

Tips to Become More Productive

If you want to become more productive,
work on developing specific habits

[TIP 1]

Plan your work based on your top priorities
and then act with a definite objective

- Revise your daily schedule the night before to **emphasize** your priorities. Next to each appointment on your calendar, jot down your **objectives** for it.
- When embarking on large projects, **sketch** out preliminary conclusions as soon as possible.
- Before reading any length material, identify your specific **purpose** for it.
- Before writing anything of length, compose an **outline** with a logical order to help you stay on track.

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[TIP 2]

Develop effective techniques for managing the overload of information and tasks

- **Make daily processes**, like getting dressed or eating breakfast, into routines so you don't spend time thinking about them.
- **Leave time** in your daily schedule to deal with emergencies and unplanned events.
- **Check the screens** on your devices once per hour, instead of every few minutes.
- **Skip over** the majority of your messages by looking at the subject and sender.
- **Break large projects** into pieces and reward yourself for completing each piece.
- **Delegate to others**, if feasible, tasks that do not further your top priorities.

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[TIP 3]

Understand the needs of your colleagues for short meetings, responsive communications and clear directions

- **Limit the time** for any meeting to 90 minutes at most, but preferably less. End every meeting by delineating the next steps and responsibility for those steps.
- **Respond right away** to messages from people who are important to you.
- **To capture an audience's attention**, speak from a few notes, rather than reading a prepared text.
- **Establish** clear objectives and success metrics for any team efforts.
- To improve your team's performance, **institute procedures** to prevent future mistakes, instead of playing the blame game.