[productivity tips for business]

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- Let's take a look at a 'typical' day:
  - 4 hours for work
  - 8 hours for rest
  - 8 hours for what we will (work / family and friends)
  - 4 hours to catch 'em all, apparently!
- Some UK research from 2018 suggested that for an 8-hour day, the average worker is productive for around just 3 hours!
  Reference: https://www.vouchercloud.com/resources/office-worker-productivity

#2 Start your day with some goals

- Small number of high value tasks or goals

- Ask: '*How will I build my company today?*'

- Use tech to help you stay on track – perhaps diarise some reminders?

Reference: https://hive.com/blog/productivity-tips/

#3 Do 1 Thing (at a time)

By focusing on 'one thing' at a time to help impact on:
- Reducing distractions
- More focus on priorities
- Less stress
- Getting more done = Increased productivity!

Reference: https://the1thing.com/book/

THE NUMBER 1 BESTSELLER

GARY KELLER WITH JAY PAPASAN

THE ONE THING

The New York Times Bestseller

WALL STREET JOURNAL Bestseller

The surprisingly simple truth behind extraordinary results

#4 get your messaging right: POPP

Purpose – what is this purpose of this piece of comms? Why am I even sending this email or setting up this meeting?

Outcome – what result am I looking for here?

Priority – is this urgent? Is it important? What level of urgency or importance can you put on this? This will help you decide on the comms channel that is most appropriate.

People – who do I need involved? Who do I need to share/tell/ask about this particular piece of comms?
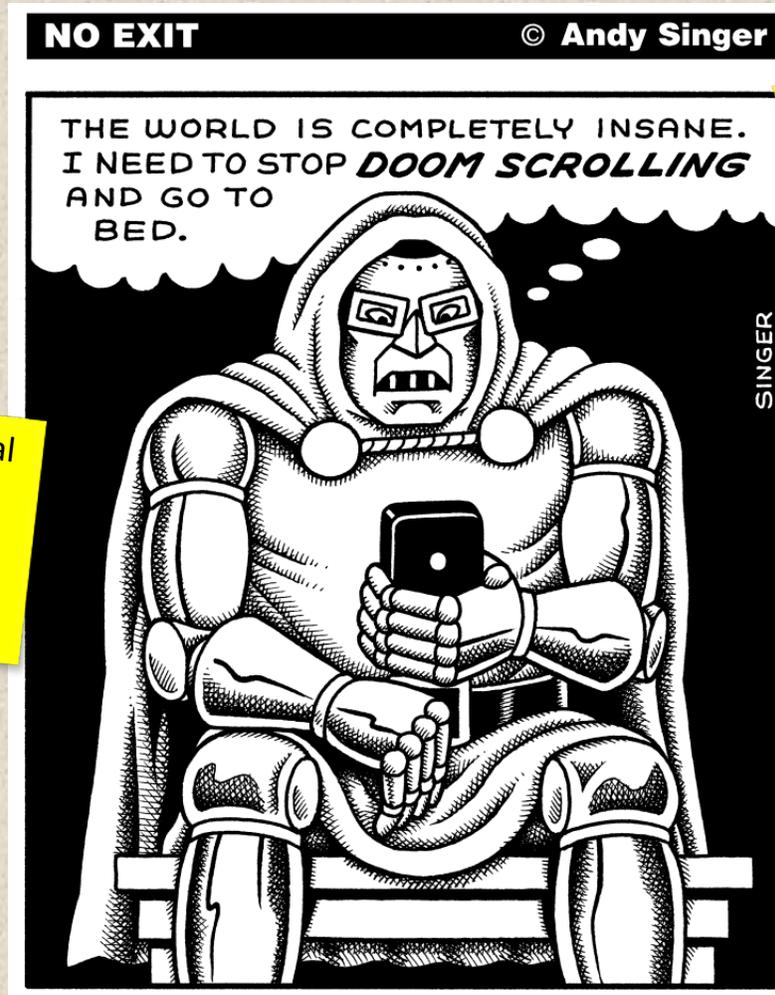
Reference: https://thinkproductive.co.uk/uk/popp

#5 Minimise time-wasting activities

Meetings: Limit the number of meetings you have and who attends them. Include a clear, focused agenda, timings and an agreed finish time.

Disorganisation: You can combat this through, for example, learn techniques to organise and manage your inbox; maintain a 'clean' desktop (physical and digital) and enhance digital workflows through (e.g.) Slack / Teams to search conversations by channel, share files within projects, pin important docs for faster access and launch meetings all in one place.

Social media: Agree a social media policy that clearly states when it's OK to use social media and when to focus on work.

Emails: Does it really need an email? Send an instant message or DM, launch an impromptu video chat or pick up the phone instead? Real-time conversations are almost always more efficient!

Coworkers: Provide opportunities for people to come together and build rapport: lunches, video happy hours, topical chat channels on Slack / Teams and encourage other activities to connect outside of work time.

Procrastination: We all do it. Help prevent it with clearly stated deadlines and accountability. You can also use goal-tracking tools like Coach.me / ATracker.

NO EXIT   © Andy Singer

THE WORLD IS COMPLETELY INSANE. I NEED TO STOP *DOOM SCROLLING* AND GO TO BED.

Reference: https://slack.com/intl/en-gb/blog/collaboration/top-strategies-improving-business-productivity
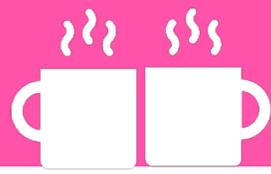
#6 Record and share processes

Many business activities can be standardised.

Onboarding a client can involve repeating similar tasks in a similar order.

Identify and record this process, taking note of each task and the order. **Standardise** this process.

Once standardised, each task or the whole process can be **delegated**.

Writing down the process can also help **analyse it** and **eliminate inefficiencies** or **redundancies**.

#7 take a break

- "microbreaks" = any brief activity that helps to break up the monotony of physically or mentally draining tasks.
- Can last anywhere from a few seconds to several minutes and involve anything from making a cup of tea/coffee to stretching or watching a video.
- Though the breaks are tiny, they can have a disproportionately powerful impact:
  - Improve workers' ability to concentrate
  - Change the way they see their jobs
  - Even help them avoid the typical injuries that people get when they're tied to their desks all day!

Reference: https://www.bbc.com/worklife/article/20190312-the-tiny-breaks-that-ease-your-body-and-reboot-your-brain

#8 <u>Commit</u> and create a productive community

- Make a conscious change

- Share your intentions with others

- Present opportunities to keep the momentum going!

Reference: https://thinkproductive.co.uk