



Tips to reignite love for your career, manage your time and increase your productivity

What time of day are you most energetic – Some people are morning people and others work better at different times of the day than others. Use this knowledge to your advantage and tackle challenging tasks at these times when you are most alert and productive.

Quality, not quantity - Multitasking seems like a good way to manage your time and increase productivity at work, however switching gears is mentally taxing and can slow you down. Try focusing on one item at a time to achieve your best results.

Don't overdo your TO DO LIST – It is easy to overestimate what we can accomplish in a day. To avoid frustration and not meeting your own expectations try aiming for a shorter, more realistic to-do list, leaving room for unplanned events and interruptions.

Communicate clearly - When relaying information or giving instructions, make sure you are as clear as possible. Cover the details upfront to save significant time answering questions or making corrections later.

Learn to say no - This can be a tough one, but sometimes you simply cannot take on another assignment no matter how small. Give yourself permission to say “no” at times. Sure, you want to build a reputation as a team player, but it is also important to avoid career burn out.

Bring in reinforcements - If everyone is working efficiently and productively, yet your team is still falling behind, consider bringing in temporary reinforcements or recruiting support from within your organisation.

Break down big projects into smaller chunks – This way it will not feel so overwhelming to begin. A wonderful sense of accomplishment can be felt each time you reach a milestone.

Explore apps and software to support your work - Take advantage of the wide selection of software specifically designed to help people increase their productivity, manage time, keep track of projects, meet deadlines and be more organised. Evernote and Focus Booster are two free apps worth trying.

Scan and sort your emails – Fight the impulse to read emails instantly. Choose specific times to check your inbox first thing in the morning or throughout the day. Try different techniques to find a way that works efficiently for you. E.g. Sort by Sender and delete all unnecessary or spam emails. Mark and highlight to follow up later. File or delete emails that have been dealt with so as you are not reading over old ones.

Remove all distractions - When working on important task with strict deadlines create a space conducive to concentration, turn off mobile devices, close the door, leave emails until later and let other staff members know you need to get the task done. This will give you full attention to the task at hand.

Non-productive meetings – Have routine meetings outlived their purpose? Cut meeting times by one quarter to force yourself and others to stay on target.

Recharge your battery, go for a walk, get some fresh air - Taking a break helps you get more done and come back clear and focused. You will find that solutions to complex problems often appear easily when you are not so intently focused on the issue.

Stay healthy - Eat well, exercise regularly and get adequate sleep. Find ways to destress and relax after a busy day. Being in balance will increase your ability to concentrate.

Get organised, have a clean out – Try and invest a short time each day to have a clean-up and clean out. Finding files and paperwork will be much easier.