

Jump for Joy! It IS June!
Here comes summer - school is out, oh, happy day!

You say you're not in school and haven't been for some time? Well, that doesn't mean you can't have some fun with family and/or friends this summer.

While the longest day of the year and the first day of summer is June 21, start dreaming and scheming for the best summer ever! What can you dream of doing this summer?



It can be as simple as getting outside in nature more. You don't have to hike up Half Dome at Yosemite if you don't want, but getting fresh air can be so invigorating and relaxing at the same time. This simple change of scenery can make all of us so much more productive when we return to our indoor environments.

FAVORITE QUOTES OF THE MONTH:

"Each indecision brings its own delays and days are lost lamenting over lost days...What you can do or think you can do, begin it. For boldness has magic, power and genius in it." - Johann Wolfgang von Goethe

"When you start to make things happen, you really begin to believe that you can make things happen. And that makes things happen." -

(Deadline to register is Friday, June 5)

De-clutter Your Life: Where and How to Get Started

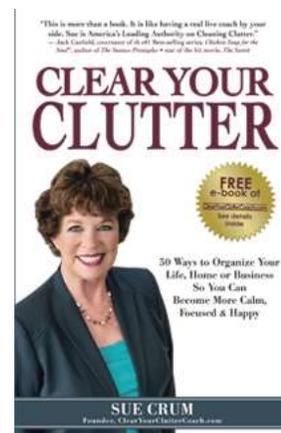
Wednesday, June 17
4:30 - 6:00 p.m.
Oasis - Mission Valley
Cost: \$10

Click [here](#) and enter class #349 for more information and to register.

I love speaking to groups. If your organization, association or company is looking for a motivational speaker to inspire your audience to better productivity and improved focus, contact me at 760.803.2786 or Sue@SueCrum.com.

CLEAR YOUR CLUTTER:

I am so excited that my book reached #1 International Best Seller and #1 Hottest New Releases!!



Autographed copies of *Clear Your Clutter: 50*

David Allen

**“Nature is painting for us, day after day, pictures of infinite beauty.” -
John Ruskin**



Sue Crum

**Speaker, Professional Organizing Coach and Author of Clear Your Clutter
50 Ways to Organize your Life, Home or Business
So You Can Become More Calm, Focused & Happy**

760.803.2786

**I help busy people turn their house into a home, make better use of time
and space and get organized for good.**

["Clear Your Clutter" on Amazon.com](#)

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*Ways to Organize Your
Life, Home or Business
So You Can Become
More Calm, Focused &
Happy* are now
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