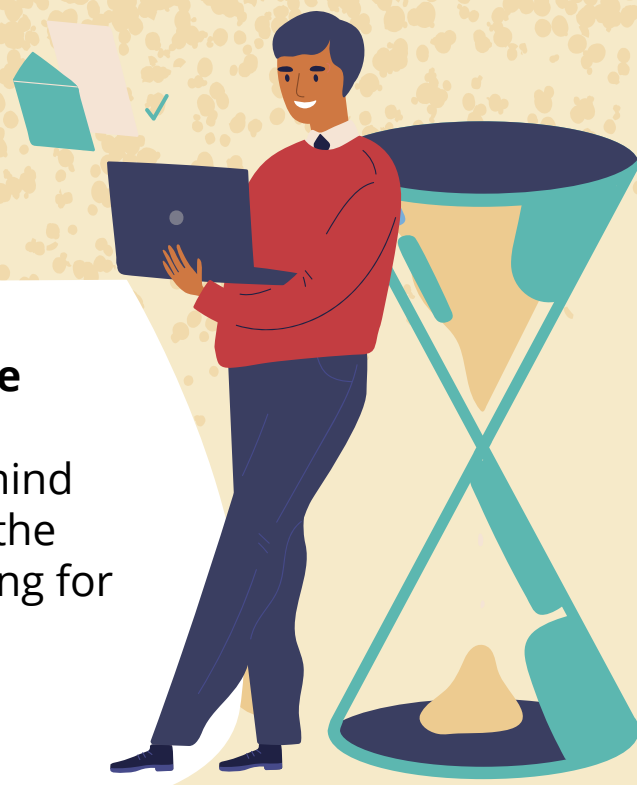


Focus on the big picture

Keep the big picture in mind rather than focusing on the smaller details and looking for perfection.



Delegate responsibilities

Consider delegating responsibilities to your team or asking for support. Make sure they understand the goals and expectations as well as the deadlines.



Schedule breaks between tasks

Schedule regular breaks between activities or at least break every 90 minutes to maintain productivity.



Organise your emails

A cluttered inbox can cause you to spend more time looking for emails which can lead to overlooking the important ones.

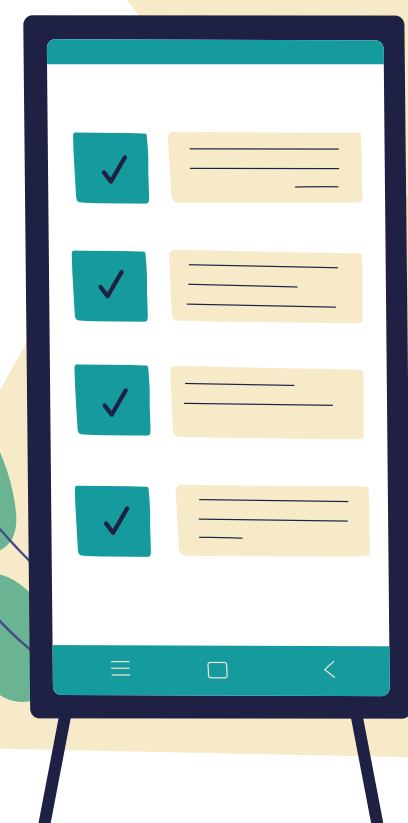


Make the most of waiting times

Use periods of downtime to answer emails, catch up on reading, respond to missed phone calls or even just relax.

Set SMART goals

Your productivity is often measured by your ability to achieve your goals, a great way of doing this is by using SMART goals.



Learn to say no

When your asked to commit to something, respond by saying you'll check your schedule and get back to the other person. This will give you time to evaluate whether you realistically have the time to give.

Be early

Being early can help reduce your stress levels. Always plan to submit your work one day ahead of schedule.



Try activities that engage different skills

Think about engaging in activities that use skills you don't use when you're at work. Engaging with skills you don't use as much at work will give you more creativity, and you will be able to solve problems faster.

Don't multitask

Studies have shown that multi-tasking slows down your productivity levels.



Avoid Procrastination

Don't put off doing work because you don't want to, this will only make things worse in the long run.



Be realistic

Be realistic about what you can achieve in a given time frame. Over stretching yourself can lead to burn out and reduce the quality of the work you put out.



Manage expectations

When you are collaborating with others or as part of a project, be honest about the time it may take to complete a task. Colleagues will then know when they will be expecting work from you rather than chasing you.