

# 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.

# Digital Productivity Ideas

**Katrin Zwirglmaier**



## **Digital Productivity Ideas:**

The Top Books of the Year Digital Productivity Ideas The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels enthraling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the captivating narratives that have charmed audiences this year. Digital Productivity Ideas : Colleen Hoover "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Digital Productivity Ideas : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Digital Productivity Ideas : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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### Table of Contents Digital Productivity Ideas

1. Understanding the eBook Digital Productivity Ideas
  - The Rise of Digital Reading Digital Productivity Ideas
  - Advantages of eBooks Over Traditional Books
2. Identifying Digital Productivity Ideas
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Digital Productivity Ideas
  - User-Friendly Interface
4. Exploring eBook Recommendations from Digital Productivity Ideas
  - Personalized Recommendations
  - Digital Productivity Ideas User Reviews and Ratings
  - Digital Productivity Ideas and Bestseller Lists
5. Accessing Digital Productivity Ideas Free and Paid eBooks
  - Digital Productivity Ideas Public Domain eBooks
  - Digital Productivity Ideas eBook Subscription Services
  - Digital Productivity Ideas Budget-Friendly Options
6. Navigating Digital Productivity Ideas eBook Formats
  - ePub, PDF, MOBI, and More
  - Digital Productivity Ideas Compatibility with Devices
  - Digital Productivity Ideas Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Digital Productivity Ideas
  - Highlighting and Note-Taking Digital Productivity Ideas
  - Interactive Elements Digital Productivity Ideas
8. Staying Engaged with Digital Productivity Ideas

- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Digital Productivity Ideas
9. Balancing eBooks and Physical Books Digital Productivity Ideas
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Digital Productivity Ideas
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Digital Productivity Ideas
    - Setting Reading Goals Digital Productivity Ideas
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Digital Productivity Ideas
    - Fact-Checking eBook Content of Digital Productivity Ideas
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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