

*MaxTips!*

# Productive to the Max

**P**roductivity

**P**erformance

**P**rofitability

## *Spend less time at the office*

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No one wants to stay later than is necessary to work. The key to a balanced lifestyle is to complete your tasks within the allocated time and leave on time. Perhaps some of the following tips will assist you in doing just that:

- **Believe that you deserve to have time to yourself.** Plan your personal time before anything else on your calendar. If you have some place to go you will not be tempted to stay. Put on your calendar at the appropriate time "Mary, go home!"
- **Establish, right from the beginning, that you leave at a certain time each day.** Proclaim this to one and all. You don't have to give reasons or excuses.
- **Finish your work within the workday** by planning properly and scheduling regular office hours to meet with people so they don't interrupt you as you are going out the door. Control your meetings so they do not go overboard and infringe on your private time.
- **Don't run out the door at the last minute.** Plan the last one-half hour of the day to wind down, prepare for the next day and to gather your personal effects. Close your door during this process.

**Start one day at a time.** Pick one day this week that you will leave on time. Try out the tips offered and work on becoming more productive by organizing your space, work and email. Reward yourself by not feeling guilty. Add on the other days slowly and eventually you will be leaving the office on time on a regular basis.

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