

Vilages at OakLeak Plantation

NEWSLETTER – MAY 2018

How to Be More Productive, Now

The road to productivity is paved with distractions. Work smarter by learning how to navigate around them.

By Tiffany Dufu

Tip #1: Start Big

I attended a training program where the instructor filled a glass jar with big rocks and asked if it was full. After we answered yes, he poured in pebbles, followed by sand, then water. He pointed out that had he begun with the water or sand, there wouldn't have been room for the rocks. Moral of the exercise: Ensure productivity by tackling the big task first.

Tip #2: Kill the Negative Self-Talk

I once sat down to write something that I'd been procrastinating on. For 30 minutes I stared at the screen, telling myself I was irresponsible. In that time I could have produced a page! According to personal coach and author Tara Mohr, we often self-sabotage our productivity out of fear, allowing our inner critic to distract us from accomplishing anything that feels scary. In these moments we should ask ourselves, "What am I afraid of right now?" Here's how I handle negative thoughts: I scribble an affirmation on a Post-it note that counters them, like "I've got this."

Tip #3: Fake the Pressure

Many of us are more productive under pressure. When a deadline is looming, somehow we pull off what we couldn't when we had all the time in the world. To solve is to simulate your own pressure so it works for you. For example, if your boss gives you a deadline, enter it in your calendar for two days in advance (the trick is not to do this so frequently that you assume your calendar deadlines are padded). If you have a task you could have completed within an hour if you hadn't gotten up every 10 minutes, set a timer. Or enlist a friend or

Reminders

- * Please remember to keep your entryway clean and bin clean.
- * We have been getting some noise complaints, please be courteous to you neighbors and keep your noise levels to a minimum.
- * Just a reminder to change your AC filters once a month!!!! Changing your filters will prevent excessive dust and will keep your AC running efficiently.
- * Save time and pay your rent online!!!!

family member to hold you accountable by calling or texting you at a scheduled time to ask, “Is it done?” Eventually you should implement practices that develop your own internal discipline instead of relying on external consequences as a motivating factor.

Tip #4: Shoot for an MVP

Perfection is the enemy of completion. Often the expectation that our work should reflect extraordinarily high quality the first time we create it impacts productivity. Years ago, when I was at a tech start-up, I was introduced to a revolutionary concept: the **minimum viable product**.

MVP is a common product development practice that involves building a product with the least amount of features needed to get feedback for future development. It’s sort of like your blueprint. If you have a proposal to write, start by drafting your top five points and a few bullets. If you have a complicated new job order to fill, sketch out your plan on paper first. Show your MVP to your boss to make sure the two of you are aligned on expectations and to solicit feedback—also a brilliant way to manage up. Whatever you’re trying to achieve, begin by asking yourself, “What is the MVP version of X?” Then push it out.

Tip #5: Minimize Distraction—You May Have Heard That One

You may have heard that one of the worst ways to negatively impact your productivity is to check your email or social media first thing in the morning. According to time management expert Julie Morgenstern, this triggers the reactive part of your brain. We feel like we’re accomplishing something but it’s hard to regain focus once we start replying, liking and retweeting. Same goes for taking that “quick” phone call or, if you work from home, putting in that load of laundry.

Create non-distraction zones—scheduled periods of time when you set your cell phone in another room, close the door or, if you work in an office with open seating, use a headset. There are also great apps like Forest and Focus List that help you concentrate on tasks and be more productive. And don’t forget to signal to the outside world that you’re on a major roll. Creating an email auto reply or putting a sign on your door that communicates “I’m being productive” will usually inspire the people around you to get more done too.

Nothing to do??? Join the fun!!



(NEW!) 5/1-6 Mark your calendars to join us at the Jacksonville Brewery May 1 - May 6 for a full hitch Budweiser Clydesdale visit. This event is completely FREE. But visit our site to book a tour while you're here. We'll have Clydesdale Camera Days May 3 - May 4 from 5 pm - 7 pm. Come get your photo taken with one of the world world famous beauties. And don't forget to join us May 5 - May 6 from 12 pm - 2 pm for full Hitch days.

(NEW!)5-12 Come join us for The Brady Kinder Foundation's third annual Brady's Super Hero 5k and fun run. The Brady Kinder Foundation, Inc is a 501(c)3 non-profit organization operating in Jacksonville, FL. The purpose of the foundation is to help children and families in times of need. We are also proud to partner with the YMCA of Northeast Florida in their initiatives involving youth development. So dress up as your favorite Super Hero and

join us May 12th for an incredible race and Family Carnival. 2 Independent Dr. Jacksonville, FL 32221

(NEW!) 5-19 FORCE FEST Episode IV Heroes Landing returns to the Jacksonville Landing on Saturday May 19th to celebrate the forthcoming SOLO movie. More info at ForceFestJax.com Sponsored by the Law Office ofM Phillips

Pre-order your novelty Lightsaber to participate in the Saber Battle Main Event here <https://www.eventbrite.com/e/force-fest-2018-tickets-44082886099>

Very special thanks to our presenting sponsor the Law Office ofM Phillips for helping make FORCE FEST happen in Jax.

(NEW!) 5-26 Memorial Day Pig Pickin with Limited Engagement Pig Pickin starts at 530 Band fires it up at 8PM Nick's Blacksheep Tavern is thrilled to bring back for their Encore performance Limited Engagement. Their debut performance was so fantastic we had to rebook them quickly for a big event. AND.....What better way to jump start your summer than a big ole Pig Pickin Party and a great live music. Limited Engagement is a feel good band that plays feel good music..... a multi-genre band that covers 90's - early 2000's pop, alternative and classic rock with influences from blues, reggae and jazz.

Lemon-Buttermilk Pound Cake Lemon Glaze

Cake:

- 2 1/2 cups white sugar
- 1 1/2 cups butter, softened
- 4 eggs
- 3 1/2 cups all-purpose flour
- 1/2 teaspoon salt
- 1/2 teaspoon baking soda
- 1 cup buttermilk
- 1 teaspoon lemon extract

Glaze:

- 2 cups confectioners' sugar
- 1/4 cup lemon juice
- 2 tablespoons butter, softened
- 1 tablespoon lemon zest



Directions

1. Preheat oven to 350 degrees F (175 degrees C). Grease and flour a fluted tube pan (such as Bundt(R)).
2. Beat white sugar and 1 1/2 cups butter together in a bowl with an electric mixer until light and fluffy, about 10 minutes. Add eggs one at a time, thoroughly beating each egg into the butter mixture before adding the next.
3. Sift flour, salt, and baking soda together in a bowl. Add 1/3 of the flour mixture to the butter mixture; mix well. Pour in 1/2 the buttermilk and beat until combined. Repeat adding the remaining flour mixture and buttermilk, beating well after each addition, and ending with the flour mixture. Stir lemon extract into batter. Pour batter into prepared tube pan.
4. Reduce oven temperature to 325 degrees F (165 degrees C).
5. Bake in the oven until a toothpick inserted into the center of the cake comes out clean, 60 to 75 minutes. Cool in the pan for 10 minutes before removing to a cake platter or plate.
6. Beat confectioner's sugar, lemon juice, 2 tablespoons butter, and lemon zest together in a bowl until glaze is smooth. Pour about half the glaze over the cake; let cool. Pour remaining glaze over the cake.