RealityHR

Business driven   People focused

Reality Check

Tips for being more productive...

Everyone wants to be productive but it isn't always easy. By training yourself to be smarter with how you think about your time management and your energy, you can start to see some significant improvements.

1) Your environment - Your workspace should be a haven that helps to get you in the zone, not drive you crazy. Exactly how this is achieved will be different for everybody but for example:

- Take a few minutes at the start and end of your day to organise all your hardcopy work that sits on your desk and tidy the space up.
- Keep a tidy desktop because your 'work space' extends to your PC. You could have one 'to file' folder on your desktop to put all your files in temporarily.
- Office temperature and lighting can also impact productivity. It's important to be comfortable.

2) Use technology - There are so many tools out there that are specifically for helping you be more productive. Find the ones that work for you but here are some examples:

- **Evernote** – Evernote is brilliant for keeping track of all your notes and is especially handy because you can have it on all of your devices and share everything easily.
- **Trello** – Trello is basically pinterest for team projects. You can add comments and attachments to 'trello cards' have checklists and more. Plus it is always synced across all your devices so you can jump on it on your iPad or on your phone on the train (but preferably a beach!).
- **Jing** – Jing is a free tool that lets you easily take screen grabs or record your desktop and then save it to the cloud, allowing you to share images and videos with anyone easily and efficiently.

3) The Pomodoro technique - This technique is really great if you have trouble with time management. Essentially you work in 25 minute blocks called pomodoros. After the 25 minutes is up, you take a 5 minute break to refresh. After 4 pomodors (time blocks) you take a slightly longer break. You can go to https://tomato-timer.com/ to use a free timer that even gives you desktop notifications!

4) Delegate - When you delegate your tasks out to your team let go and trust them to get on with it. If you micromanage then you are wasting yours and their time and energy.

5) Energise – You need energy to stay on the ball and there are some easy things you can do to keep yourself refreshed:

- **Sleep well**
- **Eat a wholesome lunch**
- **Go for a walk outside and get some fresh air**