

Habits to Improve Productivity at Workplace

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Developing Good Habits

Want to do more, in less time, with better results?

-The trick is to learn those habits that can increase productivity.

Use the 80/20 rule

20% of the work produces 80% of the results. Focus on the things that produce results and *Ignore for now /delay for now* the tasks that truly don't matter.

Limit Email Replies

Constantly replying to emails is a huge time sink. Don't check your inbox more than 2 to 3 times per day.

Limit the Length of Email Replies

Be concise and to the point. If it takes more than a few lines to reply to an email, talk in person or on the phone.

Get the Right Amount of Sleep

We all need rest. Getting to sleep at a reasonable hour and getting a full night's rest will help you operate at peak effectiveness.

Follow the OHIO Strategy (Only Handle It Once)

When processing an email or an action item, do it immediately.

Take Action on Ideas

It's easy to procrastinate thinking you're not ready. Preparation is great, but don't use this as an excuse to put off tasks.

Avoid Multi-Tasking

You may feel like you get more done by multi-tasking. The truth is multi-tasking splits your attention, which leads to subpar performance on each item.

Cut Down Your To-Do List

It's easy to create ambitious lists with 30+ action items. Often this leads to stress and failure. Instead create a list with 3 to 5 actions that **MUST** be completed.

Start with the Most Difficult Task

Most people are at their peak level of energy during first thing in the morning. Use this time to tackle the hardest projects.

Avoid Perfectionism

It's great to want to do your best,
but at some point perfectionism
becomes a form of procrastination.
Good enough is good enough.

Take Breaks

Short frequent breaks helps with focus and concentration. Every hour, get up, do a quick stretch, take a quick walk and relax your mind. Use this to re-energize your mind.

Visualize the End Result for a Project

Establish a clear outcome for any project and then work backwards by identifying the action items that'll take you there.

Exercise on a Daily Basis

Not only does regular exercise keep you healthy, it also helps to manage your stress and anxiety. Even short walks throughout the day can help.

Eat the Right Foods

Just like with exercise, your body needs quality foods to operate at its peak levels.

Run Efficient Meetings

Keep your meetings to the point.

Establish a clear agenda and reduce the amount of frivolous conversations.

Use an “Idea Capture” Book

A journal (or app) where you put all your thoughts is a great way to follow up on potential million dollar ideas.

Eliminate Trivial Decisions

Worrying about things like “what to wear” takes up too much effort.
Simplify your life by establishing routines for the small decisions.

Focus on Continuous Improvement

You often don't get something right the first time. Practice learning from each mistake/obstacle and use this information to make future improvements.

Know Your “Per Hour” Rate

Treat your time like the valuable currency. Regularly ask yourself if a specific task is truly worth.

Know Your “Reason Why”

Have a clear, personal reason why you're working on anything. If you attach it to a long-term goal, you're more likely to work hard at it.

Invest in Yourself

Self-improvement is a life-long journey. Spend a little time every day on learning something new.

**And what's one way you can
invest in yourself ?**

By developing positive habits that
can enrich your life.

References

- The Seven Habits of Highly Effective People: Stephen R. Covey
- The 10 habits of financially successful people: J. D. Roth
- 9 Habits of Productive people: Ilya Pozin(Forbes)

Thank You