

Call in for a Coffee



In this edition

**Achieve Results through
Peak Performance
& The Top 10
Timewasters**

RSM! Thailand

Introduction

Welcome to RSM's August edition of Call in for a Coffee. This month's edition features two articles prepared by our New Zealand Counterparts RSM Prince and Partners with the first one focusing on the achievement of results and the second on the some of the top timewasters.

Achieve Results through Peak Performance

How do you become successful? Overnight success is not something many of us achieve. Success comes as a result of a few simple disciplines practiced every day.

If we look at a success formula:

Decisions x Actions = Results

It follows that if you are not where you want to be, you need to make better decisions and take different actions.

Many of our decisions are based on our past experiences. If you have a clear focus and vision for your future and base your decisions on that vision then you are likely to achieve your standard of success.

Many of us make the mistake of saying that "when this happens I'll be successful". The only "when" that exists is "now". If we don't take action today we will have lost the opportunity to move closer to our goal of success.

If in fact we apply the 80:20 rule to our success formula, 80% of our results will come from 20% of our activities. Why spend all day on the little things (what's known as "majoring in the minors"). We need to focus on the things that will achieve the results we want in the fastest or most beneficial way.

If you apply the 80% rule then spend 80% of your time on 20% of activities that create 80% of the results. It's not the hours you're putting in. It's what you're putting into the hours!

Applying this to your business, success comes through the decisions and activities of your team. Leadership is about creating positive energy towards your vision... and clearing the negative energy.

Applying the right influence on your people means moving them positively towards an effective result. If you apply the adage that you will be successful if your people are successful, you should be asking yourself each day "How can I make you even more successful?". If you focus your attention on making them successful then your success will follow.

The difference between success and failure is small. The impact is huge.

Success - a few simple disciplines practiced every day.
Failure - a few errors in judgement repeated every day.

Source: RSM Prince and Partners - Trial Balance Newsletter

The Top 10 Timewasters

WHAT IS PRODUCTIVITY? It's not spending time doing something.

Productivity is the power to produce outstanding results.

So what are the 10 top timewasters - the things that stop you being productive?

1. Shifting priorities
2. Interruptions
3. No clear goals - lack of focus
4. Messy desk and looking for things
5. Procrastination
6. Ineffective Delegation
7. Inability to say "no"
8. Poor planning
9. Poor use of technology and systems
10. Meetings

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It is said that there is a strong link between procrastination and perfection. "If I can't do it right I won't do it at all." Never let perfect get in the way of better.

A messy desk has been called "Random Access Stack Technology". Leave things on your desk and hunt for them when you need them. Some people even have high rise versions.

You should only have on your desk what you're currently working on. To clean up your desk the process is:

- Toss
- Action
 - Action Now (next two weeks)
 - Or Action in two weeks
- Send
- Keep

Another version of this is the 4 Ds

- Dump
- Delegate
- Do it now, or
- Decide when to do it.

On average a piece of paper is picked up six times before it is dealt with. The same could be said for reading emails. The above strategies can help you to be more productive.

Source: RSM Prince and Partners - Trial Balance Newsletter

RSM News

The RSM Thai Organisation is currently in the process of looking at expanding its operation by opening new offices in both the Eastern Seaboard and Phuket.

Whilst no firm plans have yet been finalised the expectation is these offices will be opened in both locations in early 2010.

RSM Sponsored Events - Past & Upcoming

Jabulani Origins Ball at the Conrad Bangkok on 26th September 2009. RSM Thailand is a platinum sponsor of this event.

18th Annual Raja's Fashions Charity Golf Tournament at the Best Ocean Golf Club on 21st October 2009. RSM Thailand is a gold sponsor of this event.

J·A·B·U·L·A·N·I
A Social Organisation for South Africans and Friends of South Africa

Invites you to experience the spirit of South Africa
at the 2009

**Saturday
26th September
7pm till late at
The Conrad Bangkok**

Live Entertainment
Big Boy Band
& DJ Verse@ille

Tickets: 2,800 baht
Part of the proceeds to benefit
PDA (Population & Community
Development Association)
Includes South African
and Int'l buffet, free flow
beer & soft drinks, limited
South African wine.

**You stand a chance to
win 2 return tickets
to South Africa**

Dress:
Out of Africa,
national dress,
black tie and
gowns or just
be yourself

**For tickets & more info
contact Jenni**
0-2662-5634
08-6889-8332
jamjambangkok
@yahoo.co.uk

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Consultant

We welcome your comments and feedback. Please feel free to contact us on the details below:

RSM Thailand
26th Floor, Sathorn City Tower
175 South Sathorn Road
Bangkok 10120
Thailand

T: +66 (0) 2670 9002-6

F: +66 (0) 2670 9027-8

E: AskUs@rsmthailand.com

W: www.rsmthailand.com

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