

Getting More Done

Tips for Increasing Efficiency at Work

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.

Please Remember

Small adjustments make a world of difference. From the entire CuraScript SD family, wishing you a happy and successful 2013!

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

Oftentimes, 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. Take Advantage of all Digital Resources

Digital resources allow us to be more productive; tasks that use to take hours now take minutes. Whether doing research, managing your account or purchasing products, all can be accomplished quickly and efficiently through the use of resources such as www.curascriptonline.com. Through its total account management solution, curascriptonline.com allows you to:

- Identify Past Purchases: View your account's order history, order status & tracking numbers.
- Order Anytime, Anywhere: Available 24hrs a day 7 days a week, our online ordering platform is available when you are.
- Manage Your Account's Spend: Identify on and off contract products prior to purchase.
- Plan for the Future: Utilize one of the many online reports available to identify future savings opportunities.
- And much more!