

# 12 IDEAS TO INCREASE PRODUCTIVITY



## 1 CHOOSE THE RIGHT TIME



Nearly everyone has times of the day when they are most effective and times when they tend to drag. It's smart to schedule the most critical tasks for your most effective time of the day.

6

## BATCH SIMILAR TASKS TOGETHER



Do all your emailing at one time. Make all your phone calls at another. Open your snail mail during a set block of time. You'll waste less time by doing your work in this fashion.

7

## SET A TIMER



Even if a task might take hours, starting will seem easier if you simply give yourself 30 minutes to get as much done as you can. A time limit seems to help many people concentrate and work better, too.

2

## TOSS IT



If a task doesn't really need to be done, just get rid of it altogether.

3

## GET THE BAD STUFF OUT OF THE WAY



Do the unpleasant items quickly and as early in the day as possible.

4

## SET A GOAL EACH DAY (OR NIGHT)



In the morning, decide what you want to accomplish that day. This can be even more effective when planned the night before. *Once you have a sense of direction, you can spend all your time getting things done!*



8

## SET TARGETS



For example, if you have to make cold-calls for your sales job, tell yourself that you're not getting up for any reason until you've made at least 100 calls. Regardless of what happens, refuse to stop until you hit your target.

9

## USE THE PARETO PRINCIPLE.



This principle states that 20% of the actions you could take will provide you with 80% of the benefits. So *focus on the tasks that will accomplish the most*. Unfortunately, these are frequently the tasks that are not enjoyable. You might be surprised how little you really have to do if you focus on the critical 20%.

5

## ELIMINATE ALL COMMUNICATION



While you're working, turn off the phone / cell phone, and don't check your email. Hang a sign that says, "Do not disturb," if necessary. You don't have to do this for all your tasks, but at least do it during the more difficult items.

10

## DELEGATE SOME OF YOUR WORK.



Is there anyone else who can help you? The people around you are resources. When appropriate, use their time and talents wisely to get things done more quickly.

12

## INCREASE YOUR SPEED



It sounds silly, but this can really help. Try doing everything a little faster. Walk faster, talk faster, type faster, and read faster.

11

## SET A DEADLINE



Having a specific endpoint will really help to focus your time and energy. If a task doesn't feel necessary, chances are that it won't get done.

# Digital Productivity Ideas

**Jianjun Gao**



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