



PRODUCTIVITY POINTERS

1. Start the day with the most important task of the day
2. Stop putting it off (!)
3. Tell yourself to go back to it if you find yourself wandering away from it to 'easier' tasks such as emails
4. Plan for the next day, the evening before
5. Set your priorities first thing
6. Keep assessing your priorities throughout the day
7. Screen your calls – interruptions waste a lot of your time – you can call back 'unimportant' calls as a batch task rather than speaking to people every now and then, as they occur – this isn't best use of your time
8. Remember your values and what motivates you and use this to keep a sense of momentum throughout the day
9. Eat healthily; foods which keeps you sustained rather than those which soon leave you feeling empty and lethargic

ALWAYS: Keep on top of your emotional fitness – always think positive thoughts and work hard to continually reject the negative ones.