

FIVE WAYS

you can increase your productivity



SMARTSUPPORT
for business

1

Organize your day around your most productive time. Everyone has a time when they are most alert, or their 'power hour' so work out when yours is. If you are most alert then you will be most productive too so plan each day so that you do the most important tasks then.

2

Avoid email distraction. It is easy to get caught up in emails and not get to the important things. Ideally avoid your emails first thing or simply do a quick scan for the urgent stuff and only deal with that. That way you can get into the important things sooner.

3

Make urgent calls or email first. The earlier in the day you do these the better, given that people might not be able to take the call when you first ring. That way you are more likely to have that conversation or got a reply before you leave the office.

4

Use a timer. For things like answering emails set a time deadline of say 30 minutes and set a timer to make you more conscious of the time you are spending. It will make sure you focus on important emails, be concise with replies and be more efficient.

5

At the end of the day review your schedule. Before you leave look at your schedule for the next day so you are aware of any meetings or calls for the following day and make a new to-do list with your 'must do' activities highlighted.

Book a Free Conversation



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It's time to maximise your business and minimise its limitations. Spend 20 minutes with me, no obligation, to explore how coaching from SMART Support can help you to unlock your business' true potential. www.tinyurl.com/Maximisepotential