

10 Ways to Be More Productive at Work

One of the lovely things about our recent holiday stay at the Mantra Sun City Hotel on the Gold Coast, was that at their reception desk they had an ever-changing slide show to watch with various mantras as captions, like 'I will relax poolside.' I also really like their clever use of a mantra in the 'search box' on their website 'I will find what I'm looking for!'

So, inspired by the use of these mantras, here are my top ten mantras to create a more productive day at work. My coaching clients and fellow coaches might recognise some of these ideas from the coaching checklists we use together:

1. I have a clear desk/workspace: Ever tipped a cup of coffee or a glass of water over your desk and been forced to clear everything off? Painful isn't it, but so nice to have a clean desk to work on once your desk has been wiped down and is ready to use again! I learned this great productivity lesson from my days working as a Chartered Accountant. Our workplace enforced a 'clean desk policy', which meant that, at the end of each day, we needed to spend 10 to 15 minutes putting away all paperwork on our desk. So, when we arrived at work the following day, rather than the building looking like a bomb had hit overnight, every desk was clean and orderly. I've found this a fantastic habit to have to get each new workday started with a clean slate and clear mind. My clients who've adopted this policy themselves now love it too. One, in particular, told me he had colleagues laughing at him at first - but now they're all doing it too.

2. I file away a little paperwork each day: Do you have piles of papers covering your desk or surrounding your office? Take a little time out each day to file paperwork away and/or to create filing systems for your paperwork. Even 10 - 15 minutes a day will stop paperwork from piling up and causing you mental confusion. Imagine how much easier life will be when you don't need to search through piles of papers each time you need to find something, and can quickly go directly to the source!

3. I let go of clutter: Physical clutter causes mental clutter and can make you feel stuck in the past and weighed down. Letting go of the clutter will give you more clarity and allow you to focus more easily on what needs to be done. Get rid of the clutter and notice how much more energised you'll feel. If you'd like to know more good reasons to clear clutter, see my first ever e-zine article [10 Reasons to Clear Clutter](#).

4. I'm comfortable saying 'no' when I need to: Are you someone who sabotages your success by taking on too much work at a time? Then stop it! This means saying 'no' to intrusions by others on your time, as well as temptations that can quickly steal your time, such as constantly checking for emails or texts, long meetings, long telephone calls, spending time on social media sites, playing games or anything else that can steal your time away. Limit any of these to just five minutes at a time if you want to be productive. Also, get comfortable in saying 'no' to talking on additional tasks or responsibilities when you're already busy and there's someone else who can take these on. Taking on too much at once just scatters your energy and can lead to mistakes and frustration.

5. I delegate without guilt: Are you wasting time on unproductive tasks that can be completed by someone else? Whenever possible, look to delegate whatever doesn't need to be done by you to others, to free you up to work on what only you can do well. Also, never be shy to ask for support when you need it. Consider creating a 'not to do' list and delegate these jobs to others.

6. I manage my time well: Having clear priorities and intentions for whatever's on your 'to do' list and starting your day with a high priority task ensures that what's critical gets your attention. Even a phone call to get something into motion is a positive step and a 'win' to help get your day off to a good start. I've found working to a schedule and allocating tasks to timeslots as small as 15 minutes works really well when you have tight deadlines to meet and lots of bitsy tasks to complete.



PO Box 81
Highgate SA 5063

T 08 8338 3134
M 0411 471 941

E tania@blueskycoaching.com.au

 blueskycoaching.com.au

10 Ways to Be More Productive at Work

7. I complete my work within reasonable hours: Overworking can lead to burn out and reduced productivity. Keep your energy levels and motivation up by taking regular short breaks throughout the day and by creating strong boundaries between work time and personal time. Enjoying personal time will also boost your ability to be productive.

8. I acknowledge my achievements: When you get to the end of your work day do you feel satisfied with what you've achieved? Or, do you work hard all day and then look at your 'to do' list and feel deflated by how little you've crossed off? A good way to finish the day is to write down everything you've actually done and achieved, regardless of whether these things ever made it on to your 'to do' list. By doing this you can see how productive you've actually been and can acknowledge how much you've achieved, rather than judging yourself harshly on what you haven't done.

9. I break my larger goals down into smaller, achievable strategies and actions: As Henry Ford said, 'Nothing is particularly hard if you divide it into small jobs.' Break down any goal or larger project into strategies to follow and then smaller, specific actions to complete. This will help you have clarity about your next steps and provide you with momentum and confidence to move forward.

10. I keep a calm state of mind: Approaching any kind of work with high stress levels will ultimately mean less is achieved. Without the clarity that comes from a calm state of mind, information becomes difficult to process, desire and motivation to achieve goals are lower, and it's more difficult to access your intuition and have insights that will assist you. Taking good care of yourself, staying well through good nutrition, regular exercise, adequate sleep, meditation, relaxation and fun each day will boost your ability to be productive.

For more business and life coaching tips to help you achieve your goals and create and live the life you've always wanted, visit www.blueskycoaching.com.au. To find out more about how you can work with me personally, call me on 0411 471 941 or (08) 8338 3134 or e-mail tania@blueskycoaching.com.au.



PO Box 81
Highgate SA 5063

T 08 8338 3134
M 0411 471 941

E tania@blueskycoaching.com.au



blueskycoaching.com.au