

12 IDEAS TO INCREASE PRODUCTIVITY



1 CHOOSE THE RIGHT TIME



Nearly everyone has times of the day when they are most effective and times when they tend to drag. It's smart to schedule the most critical tasks for your most effective time of the day.

6 BATCH SIMILAR TASKS TOGETHER



Do all your emailing at one time. Make all your phone calls at another. Open your snail mail during a set block of time. You'll waste less time by doing your work in this fashion.

7 SET A TIMER



Even if a task might take hours, starting will seem easier if you simply give yourself 30 minutes to get as much done as you can. A time limit seems to help many people concentrate and work better, too.

2 TOSS IT



If a task doesn't really need to be done, just get rid of it altogether.

3 GET THE BAD STUFF OUT OF THE WAY



Do the unpleasant items quickly and as early in the day as possible.

4 SET A GOAL EACH DAY (OR NIGHT)



In the morning, decide what you want to accomplish that day. This can be even more effective when planned the night before. *Once you have a sense of direction, you can spend all your time getting things done!*

5 ELIMINATE ALL COMMUNICATION



While you're working, turn off the phone / cell phone, and don't check your email. Hang a sign that says, "Do not disturb," if necessary. You don't have to do this for all your tasks, but at least do it during the more difficult items.

8 SET TARGETS



For example, if you have to make cold-calls for your sales job, tell yourself that you're not getting up for any reason until you've made at least 100 calls. Regardless of what happens, refuse to stop until you hit your target.

9 USE THE PARETO PRINCIPLE



This principle states that 20% of the actions you could take will provide you with 80% of the benefits. So *focus on the tasks that will accomplish the most*. Unfortunately, these are frequently the tasks that are not enjoyable. You might be surprised how little you really have to do if you focus on the critical 20%.

10 DELEGATE SOME OF YOUR WORK



Is there anyone else who can help you? The people around you are resources. When appropriate, use their time and talents wisely to get things done more quickly.

12 INCREASE YOUR SPEED



It sounds silly, but this can really help. Try doing everything a little faster. Walk faster, talk faster, type faster, and read faster.

11 SET A DEADLINE



Having a specific endpoint will really help to focus your time and energy. If a task doesn't feel necessary, chances are that it won't get done.

Digital Productivity Ideas

Wenbin Ji



Digital Productivity Ideas:

This book delves into Digital Productivity Ideas. Digital Productivity Ideas is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Digital Productivity Ideas, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Digital Productivity Ideas
- Chapter 2: Essential Elements of Digital Productivity Ideas
- Chapter 3: Digital Productivity Ideas in Everyday Life
- Chapter 4: Digital Productivity Ideas in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Digital Productivity Ideas. This chapter will explore what Digital Productivity Ideas is, why Digital Productivity Ideas is vital, and how to effectively learn about Digital Productivity Ideas.
3. In chapter 2, the author will delve into the foundational concepts of Digital Productivity Ideas. This chapter will elucidate the essential principles that need to be understood to grasp Digital Productivity Ideas in its entirety.
4. In chapter 3, this book will examine the practical applications of Digital Productivity Ideas in daily life. This chapter will showcase real-world examples of how Digital Productivity Ideas can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Digital Productivity Ideas in specific contexts. The fourth chapter will explore how Digital Productivity Ideas is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Digital Productivity Ideas. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Digital Productivity Ideas.

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