

TIPS FOR BEING MORE PRODUCTIVE AT WORK

- **Make it a habit to BE organized**
 - Five minutes a day will make a difference, fifteen minutes will transform your life.
- **Clear clutter**
 - Only keep what you use daily on your desktop.
- **Get great gear!**
 - Don't tolerate what doesn't work right or is not ergonomically correct.
- **Have agendas with timeframes**
 - For all meetings, appointments and phone calls.
- **Use one calendar**
 - To track appointments, get rid of incoming paper by "calendarizing" it and putting "to dos" in time slots.
- **Make Electronic Files mirror Physical Files**
 - This makes retrieval easier.
- **Turn off E mail Alerts**
 - Check E mail at designated times, not all day long. Clean out your inbox daily.
- **Distinguish between action, reference and archive files**
 - Use your desk file drawer for action items and a vertical step up file for things that are "hot". Reference and archive items should be farther away. Keep a file inventory.
- **Make your office a pleasant place to go!**
 - Make sure you have the correct lighting, comfortable temperatures and an aesthetic space that you want to spend time in.