

# Five Ways to Improve Your Productivity

Personal productivity results from setting goals, learning to work effectively and knowing how to relax. Here are five ways to improve your productivity:

## **1. USE LONG-TERM AND SHORT-TERM PLANNING.**

Long-term plans describe what you want to accomplish in the next three months. Short-term plans cover what you plan to do today or this week. Short-term plans can also be steps toward longer-term objectives.

## **2. PRIORITIZE YOUR TASKS.**

Before you start any job, evaluate how it relates to your long- and short-term goals. Divide tasks into three categories: A—Essential; B—Important; C—Nice-to-Do. When prioritizing work, ask yourself why you're doing a particular task. How urgent is it? Can it be delegated to someone else?

## **3. GET ORGANIZED.**

Make monthly, weekly and daily to-do lists. Stay focused on what's important. Reduce clutter on your desk and shelves. Check your calendar daily and weekly.

## **4. MANAGE YOUR TIME.**

Complete your most difficult tasks when your energy is at its peak. Break large jobs into smaller ones. Plan private time each day when you can work without interruptions. Screen phone calls and learn to handle unexpected visitors. Practice saying "no" to activities that don't support your long-term goals. Use your commute time wisely.

## **5. ENJOY YOUR LEISURE TIME.**

Have fun along the way. Make time to exercise and have fun with your family. Keep some time for yourself. Develop your own personal interests and activities.

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