

10 Ways to Boost Daily Productivity

By 



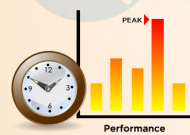
1 Listing
It all begins with listing. If you don't have a list, create one. If you have a rough list from the night before, the first thing to do when you sit at your desk is to sharpen the list, adding any last minute items.

2 Worst First
We often have one item on the list that is hanging over our head and just doesn't seem like it will get taken care of. Step up to the plate and knock this out. The rest of the day is downhill from there.



3 Just Do it
Use those small items to help you feel more productive. They are quick and often very easy. Complete and get the big marker out to cross them off the list.

4 Make things enjoyable
Reward yourself with occasional breaks, music you enjoy or even a snack. Life is short. Enjoy your work.



5 Peak Times
Identify the time you know are most productive (3pm coffee hour?) and set aside some tasks for this time. When this time rolls around, close your cubical door so that it is just you and your work.

6 Pareto (80/20)
Use it to your advantage. Find the items/clients/projects which are most significant and are requiring little time. Devote more time to these items.



7 Batching
Cluster your emailing sessions and your phone call sessions. Short for 3-4 batches a day. This will help keep short emails and phone calls from distracting you whilst you work on your pareto items.

8 Specialize
Focus on one single task at a time. Distractions and multitasking eat up your time. Consistently completing and crossing off tasks is encouraging and satisfying.



9 Optimize and Reflect
a. As you get to the end of the day, think back on the day, identify your peak times, the most wasteful tasks and seek to keep from repeating these tasks tomorrow.
b. Might you have been able to more efficiently complete a task? Taking the time to make a mental note of what you can do better the next time will put you on the road to continuous improvement.

10 Re-list
a. At times you will not complete everything you had on your list. This is okay, add them to tomorrow's list with a star so that they do not get rolled over a second day.
b. By the days end you will have a rough idea of items you need to do tomorrow. Go ahead and list them. Tomorrow when you start fresh, you will be less likely to have missed an

