

Productive Work Habits

Benefits of Working Productively

- ✓ Get more done in less time
- ✓ Less stress
- ✓ Create balance
- ✓ Develop positive new habits
- ✓ Increase professional skills and reputation

Plan Your Work

- Spend 10–15 minutes at the end of every day to plan and review the next work day.
- Estimate time it will take to complete each task but know that it will take longer than you expect.
- Schedule your key results activities first.
- Put incoming requests on a “want to” list.
- Organize similar tasks in ways that make sense

Stop Multi-tasking and Focus

- Multi-tasking is least effective when you try to do totally unrelated things at the same time
- Shut off electronic distractions
- Create time blocks: Some for focused work, some for “mindless” work, with open time in between. Do your most important tasks early.
- Review notes before a meeting/ starting a project.
- Create an environment conducive to focused work. Isolate yourself if necessary.

Maintain Boundaries between Work and Home

- ✓ Turn off your cell phone during dinner.
- ✓ Create a schedule and stick to it.
- ✓ Schedule time with your family.
- ✓ Work on freeing up your mind so that you only think about work at work and home at home.

Make Small Changes for Big Results

- Be punctual
- Optimize time pockets
- Set timelines and deadlines
- Automate whenever possible

Procrastination

Why We Procrastinate

- Priorities are out of order
- Lack of organization
- To avoid unpleasant tasks
- Fear of failure
- Perfectionism
- As a passive-aggressive tactic

Procrastination (Continued)

Overcoming Procrastination

- Identify the underlying reason.
- List three benefits of completing the task.
- Commit to spending 10 minutes on the project.
- Finish a small task to make you feel productive.
- Aim for progress rather than perfection.
- Reward yourself for completing the project.
- Create an environment that nurtures productivity.

Being Habitually Late

- ✓ Calculate time realistically and pad your calculations.
- ✓ Use one organizer to record all appointments and info.
- ✓ Don't overcommit.
- ✓ Stop your current activity when the allotted time is up.
- ✓ Be early.

How We Work with Others

Types of Situations

- One-on-one (individuals)
- In a small group (team)
- In a large group (department)
- In a large impersonal group (organization)

Types of Interactions: Informal contacts, task groups, and line management

Responsibilities

- Be respectful and trustworthy, support colleagues.
- Identify which tasks need to be done together.
- Complete tasks you agree to do.
- Give information frequently, clearly, and concisely.
- Contribute positively to a group,
- Pitch in and help when needed.
- Be willing to compromise or seek consensus.
- Follow appropriate policies and procedures.

Acquire New Knowledge and Skills

- Schedule a time to gain new knowledge
- Stay current in your industry
- Seek information outside your industry
- Pursue projects the stretch your skills
- Find a mentor

Channel Your Creativity

- Come up with “big hairy audacious goals.”
- Think of problems as opportunities to be creative.
- Tweak a process.
- Contribute in a uniquely valuable manner.
- Collaborate throughout the organization.