

# Productive to the Max

**P**roductivity

**P**erformance

**P**rofitability

## ***Automate Repetitive Tasks***

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Do you find yourself responding to the same request for information all the time? Do you frequently use the same emails or documents? Are you repeating small tasks on a regular basis? You would benefit productively if you established some shortcuts or templates to help you retrieve and send the information instantly.

1. Use checklists for projects and tasks requiring detailed steps. I am constantly speaking and training so I use a checklist that includes everything from my computer, training supplies, extra water and shoes to ensure that I never forget anything. You can use checklists for your projects, meetings, entertainment, groceries and a myriad of other things that you regularly have to do. You will eliminate the guessing and redoing and forgetting.
2. Create templates for commonly used forms, documents and emails. Create a sample document with the outline of general information, save and open it up when you have to add detailed information.
3. Develop standard processes for all to follow and constantly meet as a group to update. This will be very helpful when staff are absent from their job or when you are in a position to regularly delegate.
4. Take advantage of your IT department to establish macros, shortcuts, auto-responders and auto-complete systems. Take advantage of any shortcuts that can be offered and constantly ask for newer versions and updates in automated systems.
5. Keep commonly used information close by. Set up a binder indexed in sections for account numbers, telephone numbers, accounting information or set up files on your computer with all the information gathered in one area for easy accessibility.

*Always try to be aware of repetitive tasks so you can establish systems that will assist you in completing them more rapidly.*