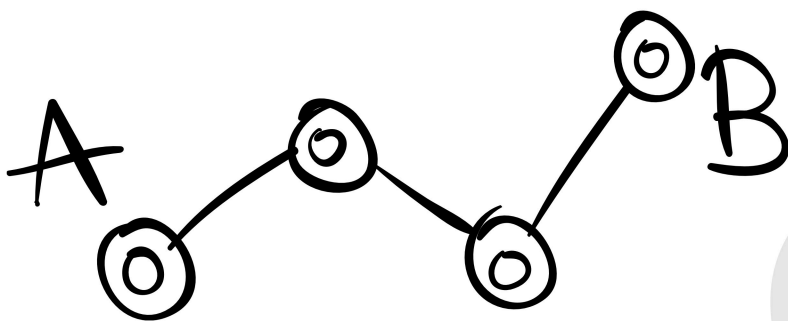




PRODUCTIVITY TACTICS



HOT TIPS ON PRODUCTIVITY TACTICS

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182-21 150th Ave., MCT 3273
Springfield Gardens, 11413 NY

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AUTHOR'S NOTE

I hope this book has given you a new tactics for productivity enhancement. This short book is designed to provide hot tips on productivity. In short, you shall not follow this book as the only guide, but this is a short list of what you can think, implement, in short-time.

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TIPS

The fact is that if you are not productive, you won't make money. Here are some ideas on how to organize yourself and use your time and other resources to best advantage:

Don't Get Overwhelmed

Looking at everything you have to do at one time can be discouraging, but remind yourself you will soon have it all done.

Organize Your Workspace

You'll spend less time looking for what you need.

Make Sure the Space Is Comfortable

You'll work better when the surroundings are pleasant.

Check on Needs

Double check to make sure you have what you need before you start. It will save a lot of time later.

Cut Off Contact

Cut off contact with others while you work. This is especially important if you work at home.

Eliminate all Distractions

That means no television in the background.

Eat Healthy

You'll be sharper if you get the nutrients you need each day.

Schedule

Have a basic schedule for each day - that means no impromptu three-hour lunches.

Don't Skip Lunches

You need the break to keep your productivity up in the afternoon.

Stop Your Day on Time

Working into the night will make tomorrow that much harder.

Get Plenty of Rest

Along with nutrition, this is the best thing you can do to keep yourself productive.

Start With Promise

Start the day with a promise to yourself that you will get lots done.

Must Go

Go to your work area even if you woke up in grumpy mood.

Make a List

When it is all down in black and white, your tasks seem less intimidating.

Prioritize the List

What has to be done first and what can wait until later?

Be Realistic

You can't cram twenty one-hour tasks into one day.

Know Your Body Rhythm

If you are more alert in the afternoon, schedule the bulk of your tasks then. If you are a pretty even individual, schedule each hour of the workday accordingly.

Do the Easy Stuff at the Top of the List First

Scratching off several action items will motivate you to keep going.

Multi-Task on the Small Stuff

It is okay to make a surf Twitter while you make phone calls.

Forget Multi-Tasking With the Big Stuff

Focus on one thing and get it done before moving on to the next.

Proof Your Work Before Going On

It'll prevent you from having to do things twice.

Time Blocks

Try to arrange to do like things in one block of time. Write all your blogs, then do all your social networking, then send out your emails. It'll make life a lot easier.

Contingency

Allow for the unexpected. Things come up, so build a few blocks of time into your schedule to handle them. Handle the unexpected, then get back to the next task on your list.

Buffer Time

Plan some buffer time in between tasks. It will give your brain a chance to rest and start the next task with a fresh attitude.

Don't Get Upset

Don't be upset when something temporarily derails your schedule. Things will work out all right.

Acceptance

Accept that circumstances beyond your control may make it impossible to do something on your list today.

Reprioritize

Don't sweat the delay, simply make that task the priority tomorrow. Keep in mind some tasks may have to be scheduled to other tasks.

Delegate

Delegate if and when you can. Believe it or not, you don't have to do everything yourself.

Scan Information

Scan information when possible. You'll still get what you need, just a little faster.

Put Things Away

Put things away when you are done with them. It'll save you time when you need them again.

Scratch Completed

Check off items as you go. Seeing the list shrink is motivating.

Rest Your Eyes

Get away from your desk or laptop now and then. Even two minutes away will rest your eyes and keep you from slowing down.

Drinks

Keep something to drink handy. A bottle of water nearby saves time on trips to the refrigerator.

The Second List

Keep a second list for things that pop into your head while working on other stuff. You can refer to it later as necessary.

Take a Break

Take a break in the afternoon - a real one, not two minutes to rest your eyes. Fifteen minutes will take away a lot of stress and make it easier to keep going.

Bookmarking

Bookmark important web sites; this includes your web site, your social networking login pages, and any reference sites you use regularly.

Archive

Archive all your web copy on a remote storage device. Update the stored data every time you make a change. Make sure your hard drive files as well as your hard copy files are always in order, so you can find what you need at once.

Office Supplies

Keep your office stocked with supplies; otherwise, you'll have to interrupt your day to go get something you need right this minute and waste valuable time.

Digital Tasks

Do as much ordering, funds transfers, and other tasks via the Internet as you can. You save time doing your errands from your desk.

Catch Up Period

Schedule one hour near the end of the day as a catch up period. Any tasks that got put off earlier can be addressed during that time.

Review

Review what you have accomplished. You'll be surprised and pleased at everything that got handled. Lay out what you will need to handle those first few tasks on the new day. Prepare your schedule for the following day. It'll make it easier to dive in when morning comes.

Prepare Resources

Check the printer for paper and ink; make sure there is plenty for the next day. Organize your workspace before you leave. It'll be easier to face in the morning.

Close the door, pull the curtain, do whatever you must do in order to separate your workspace from your living space.

*And Finally, Leave Your Work Area and Do Not
Return Until the Next Day, no Matter How
Tempting It Is To Return To Do One More Thing.*

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About Founder of Al Muhandis Abdulwahab Publishing

Abdulwahab A. Al Maimani is the Chairman of Board of Al Muhandis Group, a founder of nine firms, and shareholder in more than twelve enterprises. A young entrepreneur who influenced more than 15,000 person in less than a year in the entrepreneurs world. Remarkably, he was recognized as one of the World’s Leader Businessperson by the World Confederation of Businesses. He started a firm, and with proper partnerships, the group of companies now consists of nine companies with a market value of more than \$7.1Millions in less than 3 years. He created the First “Digital International Youth Forum” with partnership of UNGC, and creator of Jawhar Digital Library and Repository of Knowledge & Creatives.

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