PRAEMANDO

Top tips to ramp up your productivity

Our 15 Top Tips For Productivity

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Are you finding yourself;

- Not achieving many of the things that you had set out to do at the beginning of each day?
- Making zero progress towards your goals - in both the short and long term?
- Being all things, to all people?
- Procrastinating over tasks that don't set you on fire or aren't within your skill-set?

Then keep reading........

We have some top tips for you, so that you are able to ramp up your productivity and get s**t done!

15 top tips that will change your day

1. **Wake up before everyone else** - Allow yourself time to 'just be', where nobody is making demands of you or your time. I go to bed by 10.30pm and rise at 5.45am. The rest of our household doesn't wake until 7am. This gives me time for my next point.....
2. **Go for a walk** - by 6.30am every weekday morning, I am out of the door on a dog walk, listening to a podcast, on a subject that is relevant to my personal or work life at that time. Even if is only for 20-30 minutes go for the walk, be outdoors, breath in the air and get a spring in your step; it sets me up for the day.
3. **Have breakfast** - Once I'm back from my walk, it's time to wake the kids up for school and throw some breakfast and a coffee down my throat before the school run starts. I'm not a fan of cereal so mine will usually be scrambled eggs on toast or a bacon sandwich :-)
4. **Wear clothes that make you feel good** - When I'm getting ready in the mornings, I will always try to pick something to wear that makes me feel comfortable and confident whilst working. Now I'm not talking suits and such like, just something that you can take on the world in that doesn't drive you mad all day.
5. **Planning your day** - Always plan your day during the previous day, this makes allowances for the fact that most things planned will now not change and allows you time to prep for anything you may need and get your mindset in gear for what's to come.
6. **Prioritise your time** - When planning your day, ensure that you are spending time on the tasks that are going to push you closer to your goals, not on areas where others are making their demands on you or where it's something that needs to be done but not necessarily by you. Either automate or outsource those tasks.

> It's not always that we need to do more, but rather that we need to focus on less.

DO MORE.

To book your discovery call to plan your day visit -
https://www.praemando.co.uk/contact-us/

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7. **Time-blocking -** When planning my day, I use time blocking. These are usually in 30 minute - 2 - hour increments. This is largely due to the fact that I don't have calls/meetings that take up more than 30 minutes at any one time; if a follow up is needed then I will book that in for another time. The longer blocks of time are usually for when I am working on a client's project and so can fully immerse myself in the business and not have any distractions of my own.

8. **Emails -** When I first arrive at the office, I only allow 15 minutes to check any emails that have come in from the day before; then that is it for the rest of the day. Unless I am working on a particular project whereby, I'm expecting email updates, then I won't visit my inbox again until the following morning.

9. **Meetings/Calls -** Limit these especially if they are just 'nice to do' - This is one of the most common misconceptions - that you need to leave at least 1 hour for a meeting; Wrong! Leave 30 minutes at the most, you will find that you'll cover topics of importance in half the time, leaving more time for other meetings or tasks. Also try to only prioritise calls & meetings that are feeding into your goal; if it is a 'nice to do' meeting to 'busy' yourself then you may think you are in business; you are actually treating it like a hobby.

10. **Processes -** For every task that needs doing within your business, there should be an accompanying process to match. Every process should be completed within 10 steps, so that any member of your team can be given something and see it through to completion. When you find a process that works, then replicate it.

11. **Systems, integration & Automation -** Once you have your processes in place, then it's time to look at your software and systems to see if they are serving you, your team and what you are trying to achieve. If there is a task that keeps cropping up, then set up an automation for it; this will lead to savings on staff time and your 'bottom line'

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> Focus on being productive instead of busy.
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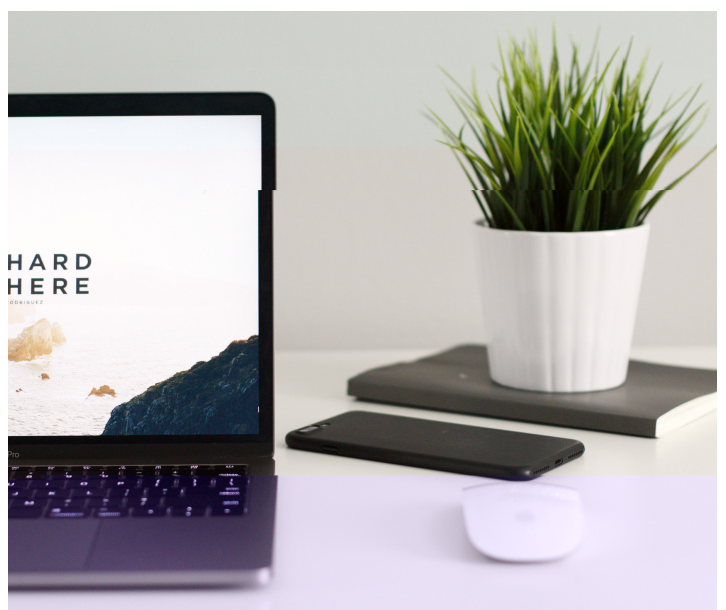To book your discovery call to plan your day visit - https://www.praemando.co.uk/contact-us/

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12. **Your working environment** - Is your workspace and team (if you have one at this stage) as you had imagined at the beginning of your journey? There is a lot to be said about the environments that we find ourselves working in. Ensure your team are all singing from the same gym sheet as you; do they know your aspirations and goals for the company? Do you have a company culture? Are they all pulling their weight? As for your own personal workspace, ensure that this is tidy and not found underneath piles and piles of, normally unnecessary, paperwork. Have it clean, tidy and stocked with anything you may need to hand.

13. **Letting go** - What do your goals look like? How long will they take to achieve, have you even given them a deadline? For any one of us to achieve goals, it takes discipline and an unwavering belief that 'we will and we can'. Ensure that the tasks that you find yourself doing day in and day out, are feeding into these goals. Become pro-active and not re-active to things that may arise during the day; make yourself learn how to be a master of delegation. Be realistic in terms of your time available to achieve what your goals, what you can achieve alone and with your team and finally within your skill-set.

14. **Outsource** - It may be that if you (and where relevant your team) are struggling to meet goals or maybe you need some ad-hoc assistance, that you turn to a Virtual Assistant to help with anything that maybe isn't 'your bag' or you simply haven't enough hours in the day to complete everything.

15. **Review and tweak** - Final tip.........once you have implemented all of the top tips mentioned, and you are finding yourself striking a balance that works for you, then keep reviewing your day. How does it look? Could I tighten up on or improve anything else? Above all else, just be sure not to let any old habits start creeping in.

> Simplicity boils down to two steps:
> Identify the essential.
> Eliminate the rest.

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