

## Personal Productivity in the Workplace

Personal productivity isn't necessarily about working harder. It is more about working smarter and more efficiently. Below is blogger Steve Pavlina's list of things that you might try to increase your productivity. Read through the list of behavioral tactics below and select some things that might work for you. (Note: A simple training exercise follows the list)

### **Nuke It!**

The most efficient way to get through a task is to delete it. If it doesn't need to be done, get it off your to do list.

### **Daily Goals.**

Without a clear focus it's too easy to succumb to distractions. Set targets for each day in advance. Decide what you'll do; then do it.

### **Worst First.**

To defeat procrastination learn to tackle your most unpleasant task first thing in the morning instead of delaying it until later in the day. This small victory will set the tone for a very productive day.

### **Peak Times.**

Identify your peak cycles of productivity, and schedule your most important tasks for those times. Work on minor tasks during your non-peak times.

**No-Communication Zones.** Allocate uninterruptible blocks of time for solo work where you must concentrate. Schedule light, interruptible tasks for your open-communication periods and more challenging projects for your no-communication periods.

**Mini-Milestones.** When you begin a task, identify the target you must reach before you can stop work



**Quad 2.**

Separate the truly important tasks from the merely urgent. Allocate blocks of

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