

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Have a productive first hour

MaxTips March 2007

The first hour of your day (unless you are an afternoon or evening person) should really be the most productive. As the day progresses, your opportunities to be efficient lessen as the hours go by. Do you stop to chat, have several cups of coffee, read the paper and socialize first thing in the morning? That costs you extra time that can be spent elsewhere. If possible, try to get in an hour earlier to the office several times a week so you can work uninterrupted. Close the door.

You should have already planned out your day before you come into the office. It should have been done before you left the previous day so you could get a good night's sleep without worrying. However, that is not always possible so the first task of the day is to go over your daily calendar. Print it out, analyze the contents and ensure that you have enough time to complete all the tasks. Clean up and organize your desk. Go through all your emails, inboxes and extra information. Eliminate the small to do's from your list. Do, delete or delegate. Plan everything out on your calendar for future accommodation. Create a structure and a schedule for the day.

Get rid of any pesky tasks that have been bothering you. Plan out and write down difficult scenarios you will have to deal with today. Take steps to complete them. Clean anything that's left over, dirty or dying (read plants). Take a deep breath, congratulate yourself and now go for that cup of coffee. You are ready to start your day!

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