

# 7 PRODUCTIVITY TIPS FOR MAXIMUM EFFICIENCY

We have all been there. Struggling to get everything done in the time available. But help is at hand with these seven simple tips to make your week flow better.

## WRITE EVERYTHING DOWN

Trying to hold all your plans and thoughts in your head will just make you confused and lead to tasks getting missed.

Keep a To Do list, rank the tasks according to importance, and tick off the items as you complete them

## MAKE A PLAN

Plan. Review, Adjust, Plan again. Review your To Do list and re-adjust priorities.

Ensure you have a plan and a direction for your business. Have SMART goals aimed at achieving the outcome you desire.

## AVOID DISTRACTIONS

Remove the temptation posed by Social Media. Turn off notifications.

Uninterrupted time for tasks is key to productivity. It can take up to 20 minutes to regain your train of thought following an interruption.

## DIVIDE AND CONQUER

Divide your day into sections. Allocate groups of similar tasks to each section. eg. Emails and correspondence in one section, planning in another.

Concentrate fully on the allocated tasks within each time section.

## YOUR BEST TIME

Are you a night owl or a lark? Embrace this rather than fighting it by doing challenging tasks at times when you will have maximum energy and focus.

Tasks that are familiar and easy can be completed at times when you are less focused.

## TIDY AND NEAT

Keep your desk organised so you can find what you need.

Keep regularly used items within reach so you can grab them quickly.

Put items back where they belong for the same reason.

## RINSE AND REPEAT

Make time to review your week. Reflect on things which went well and those which you felt could have been improved.

Knowing what worked is the key to creating habits that increase your productivity and your overall satisfaction with your work.