



RegainYourTime.com

TURNING CHAOS INTO CONTROL



# *Empowered Productivity:*

*Winning the War Against Information Overload*

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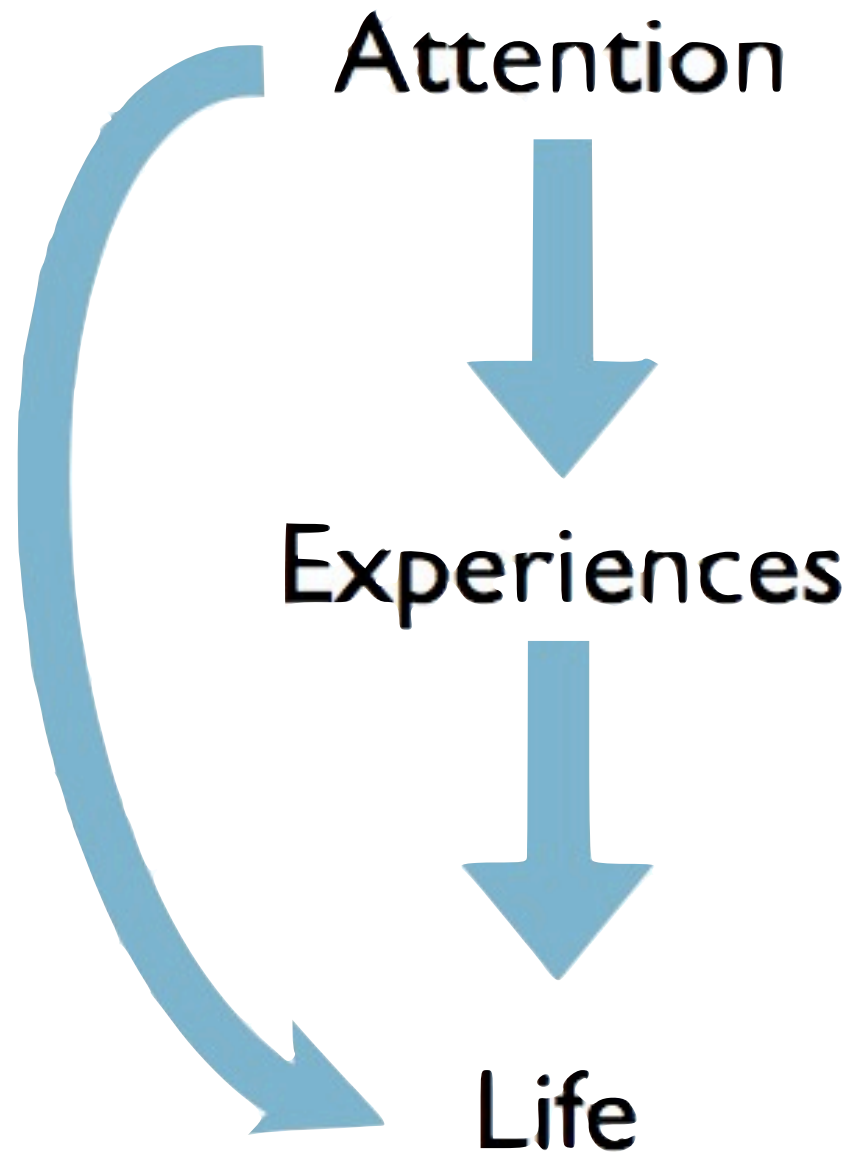
Productive: adj.

My experience is what I  
agree to attend to.

-William James

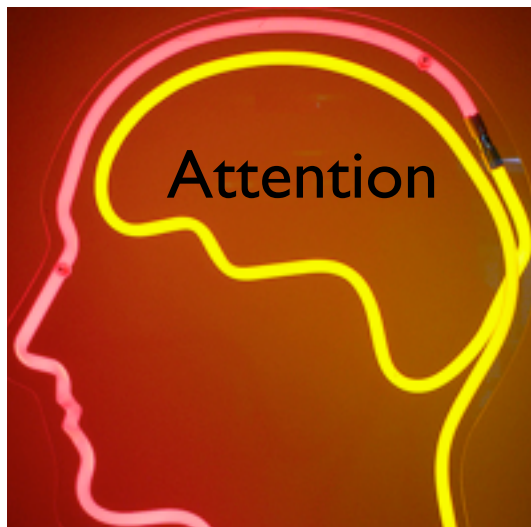
...your life is made up of your experiences...

-Robert White, writing in Living an Extraordinary Life

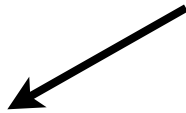


**Control your ATTENTION,**

**Control your LIFE.**



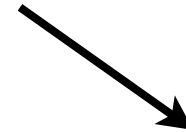
Attention



Information



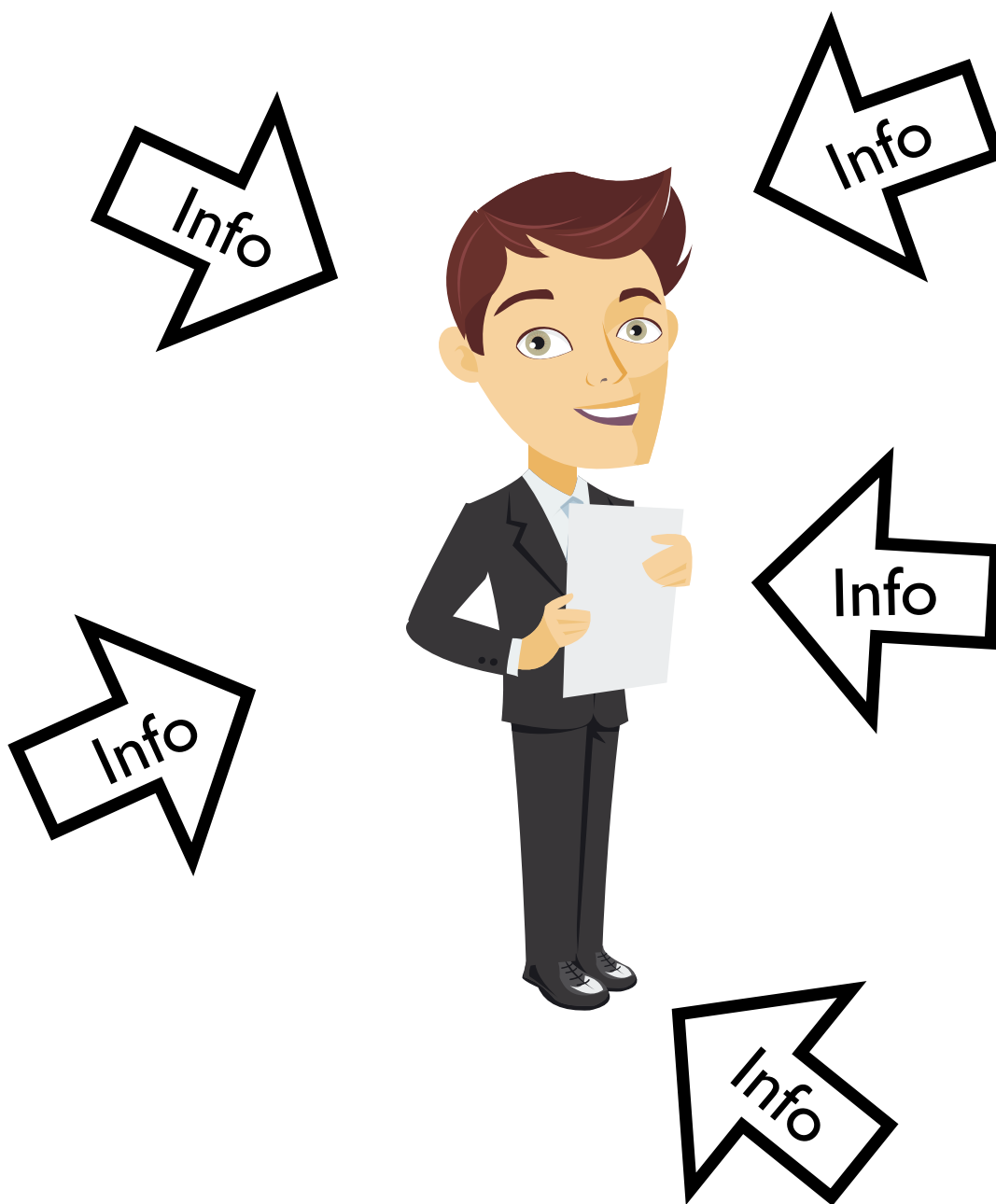
Technology



Behavior









*Empowered* Productivity =

Reactive

Proactive

2

## Kinds of Distractions







# Proactive











# Time vs. Category

STRONG relationship  
to time

VS.

WEAK relationship  
to time

Day Specific

Or

Day & Time Specific

=

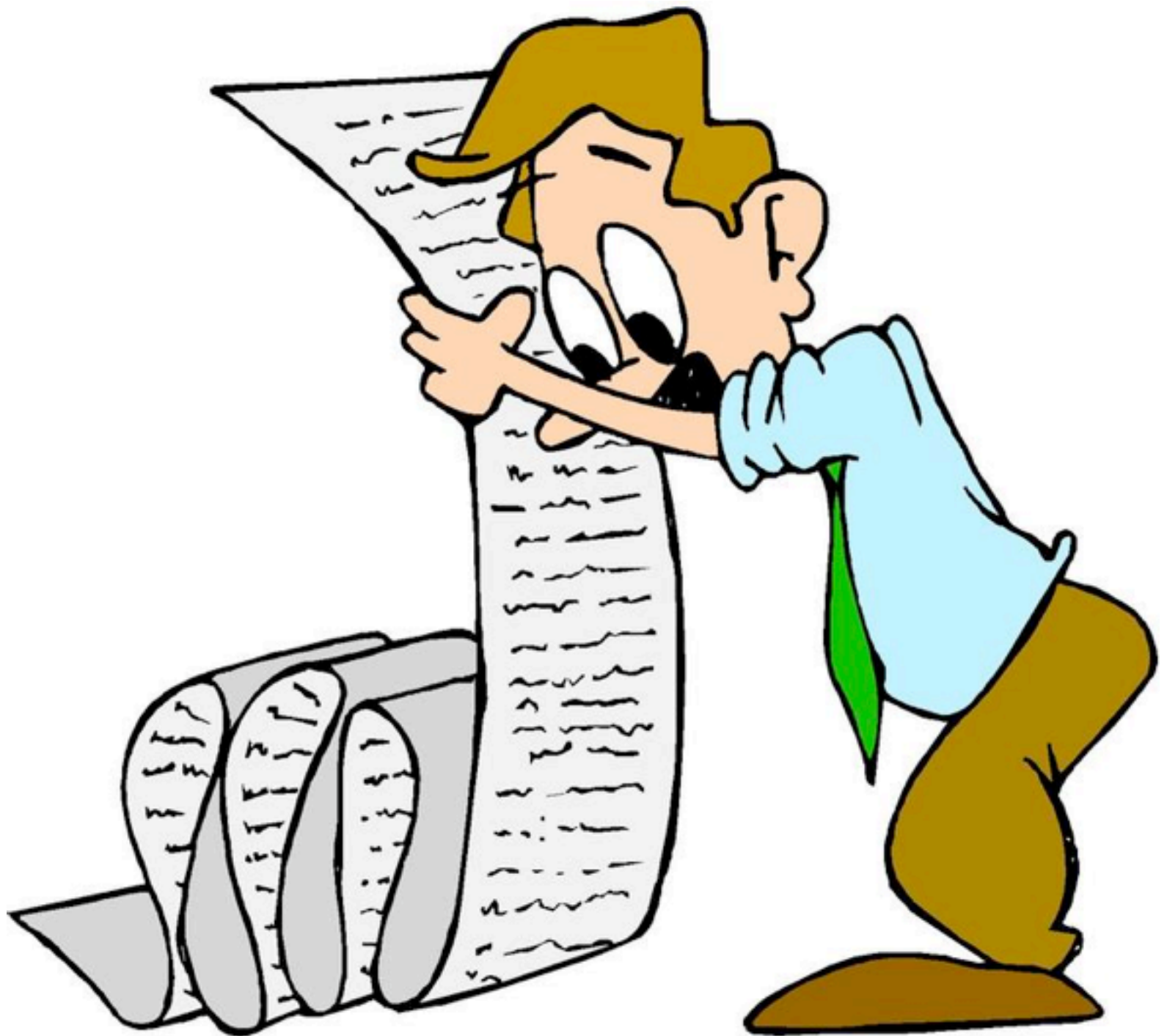
CALENDAR item  
(time-based)

Anytime before...

(discretion as to  
when it gets done)  
OR No due date

=

TASK item  
(category based)









## Vague (*Project List Only*):

Implement

Develop

Create

Plan

Organize

## Specific (*Next Actions List*):

Call

Write

Email

Google

**HIGH**  
PRIORITY

**MEDIUM**  
PRIORITY

**LOW**  
PRIORITY



# How to Get Help

Call/Email me: advice is always **FREE!**

424-226-2872, [maura@RegainYourTime.com](mailto:maura@RegainYourTime.com)

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# How to Get Help

Next **Public Seminar** in Austin

October 7th, 1pm-5pm

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