

Do Less or Work Faster

Strategies to Get the Most from Your Day

Prioritizing & Organizing

1. Touch paper only once.
2. Set aside some uninterrupted planning time every day.
3. Conduct an audit on EVERY report that hits your inbox.
4. Clean your desk.
5. Control your email.
6. Batch activities – do like activities together – so that you are not stopping and starting all the time.
7. Go to lunch at 11:00 or 1:00.

Control Interruptions

1. Keep track of who is interrupting you and why they're interrupting you.
2. Even if you can't eliminate the interruption, you can keep it short.
3. Arrange your furniture so that your desk doesn't face the flow of traffic.
4. Schedule one-on-one sessions with your staff and boss.
5. Ask your team: "What do I do that wastes your time and hinders your performance?"

Manage Your Meetings

1. Make your meetings productive, but short.
2. Don't fall into the 'perpetually scheduled meeting' syndrome.
3. Always begin a meeting by discussing the most important items first.
4. When people show up late, don't recap what you've already covered.
5. Start and end your meetings on time.