

Improving Your Productivity



Workplace

The secret to being productive every day is in your ability to determine how your time breaks down, set goals that best utilize the time you have available, and know when you need to step back and take a break before burnout sets in.

- 1. Recognize the value of long-term and short-term planning.** It takes a variety of time, energy, and motivation to meet certain goals. Never expect to tackle all your work in one day and expect it to be the best quality you can produce. By using short-term and long-term planning, you can break larger projects into manageable tasks and help move yourself closer to your goals each and every day.
- 2. Prioritize your tasks.** If you don't know where to begin, how do you know begin the process of planning to reach your goals? Set out your long-term and short-term goals and prioritize them into a manageable list of tasks. Make sure your short-term goals are challenging enough to keep the momentum moving forward and keep the long-term goals within reach.
- 3. Focus on getting organized.** Organization is crucial to your success. Already by creating plans and prioritizing your tasks, you're well on your way to becoming more organized. Avoid clutter, keep your work together, and avoid getting bogged down in the needless details that slow your progress.
- 4. Make a point to manage your time.** It's always better to tackle the difficult tasks while your energy is at its peak. Save the easier tasks for when you start to feel fatigued. Learn to take short breaks to give yourself a chance to recharge, and keep an eye out for the warning signs of burnout. Find ways to multi-task so that you can take care of multiple needs at the same time.
- 5. Make the most of your leisure time.** Don't forget to have fun. You need time for recreation – to recreate yourself – so that you can tackle your responsibilities with a renewed vigor. If you work hard, play hard. But recognize that too much fun can become a distraction. Balance your work and your play times for a life of success.



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