

## It's National Productivity Month

### October Pay Day Pointers

#### Boosting Your Productivity



"Productivity" simply refers to how much you can achieve with the resources available to you – your time, your money and your skills. The key to boosting your productivity during this October, which is National Productivity Month, is to use your resources effectively, so you can achieve more than you imagined possible.

#### Time

Time is our most precious resource. You cannot get more time than the 24 hours you have each day, but you can learn to be more productive in the time you have. Don't take your time for granted! Take a few minutes each day to plan, organise and structure the use of your precious time, so that you can make every second count!

#### Money

Like time money is limited, but you can make more of it if you use your money intelligently. Spend just ten minutes a day working on protecting and growing this valuable resource.

Draw up and continuously revise your budget, so you are firmly in control of your spending.

Plan your financial future by setting goals and put your plan into action. Implement a savings and investment plan to ensure a financially secure future. Then, during the other 1430 minutes of the day, while you are attending to other tasks, your money will be working as hard for you as you are working for it.

#### Skills

Your skills are an important resource, because with the right skills, you can maximise your time and your money. Take some time each day to improve your skills - whether reading a chapter in a self-development book, attending a workshop or seminar, undertaking formal studies to improve your earning ability or discovering new ways to save and grow your money.

We often over-estimate what we can achieve in a day and under-estimate what we can achieve in a year. Rome was not built in a day - just take a few minutes each day to improve the use of your resources - your time, money and skills and watch how your productivity skyrockets to levels previously unimaginable over the course of a year.



#### Boost your Bond!

#### Did you know?

You can reduce your home loan term by 5 years, simply by paying 10% more a month. This can save you thousands in interest!

#### Interface home loan solution offers you:

- A private banking solution
- Access to all banks
- Up to 50% discount on bond costs depending on the bank you select.

#### For Financial Assistance

[Click here](#)

Yours in financial health,

The Interface Team

#### Contact us:



011 326 0060 (JHB)

0861 483 223 (Regional)

Email: [info@interfaceinc.co.za](mailto:info@interfaceinc.co.za)