

Read customer reviews Find out more + Disclaimer BT

9 TIPS TO TURBO-CHARGE YOUR PERSONAL WORKPLACE PRODUCTIVITY IN 2016



BY GUEST AUTHOR / EDUCATION | TRAINING, EXPERT, LEADERSHIP, MANAGING, SMALL BUSINESS / 22 FEB 2016

Like 19 Tweet 3 Share 4 Google + 0 Email 3

Many office workers arrive each day and ignore the most pressing and difficult tasks, choosing to begin with lower priority jobs. It's classic procrastination and it is doing serious harm to your personal productivity.

You're back at work, the kids are back at school, and Easter is a month away. With so many interrupted weeks in the first half of the year, it's absolutely critical to take action now if you're going to make 2016 the year you improved your time management and reached your potential in workplace productivity.

People procrastinate for a number of reasons - there are no clear deadlines, resources are inadequate, they don't know where to begin, they're overwhelmed by the task, they fear failure or they have no passion for the work.

It's important for people to be conscious of their personal biorhythms and to work in tune with them. Whether you're a morning person or an evening person, people like to do things they enjoy when they are feeling good.

Here are nine tips for overcoming procrastination and turbo-charging your productivity:

- Delete It. What are the consequences of not doing the task at all? Consider the 80/20 rule; maybe it doesn't need to be done in the first place.
Delegate. If the task is important, ask yourself if it's really something that you are responsible for doing in the first place.
Do It Now. Postponing an important task that needs to be done only creates feelings of anxiety and stress.
Ask For Advice. Asking for help from a trusted mentor, supervisor, coach, or expert can give you some great insight on where to start and the steps for completing a project.
Chop It Up. Break large projects into milestones, and then into actionable steps.
Have Clear Deadlines. Assign yourself a deadline for projects and milestones and write it down in your day planner or calendar.
Give Yourself A Reward. Celebrate the completion of project milestones and reward yourself for getting projects done on time.
Remove Distractions. You need to establish a positive working environment that is conducive to getting your work done.
De-clutter. A cluttered workspace significantly impairs your ability to find things.

About the author:

Paul Findlay is Managing Director of PD Training, one of Australia's leading professional development companies. Paul was named one of the world's "Top 20 Emerging Training Leaders for 2015" by TrainingMagazine.com.

jobactive restart Find the right fit Click here Australian Government

0 Comments Dynamic Business Login

Recommend Share Sort by Best

Start the discussion...

Be the first to comment.

Subscribe Add Disqus to your site Privacy DISQUS

Visit BT's Adviser View Find out more + Disclaimer BT

Email Updates

Email Address

SIGN UP

Join the discussion

@DynamicBusiness 3 hours "We all need to take time off to rejuvenate" 5 tips to run your #business remotely: bit.ly/1Tjma5G

@DynamicBusiness 6 hours "China's economic troubles is putting some pressure on the insolvency landscape:" What's in store for 2016: bit.ly/1T3IgBh

@DynamicBusiness February 26, 2016 "#smallbusiness is the engine room of the #economy" Why @GEMINI3jobshare received a 'kick-start' from @StGeorgeBank: bit.ly/21InzW9

ENTREPRENEUR EXPERT Why Gemini3 received a 'kick-start' from St George Bank It's a Digital Jungle out there: Dr Matthew McDougall; helping businesses overcome 'culture shock' in China

Our Sponsors

Efic Allianz Kensington MyNetFone (creditor)watch

jobactive restart Find the right fit Click here Australian Government

About us Dynamic Business is Australia's best-loved small business resource dedicated to providing entrepreneurs, start-ups and business owners with the very latest information and advice on how to start, manage and grow a business.

Partners CreditorWatch CreditorWatch Express Business.Gov.Au Australia.Gov.Au Australian Small Business Commissioner Links Advertise Legal Search Sitemap T's & C's

Email Updates Email Address SIGN UP Contact us It's easy to contact us. Editorial editorial@dynamicbusiness.com.au Advertising advertising@dynamicbusiness.com.au Click here for full contact details.