

6 Tips to Maintaining Productivity

1. Create a Morning Routine



One of the most effective things you can do to ensure productivity is create a morning routine. Do something in the morning that will set your mind and heart in the right attitude. Be ready to seize the day when your start time rolls around.

- + Prepare yourself for the day like workout in the morning, meditate or eat a good a breakfast.
- + Dress for success.
- + Pick a playlist to help you focus.

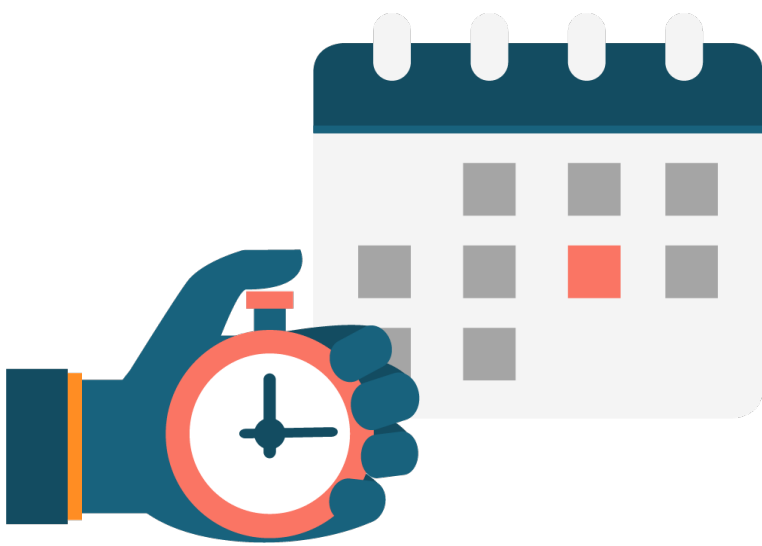
2. Start with a plan & define your goals for the day

Whether you prefer to handle planning at the end of the previous day, the night before or first thing in the a.m., making a plan will help you be more productive.

- + Identify the three to five tasks that are most important to advancing your big goals.
- + Confirm they are realistic expectations.
- + Write those goals out.



3. Schedule Blocks of Time



When you plan your day schedule time to accomplish specific tasks.

- + Book 45-minute meetings with 15-minute intervals for recap and planning of next steps.
- + Block your most productive hours for top priority work and meetings.
- + Identify the time of day when your brain most needs a break to handle less creative, but absolutely required tasks.

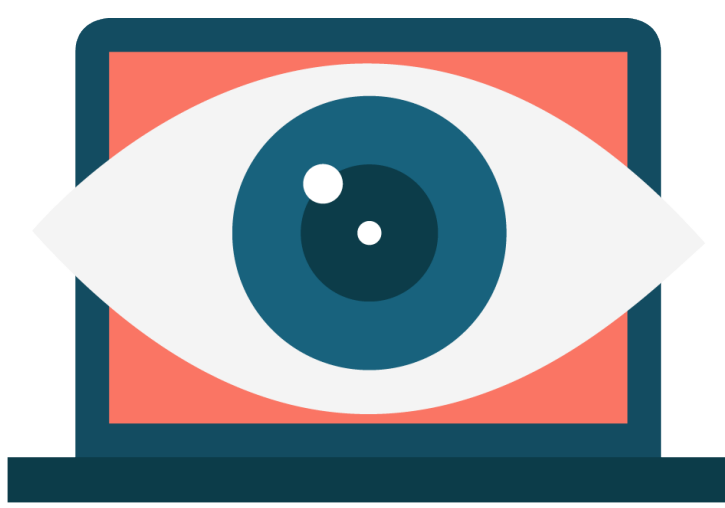
4. Limit Social Distractions During Working Hours

Checking messages randomly throughout the day can compromise your quality, play havoc with project deadlines and hurt the bottom line

- + Turn off your social media, email/social alerts and set specific times during the day to view your notifications.
- + Distance yourself from your cell phone when you need to focus.



5. Take Breaks to Refresh



All work and no play is counter-productive. Stepping away from a task allows the brain and the body to refresh.

- + Walk away from the screen for five minutes frequently; by doing this you can hone mental sharpness by 13%.
- + Start by looking away from the screen for 15 seconds every 10 minutes. This time can lessen fatigue by 50%.

6. Know When to Turn Off and Tune Out

Technology helps us stay connected. That is a tremendous convenience and burden when it facilitates 24x7 availability.

- + Longer breaks can lead to higher productivity so know it is OK to turn work off and recharge.
- + Make a conscious decision to switch from work mode to personal mode, whether at the end of a workday, at the beginning of a weekend or the start of a vacation.



Knowing how to organize and prioritize can make a significant difference in how work gets done. The ability to minimize stress in the workday by applying proven strategies that make tasks more manageable is critical. To learn more, reach out to your local Spherion office at Spherion.com.