DEVELOPING NECESSARY SKILLS FOR INCREASED PRODUCTIVITY

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TIPS TO INCREASE PRODUCTIVITY

- **Before You Start, Evaluate**

    - Evaluate how you tackle specific jobs, how you choose to collaborate with colleagues, and how good you are at meeting deadlines.

- Do you often find yourself working late just to get things done?

- Also try and think about what you're getting *right.* If you have a particular way of working that gets you results, it's worth taking it with you as you develop your career

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- **. If You're Doing It Wrong, Admit It**
- Most of us are great at pointing fingers, but always find it that little bit harder to have a long hard look in the mirror. No matter how good you think you are when it comes to productivity and organisation, there's always room for improvement
- Willing to embrace new ways of doing things is the first step towards injecting effective performance into your workflow.
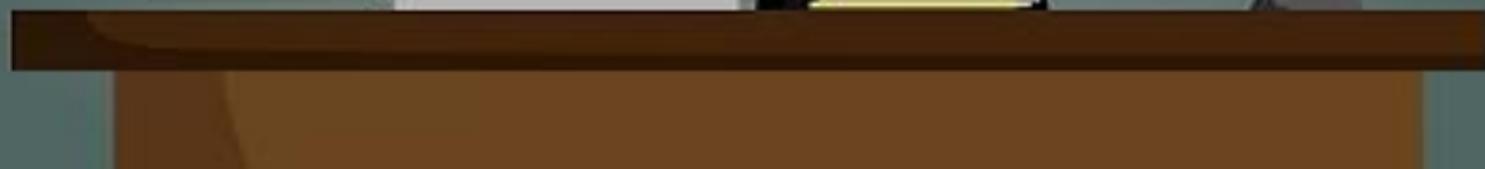
- **. Develop Some Discipline**
- When you make a promise to yourself, keep it. If you've made a plan with *realistic* expectations, then it's worth going the extra mile to ensure you stick to your targets.
- Do you constantly find yourself having to stay late just to do the bare minimum? It's possible that procrastination or distractions are getting in the way – eliminate these over time and develop the discipline it takes to drive your projects forward

- **Get a Diary**

- Whether you opt for an app or the old school variety, ensure you have a diary or a notebook

- It should include your most important appointments, tasks you need to get done, and anything in between. Without some sort of way to organise and track your day, you'll be lost

- **Prioritise Tasks**
- Each and every item on your to-do list should have a priority level attached to it
- Come up with your own system, whether it's number-based or each item is simply labelled as High, Medium, or Low
- It's important that you clear your desk of the most important items first and leave the rest till later in the day

- **Get Rid of Clutter**

  - It's impossible to work at a desk that's full of paperwork, unopened mail, and bundles of random trinkets
  - At the end of your working day, try and clear your desk. Get your drawers in order, stack papers in identifiable and categorised places, and throw away old items you no longer need
  - Having a clear workspace is paramount to staying organised and it also has a strong psychological effect. Turning up in the morning to a clean space is much more conducive to a high quality work

Clean work place

- **Take Advantage of Idle Time/Time management**
  - Stuffing those idle moments with useful items you can tick off your to-do list can do a surprising amount to your workload. Instead of spending evenings catching up with what you didn't manage to finish at the office, you can relax with your family and switch off

  - Think about your goals

- Delegation
  - You should [delegate tasks appropriately according to the strength](#), experience level, and skills of your subordinates

  - Be aware of the items on your list of tasks and which of them can be passed on to your co-workers or employees. This will keep your productivity and efficiency up, and it will also promote teamwork

  - This will also give you more time to accomplish the tasks assigned to you or ones you have assigned to yourself, giving you the chance to do a better job

  - If there are tasks that can be done by more than one person or can be broken off into smaller tasks, do it. Spreading the work around will make your team or businenss more efficient and productive

- THANK YOU