# How to Save Time at Work

**to become more efficient and productive**

Make time-saving a priority.

Curtail side conversations and personal conversations.

Have top priorities of the day written on a list to focus on those key activities.

Work a little faster - do things more quickly, especially the non-essential activities.

Break big tasks and projects into smaller pieces to reduce procrastination.

An hour before your workday is over, start thinking about organizing & prioritizing.