



Use these tips to increase productivity at work, suggests **Veena Gidwani**

How often have you looked at your watch and realised that you've come to the end of your working day, but have hardly accomplished anything of what you set out to do?

In today's competitive business world, we all need to work hard and deliver outstanding results on several parameters.

This itself can build a lot of stress and pressure. However, with some amount of planning and a more methodical approach, we can achieve a lot. Here are a few simple things to make this happen.

1 Daily list - Making a list, each evening or night, of the important actions you need to take the next day helps to plan the day. It will also ensure that you do not miss out on anything criti-

cal. At the end of each day, review the list and strike out whatever you've achieved. Also make a list of calls to be made. One tends to get caught up in so many other things at work that often important calls aren't made because you didn't remember them.

2 Prioritise - This helps us to handle critical and important things first followed by routine and not so important stuff. Also, depending on the time available, you can prioritise and work on the urgent, but not-so-time-consuming work or the urgent, but needing-a-lot-of-time work.

3 Reminders - This will enable you to have adequate notice to complete the job at hand. For example, if you need to submit a report a

fortnight from now, it might be a good idea to have a reminder of it a week from now.

4 Delegate - Have confidence in your colleagues and delegate as much as you can. People love to have responsibilities put on them and generally deliver well.

5 Focus - On one task at a time. Doing 10 things at the same time can be counterproductive. You end up with nothing done well.

6 Five-minute breaks - Take them every two to three hours. Walk around, do simple stretching or breathing exercises, read an interesting poster or just say a quick "Hi" to a colleague. All of these help to relieve stress and energise you.

7 Suitable time - You'll work more efficiently if you figure out when you are at your best. Plan to do the most difficult things at that time.

8 Avoid unscheduled appointments - Unscheduled meetings disrupt the timetable and should be avoided completely.

9 Clutter-free desk - Having a neat workspace indicates a clear state of mind and aids concentration.

10 Device standard format - create one for routine letters, reports, minutes of the meetings then you can then just fill in the details/points and save a lot of time.

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