

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

Kathleen Armour



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The Digital Universe: Navigating the Information Superhighway Pasquale De Marco, 2025-03-08 In a world increasingly shaped by digital technologies The Digital Universe Navigating the Information Superhighway emerges as an essential guidebook for understanding and harnessing the power of cyberspace This comprehensive volume delves into the vast and intricate world of computers networks and the internet empowering readers to navigate its complexities and embrace its boundless opportunities From the fundamental building blocks of the internet to the latest technological advancements this book provides a thorough exploration of cyberspace s architecture infrastructure and protocols It demystifies the inner workings of the digital realm enabling readers to grasp the mechanisms that facilitate seamless communication data exchange and access to a wealth of information and services Beyond its technical underpinnings the book delves into the profound impact of cyberspace on society examining its transformative effects on communication commerce entertainment and education It explores the myriad ways in which digital technologies have revolutionized the way we live work and interact with the world around us highlighting both the immense potential and inherent challenges that accompany this technological revolution Moreover the book addresses the ethical dilemmas posed by the digital age grappling with issues of privacy freedom of expression and the responsible use of artificial intelligence It encourages readers to critically evaluate the implications of their online actions and to strive for a more ethical and sustainable digital landscape Recognizing the global digital divide the book also sheds light on the barriers that prevent equal access to the internet proposing strategies for bridging this gap and ensuring that everyone has the opportunity to participate in the digital world Written in an engaging and accessible style The Digital Universe is an indispensable resource for anyone seeking to understand the intricacies of cyberspace and its profound impact on our lives Whether you are a student professional or simply an individual curious about the ever changing world of technology this book will equip you with the knowledge skills

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