



## Transcript: Do You Suffer With DIY Disorder? (Part 1 of 2)

In this podcast, I identify why you may be overwhelmed with the day to day management of your organization's objectives and provide tips on how to get out of your own way!

Practical insights will shift your thinking from 'shiny object syndrome' to laser focused productivity in a few simple steps. All it takes is a new way to look at your day and your operations to get the best results for your organization, every day.

Hi, I'm Barbara Best and this is Humans Working Remotely. A podcast where I'll show you how to meet the expanding needs of your organization. By utilizing alternative solutions for operational staffing, through expert insight and meaningful conversations with business professionals, we'll talk about common challenges and proven strategies that will provide you with more time to focus on your organization's mission, relationship building and other high value growth activities.

Ever feel overwhelmed and find yourself allowing others to make decisions regarding your business, but then would overrule them?

This may be a classic case of "do-it-yourself disorder", an entrepreneurial affliction that burns up precious time and mental space on nonessential, out-of-skill-set tasks that take you away from the important jobs of innovating and building profitability.

Here is a useful exercise to help move your organization along, learn what to delegate and help you figure out what's new and innovative that you can be working on, instead of being constantly reactive with ticking off the to-do list:

Create a new calendar in which weeks are broken down into the following:

- Free time, when no work or checking into e-mail or into the office is allowed;
- Buffer time, for planning and preparation; and
- Focus time, for high-value, goal-oriented practices.

Focus on what other professionals do best for you and learn how to delegate effectively, then use free time to sharpen your energy and clarity.

By getting away from work and letting the mind get involved in thinking, hobbies and rejuvenation, you come back to the job and produce results much more efficiently.

Stepping back and allowing yourself to think things through is a huge benefit to you and those whom you work with. Just as quality time off fuels energetic resources on the job, reflective time is critical to producing solutions and creative breakthroughs.

This is part 1 of a two part-er. Listen in next time and I'll let you in on a few secrets about managing your productivity.

In closing, I'd like to thank you so much for listening. I hope this information was helpful and I look forward to providing more. I'm Barbara Best CEO of Virtual Works Inc.

Here's a few action steps:

- Please feel free to leave me comments or feedback on this platform.
- You can always drop me a line if you'd like to be considered for a future podcast at [info@virtualworks.ca](mailto:info@virtualworks.ca)
- You can visit our website at [www.virtualworks.ca](http://www.virtualworks.ca)
- And you can always find us on LinkedIn at [www.linkedin.com/in/virtualworks](http://www.linkedin.com/in/virtualworks)

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“Are you struggling with getting things done? Are there projects always on the back burner? We can help! Take a moment to fill out our services questionnaire <https://forms.gle/MDZ88vGCfsL8KJku8> as a first step to get things off your plate!”



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