

# 12 IDEAS TO INCREASE PRODUCTIVITY



## 1 CHOOSE THE RIGHT TIME



Nearly everyone has times of the day when they are most effective and times when they tend to drag. It's smart to schedule the most critical tasks for your most effective time of the day.

## 2 TOSS IT



If a task doesn't really need to be done, just get rid of it altogether.

## 3 GET THE BAD STUFF OUT OF THE WAY



Do the unpleasant items quickly and as early in the day as possible.

## 4 SET A GOAL EACH DAY (OR NIGHT)



In the morning, decide what you want to accomplish that day. This can be even more effective when planned the night before. *Once you have a sense of direction, you can spend all your time getting things done!*

## 5 ELIMINATE ALL COMMUNICATION



While you're working, turn off the phone / cell phone, and don't check your email. Hang a sign that says, "Do not disturb," if necessary. You don't have to do this for all your tasks, but at least do it during the more difficult items.

## 12 INCREASE YOUR SPEED



It sounds silly, but this can really help. Try doing everything a little faster. Walk faster, talk faster, type faster, and read faster.

## 6 BATCH SIMILAR TASKS TOGETHER



Do all your emailing at one time. Make all your phone calls at another. Open your snail mail during a set block of time. You'll waste less time by doing your work in this fashion.

## 7 SET A TIMER



Even if a task might take hours, starting will seem easier if you simply give yourself 30 minutes to get as much done as you can. A time limit seems to help many people concentrate and work better, too.

## 8 SET TARGETS



For example, if you have to make cold-calls for your sales job, tell yourself that you're not getting up for any reason until you've made at least 100 calls. Regardless of what happens, refuse to stop until you hit your target.

## 9 USE THE PARETO PRINCIPLE



This principle states that 20% of the actions you could take will provide you with 80% of the benefits. So *focus on the tasks that will accomplish the most*. Unfortunately, these are frequently the tasks that are not enjoyable. You might be surprised how little you really have to do if you focus on the critical 20%.

## 10 DELEGATE SOME OF YOUR WORK.



Is there anyone else who can help you? The people around you are resources. When appropriate, use their time and talents wisely to get things done more quickly.

## 11 SET A DEADLINE



Having a specific endpoint will really help to focus your time and energy. If a task doesn't feel necessary, chances are that it won't get done.

# Ideas Digital Productivity

**G Orfield**



## **Ideas Digital Productivity:**

**Managing Digital Transformation** Andreas Hinterhuber, Tiziano Vescovi, Francesca Checchinato, 2025-12-11 Digital transformation is inevitable The eras of if and when are over and the urgent question of how to best lead manage and navigate this process is upon us Now in its second edition *Managing Digital Transformation* brings together scientifically grounded insights into the design and implementation of true digital strategies Acknowledging a plurality of strategic approaches the book highlights crucial differentiating factors in terms of business scale market environment and supplier relationships Case studies from around the world are introduced and explored including Adobe Domino s Pizza Deutsche Bahn L Or al and the Bulgari Group Key themes covered in the book include digital business models data analytics the role of the Chief Digital Officer and emerging technologies such as AI An expert led guide to digital strategy this book highlights how managers and leaders in organizations can successfully lead digital transformations *Rethinking Culture and Creativity in the Digital Transformation* Luciana Lazzeretti, Stefania Oliva, Niccolò Innocenti, Francesco Capone, 2023-03-31 This book discusses the role of digital technologies in the growth and development of cultural organizations and the creative sector It includes contributions by authoritative scholars who address this topic through different perspectives methodologies and approaches The first part of the volume focusses on theoretical contributions that identify the main transformations caused by the digital revolution the use of data outlining new possible analytic frameworks and future lines of research The second part of the volume presents empirical contributions applied to different fields in the study of the cultural and creative sectors These range from analyses of traditional cultural organizations such as museums the evolution of trajectories in the fashion industry techno creative communities digital services for tourism to cultural and creative industries and wealth and creative work This edited volume will be of great value to scholars in the fields of Economics and Management including Economic Geography and Economic Development Students and researchers interested in learning more about new technologies and their impact on cultural and creative sectors will also benefit from this book This book was originally published as a special issue of *European Planning Studies*

**Handbook of Blockchain, Digital Finance, and Inclusion, Volume 2** David Lee Kuo Chuen, Robert H. Deng, 2017-08-16 *Handbook of Blockchain Digital Finance and Inclusion Volume 2* ChinaTech Mobile Security and Distributed Ledger emphasizes technological developments that introduce the future of finance Descriptions of recent innovations lay the foundations for explorations of feasible solutions for banks and startups to grow The combination of studies on blockchain technologies and applications regional financial inclusion movements advances in Chinese finance and security issues delivers a grand perspective on both changing industries and lifestyles Written for students and practitioners it helps lead the way to future possibilities Explains the practical consequences of both technologies and economics to readers who want to learn about subjects related to their specialties Encompasses alternative finance financial inclusion impact investing decentralized consensus ledger and applied cryptography Provides the only

advanced methodical summary of these subjects available today

**Handbook of Research on Digital Media and Creative Technologies** Harrison, Dew, 2015-03-31 Emerging technologies enable a wide variety of creative expression from music and video to innovations in visual art These aesthetics when properly explored can enable enhanced communication between all kinds of people and cultures The Handbook of Research on Digital Media and Creative Technologies considers the latest research in education communication and creative social expression using digital technologies By exploring advances in art and culture across national and sociological borders this handbook serves to provide artists theorists information communication specialists and researchers with the tools they need to effectively disseminate their ideas across the digital plane

*Subject-Oriented Business Process Management. Models for Designing Digital Transformations* Matthes Elstermann, Matthias Lederer, 2024-10-29 This book constitutes the refereed post proceedings of the 15th International Conference on Subject Oriented Business Process Management S BPM ONE 2024 held in Weiden Germany during May 21 22 2024 The 14 full papers and 8 short papers included in this book were carefully reviewed and selected from 30 submissions These papers have been organized in the following topical sections Processes And Data Subject Oriented Modeling Philosophy and Technology Processes and Sustainability Good Process Practices

**Sustainable Graphic Design** Wendy Jedlicka, 2010-05-28 The graphic artist s guide to sustainable design Graphic design is frequently thought of as a purely decorative effort Yet these efforts can be responsible for shocking impacts on natural resources just to produce a barely glanced at catalog or mail piece Sustainable Graphic Design Tools Systems and Strategies for Innovative Print Design helps designers view graphic design as a holistic process By exploring eco conscious materials and production techniques it shows designers how to create more effective and more sustainable designs Sustainable Graphic Design opens your eyes to the bigger picture of design seen from the viewpoints of the audience the creative vendor their suppliers and society as a whole Chapters are written by a wide range of sustainable design pioneers and practitioners including graphic designers creative managers marketing consultants environmentalists researchers and psychologists giving you critical information on materials and processes Case studies illustrate and tie concepts together Sustainability isn t a fad or a movement it s a long term paradigm shift With this forward looking toolkit you ll be able to infuse your work with sustainability systems thinking empowering you to play your role in achieving a future where design and sustainability are natural partners Contributors Paul Andre Paul J Beckmann Sharell Benson Arlene Birt Robert Callif Don Carli Jeremy Faludi Terry Gips Fred Haberman Dan Halsey Jessica Jones Curt McNamara John Moes Jacquelyn Ottman Holly Robbins Pamela Smith Dion Zuess Biomimicry Guild Carbonless Promise Chlorine Free Products Association Environmental Paper Network Eureka Recycling Great Printer Environmental Initiative Package Design Magazine Promotional Product Solutions Sustainable Green Printing Partnership Sustainable Packaging Coalition

**Organizational Learning in the Age of Data** Andrew Banasiewicz, 2021-07-08 This book discusses the impact of advanced information technologies such as data processing machine learning and artificial

intelligence on organizational decision making processes and practices One of the book's central themes is the interplay between human reasoning and machine logic in the context of organizational functioning specifically the fairly common situations in which subjective beliefs are pitted against objective evidence giving rise to conflict rather than enhancing the quality of organizational sensemaking Aiming to not only raise the awareness of the potential challenges but also to offer solutions the book delineates and discusses the core impediments to effective human information technology interactions and outlines strategies for overcoming those obstacles on the way to enhancing the efficacy of organizational decision making

Human Capital, Innovation and Disruptive Digital Technology Muhammad Shujaat Mubarik, Muhammad Shahbaz, Qaisar Abbas, 2022-09-23 Human capital appears to be at the core of business strategies helping firms to recover from the catastrophic effects of COVID19 and bounce back effectively The book in hand provides a diverse view of the human capital its multifaceted role and application in an organization The book also offers a comprehensive analysis on the role of human capital in industry 4.0 firm internationalization and organizational ambidexterity and outlines strategies for the firm to improve its human capital readiness keeping in view the contemporary business dynamics A very simple and focused approach has been adopted through the book to make it readable for the people from the diverse fields The book also focuses upon the conceptualizations and measurements of human capital in order to offer conceptual clarity of human capital to readers A central focus of the book is how human capital interacts with and complements other organizational resources and technological developments The book will be extremely useful for top tier managers researchers academicians consultants and practitioners interested in gaining a current relevant and diverse perspective on human capital its dimensions and development

Deconstruction Through ICT and Other Ideas for a Knowledge-era Philippines Federico M. Macaranas, 2004

Think Like Amazon: 50 1/2 Ideas to Become a Digital Leader John Rossman, 2019-05-03 Reading this book is like having Jeff Bezos advise me Eric Martinez Founder and CEO of Modjoul The former Amazon executive who launched and scaled Amazon Marketplace delivers the ultimate playbook on how to think like Amazon and succeed in the digital age What would Jeff do Since leaving Amazon to advise start ups and corporations John Rossman has been asked this question countless times by executives who want to know the secret behind Amazon's historic success In this step by step guide he provides 50 1/2 answers drawn from his experience as an Amazon executive and shows today's business leaders how to think like Amazon strategize like Bezos and beat the competition like nobody's business Learn how to Move forward to get back to Day 1 and change the status quo Use the working backwards innovation and problem solving approach to lead the way Become a platform company with the right platform strategy Create customer obsession and grant your customers superpowers Experiment fail rinse and repeat Decentralize your way to digital greatness Master the magic of small autonomous teams Avoid the trap of past positions Make better and faster decisions Use metrics to create a culture of accountability and innovation Use AI and the Internet of Things to reinvent customer experiences In addition to these targeted strategies you ll

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**The Digital Architect** Ken Sanders,1996 Describing computer aided design software word processing databases multi media presentations animation virtual reality on line services and the Internet this guide aims to provide architects with sufficient understanding to successfully incorporat

**The Southwest Economy** ,2005

**Digital Age** Linda Leveque Bennett,Michael J. Berson,2007

Digital Citizenship in Schools Mike Ribble,Gerald D. Bailey,2007 Tackles personal interaction when using technologies and the role of digital citizenship in classrooms

*Post Proceedings of the World Conference on Cultural Design/Digital Condition Design* Yeunsook Lee,2001

*Digital Bridges* John Senyo C. Afele,2003 Globalization and global equity are built on the premise of peace The causes of many divisions and tensions in human communities lie in the imagined or real gain of financial or material assets of some elements of the community to be at the expense of others The global community however lacks clear definitions and methods of stability

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