



Work Smarter - Seven Tips

- 1 Get clear about your job purpose, and ask yourself regularly, "Is what I'm doing now moving me towards a work goal or objective?"
- 2 Keep a running 'To do' list and a short 'daily commitment' list, which you draw up the previous evening, and keep to. Make sure you allow time for interruptions, if this is part of your job.
- 3 Make appointments with yourself, so you have personal time to recharge, and to step back and see the big picture.
- 4 Aim to handle each piece of paper once – or twice at the most.
- 5 Aim for excellence, not perfection.
- 6 Ensure all meetings, including one-to-ones, have an action plan and follow it up.
- 7 If a crisis occurs, get to the root of it, and set up a system so that you have a strategy for the future.