



## How to be more productive (Time Management Tips)

There's a big difference between being busy and being productive. Productivity produces an actual result at the end. Increase production and get organized by examining what your company or department is suppose to deliver. Are they actually delivering it or just being "busy"? Are you?

The solution? You should consider implementing the application a of weekly and daily "*Things to get DONE*" list. Please note I did not say "Things to Do list", there is a big difference in stating that you would like (*someday*) to get something done as opposed to getting it DONE.

Start clearing the clutter from your mind and *download* your thoughts – get them out of your head! Write them onto the computer or notepad and take one page per day to write down the daily list of things to accomplish. You just need to be disciplined to get these tasks DONE daily. So use a timer for your 15 – 30 minutes exclusive time for this.

Set temporary and permanent goals for yourself. Write down all you want to achieve throughout the day and then break out that list into categories and prioritize:

**Right now** (*within the next 30min to 24hrs*)

**Short term** (*within a week*)

**Long term** (*Set a fix date when you want the task accomplished*)



Update your list the afternoon or evening beforehand so you can start the next morning straight into production. This action has been proven to improve one's sleep the night before as your head is not racing with all that you want to accomplish the next day. Once you have your daily *download* happening on an automatic basis, then write one for the entire week – all the major goals you will accomplish that week with all the steps leading up towards each one.

Don't forget to allow yourself a few breaks. Most people think that the key to productiveness is dependent upon your ability to force yourself to stay at your desk for hours every single day and not ever allow themselves a break. Give yourself some time for a couple of breaks every now and then. A great break plan is a quick morning break, a longer lunch break and a short afternoon break.

If you know what should get done you will be more likely to stay on track and truly get it done!

*Every minute counts...*

