

# THINGS TO THINK ABOUT



Jay also uses his **Conference Planner** to note what he wants to communicate to the **Housekeeping Department**. This means he doesn't forget things and provides a permanent record of items he has discussed. It also provides a follow up reminder.

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## WHAT DOES THIRTEEN YEARS OF 'MY TYME GOAL ACHIEVER' USE GET YOU?

A balanced life and consistently meeting budget, says Jay Anderkin, General Manager of the Phoenix Hilton Suites.

Jay started using the 'My Tyme Goal Achiever' as part of **Attainment's Effective Personal Productivity** class and he has never stopped.

During a recent interview, Jay expressed appreciation to his former manager, Doug Ramsey, for funding his participation in the class.

Jay says, "That was a lot of money at the time for Doug to spend on me... we were a small hotel. He gave me a great gift."

In his 1992 graduation letter, Jay says "Thanks to this course, I now have some strong, sound skills to build on that will help me achieve and plan for my life long goals". Jay says he still feels that way today.

He and his team consistently beat their budget and in a 24/7 industry, Jay has a balanced Wheel of Life.

## BLOCK OUT TIME FOR WHAT MATTERS MOST

Block out time, like Jay does, to focus on what matters most.

**Make an appointment with yourself for an hour to work on priorities.**

During this time, allow phone calls to go to voice mail, turn off visual and auditory e-mail signals, move away from the computer or desk if necessary. Let others know you will not be available so they can plan their time.



Jay Anderkin, General Manager

Jay has continued the behaviors he developed during the eight week class. He uses the **Daily Imperative List** to set the day's priorities and crosses items off when completed. This keeps him on track in an industry where there are a lot of distractions and every day is different.

The **Goal Planning Sheet** is one of his favorite items. "You can't fail using this tool." Jay says. "You plan step by step what needs to be done to achieve the goal and you see if the goal is realistic".

**Jay's former manager gave him more than a class, he gave him the gift of goal achievement.**

Even focusing on a key issue consistently for 15 minutes at a time helps.

Try it. You will be amazed at the impact it will have.

