

Get Things Done And Control Your Day

- Early in the day, clarify your top 5 priorities for the day.
- Focus on the task at hand.
- Neutralize information overload.
- Ask others for specific deadlines.
- Recognize the time of day you are most productive.
- Search for alternatives; a simpler, faster way.
- Establish some quiet time throughout the day.
- Delegate (at work and at home).
- Organize your workspace.
- Plan ahead.

*Be sure to read the Office Dynamics Blog for more tips on this subject!
OfficeDynamics.com/blog*