

Time Saving Sanity Solutions

Start your day with your highest value task.

Know where your revenue line is and start your day making or saving money for your company.

Get a grip on email.

First, avoid checking email first in the morning. Secondly, limit how often you check it (say 3 – 4 times a day) and lastly turn off the email notification alarm.

Just say no!

To the things in your personal life that do not bring you joy, do not refresh you and are unnecessary.

Meet with caution.

Meetings can waste tremendous amounts of time. Is a meeting required to accomplish the objective? Is your attendance required to accomplish the objective? What revenue producing tasks will not be accomplished if you attend the meeting?

Do it now.

Although it makes sense to work on priorities first, it frequently takes more time if you delay instant tasks. If a task can be completed in two minutes or less, just do it.

Batch your tasks.

Different activities engage different parts of the brain, and switching back and forth between activities wastes time. A University of Michigan study found that when you “task switch” your brain may take 50% or more additional time to perform each task.

Work in vacation mode.

Have you ever noticed that before a vacation work is completed at warp speed? Work is completed quickly because there is a hard deadline – vacation. Set mini-vacation deadlines, like leaving the office at 5:30 instead of 6:30, and watch your productivity soar.

Listen to your body clock.

Determine when you are the most alert and do tasks that require deep thinking at those times. Leave email, filing and database management for when you are losing steam.

Find hidden pockets of time.

If you are waiting on a colleague or standing in line at Starbucks, spend those minutes checking and responding to email, reviewing a document or brainstorming ideas for a meeting. Keep reading material in your car to read while in carpool line, in doctor’s offices or at the airport.

Do a daily wrap up.

At the end of each day, clear your desk, update your to do list and determine what your highest value task is for the day, so, tomorrow morning you can hit the ground running.

Time yourself.

Do you know how long it takes you to leave the house in the morning? Time yourself as you complete tasks so you know how long tasks actually take and then try to beat your time. You will be amazed at how fast you can go!



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