



MINIMISE DISTRACTIONS AND MAXIMISE PRODUCTIVITY TO GET MORE OUT OF YOUR DAY

Having 24 hours in a day might seem like a long time... until your to-do list becomes more like a novel. While you can't add an extra hour or two to the clock, you can maximise your efficiency to get the most out of every moment. Making tasks like simple admin more efficient gives you more time back to focus on your job and department. **Take a look at our tips to find out how to boost your productivity and save time and money in the long run.**



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TIPS TO IDENTIFY TIME IN YOUR WORKING WEEK

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TIP 1

TIP 2

TIP 3



INVEST IN FORWARD PLANNING

Forward planning might feel like a bit of a chore at first, but **it pays off positively in the long run and helps you form new routines, improve your focus and save time.** You can test the waters by making small changes, such as spending twenty minutes in the morning reading up on industry news, preparing meals and snacks for your daily commute or planning a workout so you're ready to clear your head in your lunch break.

TIPS TO IDENTIFY LOST TIME IN YOUR WORKING

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AUDIT YOUR MEETINGS

TIP 2:
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TIP 3:
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TIP 4:
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TIP 5:
ENABLE MORE EFFICIENT TEAM COLLABORATION



Defining a communication plan helps you reduce meeting times while maximising team collaboration. It is a set of guidelines that determines when and how information should be communicated within your team. As part of the plan, you could encourage team members to include the objective and output on all meeting invites, so key stakeholders can identify the meeting's level of priority.

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Reflecting on time well-spent and time lost during your week is a good way to spot any recurring habits that you'd like to break to enhance productivity. Kaizen is a Japanese concept that refers to continuous improvement in the workplace through certain methodologies and reflection practices. Interestingly, three of the key Kaizen concepts are: housekeeping (i.e. forward-planning to stay organised), removing distractions (such as being away from home on a business trip) and standardisation (forming effective habits for better workplace performance). When it comes to maximising productivity, Kaizen culture takes the stance that 'a little goes a long way'.

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DIVIDE YOUR WEEK INTO PRIORITIES

According to successful leaders like Twitter's ex-CEO Jack Dorsey, a great way to plan is to create a master list of all your goals and tasks for the week, then divide them into themed days. For example, you could complete all admin on Monday, business development on Tuesday, team check-ins on Wednesday, etc. This helps you easily slot in new tasks according to their category and balance intensive jobs with less-draining ones.

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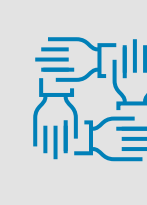
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Almost every team has to complete administration work, whether that's on-site health and safety inspections, accountancy or scheduling. The good thing is that many of these tasks can be automated using software such as Asana, Stripe and Slack. Another helpful tip is to colour-code your files and documents for easy identification and scheduling. **The less time you spend on admin, the more time you have for valuable tasks like coordinating projects, securing new deals or generating extra revenue for your business.**

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Maintaining a positive, goal-hitting mindset when you're working through your to-do list is much easier with great preparation. BREAKING down your goals using strategies like SMART helps you pull out key macro achievements as well as smaller milestones along the way, which keeps your motivation high no matter what your workload looks like. Sharing your workplace goals with a manager or colleague helps you remain accountable, embrace any setbacks and find solutions to unforeseen problems. [Read our recent insights](#) to discover how goal setting is the key to starting the week with a clear direction.

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TIME BLOCKING FOR THE MONTH

You know what they say: expect the unexpected. It's impossible to predict everything that will happen during the month, although you can get as prepared as possible by taking time to schedule upcoming projects and tasks. Organising in advance helps you identify where you might encounter roadblocks before they happen, such as potential project delays or your team's annual leave.

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Every member of your team has their own personal strengths and weaknesses in the workplace, and working together can increase trust, engagement and performance.¹ About **75% of employers rate teamwork and collaboration as 'very important' for productivity and efficiency, yet only 18% of employees get communication evaluations in their performance reviews.**² Introducing communication training will help your team collaborate more efficiently, and ultimately reach decisions faster without dwelling on tasks.

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