

How to Increase *Your Productivity*

BY ROWENA LIST

Productive: adj. Producing or tending to produce; fertile; creative, as of artistic things. 2. Producing or tending to produce profits or increase in quantity, quality, or value. 3. Causing; resulting in: with of. –productively adv. – productivity, productiveness n.

The more productive you would like to be; the more time you need to take to plan.
“If you don’t take the time, time will take you”

Watch this quick video to get you in the mood.

Video Placeholder
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Now take time to read these **top 5 tips on how to increase your productivity.**

Productivity Tip #1: Create a productivity list.

At the end of each work day make your **productivity list** for the next day.

Task number one needs to be your biggest, most important task. This is the first thing you do in the morning. Yes, even before checking emails or returning calls. If you do not do that first task first thing in the morning you will all of a sudden see that it is noon and you have not done anything that is super productive.

Checking emails might be an important part of your daily tasks however is it the **most** important or **most productive**? Could checking emails be lower on the list? Whereas sending out a sales report or writing a proposal might be number 1.

Limit your productivity list to 5 or 6 items. Any more than that and it could become overwhelming.

Anything that does not get done on today's list simply gets put on tomorrow's list. If you find that you are not getting to all of your tasks you need to ask yourself this "am I putting too much on my plate, are the tasks too big for one day, am I conducting some time busting tasks?"

Productivity Tip #2: Plan your time.

Take 4 or 5 colour markers and block off time in your datebook (this can also be done on your computer) Pick a colour for work related activities/productivity time, family time, personal, and spiritual. Do this at the beginning of each month. Then at the beginning of each week you can adjust as need be.

I block off all the times I want to work in green. Family time is in pink etc.

When a client calls to book an appointment I look for any green spots that are still open. When a family member calls for a dinner date I look at any pink spots that are free. When you see all the coloured squares at a glance you can see how balanced your life is. Do you have too many green squares and not enough pink?

Productivity Tip #3: Take 15.

End each work day by taking 15 minutes to clear off your desk and prepare for the next day. These 15 minutes will save you hours in the long run. There is nothing worse than walking into your office and finding a pile of papers left from the day before. These papers will take away your attention leaving that number one high priority productive task to fall by the wayside.

Productivity Tip #4: Time Busters.

What are your time busters? Social media, emails, websurfing. Not only are these tak-

ing away from your highly productive time they are also creative avoidances. Do you use a timer when going on the computer? If not, I would highly recommend using one. I think you will be shocked by the amount of time you spend on different tasks. Have you thought to yourself, "I'll just quickly check emails" and 2 hours later you are still sitting there? Do you get interrupted? Do you answer your phone when you are in the middle of a meeting or high priority project? These can be some common time busters. Stay focused on each task and you'll be amazed at how much more time you have.

Turn your phone off and your email notification off when working on your highly productive tasks.

Each time you get interrupted it takes up 20 minutes to get back to the place you were before the interruption. Do you have staff? Imagine how much time is lost due to interruptions. This is hugely counter-productive.

Are you curious as to where you spend your time?

Check out <http://www.rescuetime.com> it is a productivity tool which you install on your device. It monitors your every move.

It then shows you a detailed report on what you spent your time on and where you can optimize your current routine to save an average of 3.5 hours per week.

Productivity Tip #5: Relinquish control.

Delegate with confidence. The job might not get done exactly the way you would do it however done is better than not done. Make a list of all the things you do in a day. Delegate what you can.

I like to code my tasks as A, B, and C. I do all the A's, some of the B's and none of the C's. Most of the B's and all of the C's are for my assistant.

Don't have an assistant? There are several jobs that can be sourced out for a very small fee. Check out <http://www.fiverr.com>

Now for a little day dreaming. You are going to be so organized. You are going to be so productive.

What will you do with your spare time? Who will you spend it with?



ROWENA LIST

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