Work Less to Achieve More
Monday conf call 4/18/11

Glycoslim new formulation
Ray Robbin's Press Release
Tuesday NiGHT Live – Ray Robbins Mannatech Headquarters' 7:30 PM CST www.mannatechlive.com
Incentive – 3 more BP to win
MannaQuest – September 2-4… Seattle WA, Pricing changes June 1

Article by Joelle Jay

1. Our Problem (s)
   a. We are busier than ever. Technology, family, innovation, day to day operations, every cause at our finger tips (internet), details of daily life...endless activities.
   b. Anyone who suffers a scarcity of time (you? all of us?) must learn to be effective. Risk: become victim to your own lives.
   c. Solution: don't go faster. Rather, maximize your time so you are more productive.
   d. Through gaining productivity, you actually work less! Here are three steps to improving your productivity and balance.

2. Make New Time Rules
   a. We are all operating on unspoken time rules. But when it comes to money, most of us live on specific rules: Give 10%, Save 10% and live off the balance.
   You can apply this same kind of structure as written rules for your time.
   b. Examples for you to review:
       1) Never open email, social media before you plan your day.
       2) Turn off your computer after 7:00 p.m.
       3) Keep your PDA off during family time
       4) Spend no more than two evenings away from home per week for business
       5) Be home in time to tuck in the kids every night, or at least call them to say good night.
   c. Examples for me:
       1) Only one hour per day on social networking (11-12)
       2) I follow my "Systems for your Home Based Business"

double CD set.
3) "X" time dedicated daily to any current program like reactivation, Marketing Mania.
4) Outside interests (tax return, foundation, self-development, real estate, options, church, etc.) all are scheduled on the Daily Calendar I get as planned daily in advance of starting my day.

d. Notice what is not working for you, and lock in time limits:
1) Interruptions on phone...so allow the answering machine to collect them and schedule call backs at intervals.
2) No calls after 5:00 p.m. may be your net rule to preserve family peace.

e. LOCK IN TIME RULES, concrete and explicit to hold yourself accountable. Also, communicate them to all around so they will honor and respect them.

3. Power down
a. Fact: Your brain gets a stress every time an email or text message comes in.
Technology can help you maximize your time but it can also eat up all your time.
b. "Just because you can, doesn't mean you should." Can: instant message 24/7, computer open as you drive, text anytime of the day and night, be available 24/7...
c. Take control of technology, don't allow technology to take control of you.
d. People do not expect you to be available 24/7; set your timing to help meet reasonable expectations and then abide by it.
The results: you will be much more effective with the time you dedicate.

4. Take a Virtual Vacation
a. Fact: research has shown that your brain needs time to rest and relax in order to recover.
b. So even though it would be great to take a two week vacation to Tahiti every 3-4 months, it is not going to happen for most of us.
c. Here are three ways to go on a "virtual vacation":
1) Close your eyes, breathe deeply and release all thoughts. Then fill your mind with restful images, expansive thoughts, and even some music.

2) Combine imagery with exercise to come away revived and restored. Yoga, walking, running, biking and swimming have a rhythmic solitude that is especially well suited to resting the   mind.

3) A bath, a hot shower or quiet time on the couch can all bring the rest you need if you are able mentally to detach from pressure and stress.

d. Virtual vacations give your mind the space and rest it needs to function optimally. Whatever you choose, be sure it engages your mind either by escaping into a meditative state or getting you so involved in something that you escape work for a while.

You get better ideas and find solutions to problems to work through projects.