

Getting More Done in 2015

Did You Know

According to the Bureau of Labor Statistics, most Americans spend 8.8 hours (36%) of their day working or doing work related activities. If time is not managed correctly, stress levels increase, adversely affecting physical and mental health.

However, by changing a few of your daily routines you can maximize your time and become more efficient throughout your work day.

References

1. <http://www.apa.org/pubs/search.aspx?query=&fq=ClassificationFilt:%22Workplace%20issues%22&fq=&sort=ContentDateSort%20desc>

A NEW YEAR. A FRESH START.

Opportunities for Growth and Improvement

Whether seeking to develop or augment personal or professional skills, one thing remains true, finding time to focus on newly set goals is challenging. By changing a few of your daily routines you can maximize your time and become more efficient throughout your work day. Tips to increase efficiency at work:

1. Start Clean, Finish Clean

One of the most underrated tasks in our workplace is the cleaning of our desks. Clutter causes confusion. Having a clean desk, as simple as that is, can make you feel better while working.

2. If You're Overworked, You're not Working

Sometimes, multi-tasking destroys productivity. Take a step back, and see if you can work on something later.

3. Take a Break

Often times, it's so easy to work through lunch. Don't underestimate the power of 30 minute to hour breaks, as they can definitely put your mind to rest when you're on the brink of that mid-day crisis.

4. Designate Times to Handle E-mail

A good amount of time is spent writing e-mail replies in a timely manner. Instead of stopping what you are doing to respond to a new e-mail, consider setting aside a time for responding to e-mails in batches.

5. Create a Realistic To-Do List

Having a to-do list with thirty complex tasks that must be completed in one day is not realistic and overwhelming. Before you put together your to-do list, write down all the tasks you need to complete and the amount of time you need to complete each task. Then prioritize, break large tasks into multiple smaller tasks and schedule each task over the next, week, month and year.

For more resources on Workplace efficiency and managing stress, visit: www.apa.org