


ZEIGLER TRAINING & DEVELOPMENT

Productivity Improvement Check List

 ...the latest strategies that will have an immediate impact on your day tomorrow.

- Have you prepared for tomorrow?
- Get to work before the battle begins.
- Cut down on the time you're spending listening to voice mail and responding to e-mail first thing in the morning.
- Change your voice mail greeting daily.
- Only look for "veggies" when you open e-mail first in the morning.
- Don't over plan each day, leave time for unplanned/interruptions.
- Protect your "primo" time (have two power hours) everyday.
- Close your e-mail and check it periodically each day.
- Get (2) VEGGIES done in the morning.
- Put off interruptions until you finish your veggie.
- Ask "When do you need it by?"
- Negotiate requests and deliver early.
- Negotiate requests so they work for you and the requestor.
- Return calls and e-mail same day.
- Take breaks and don't eat lunch at your desk.
- Work while others are at lunch.
- Take lunch when they come back.
- Break off work 15-20 minutes before you have to leave for the day.
- Prepare your Master and Daily List for tomorrow.
- Your list should have personal tasks
- File the papers/folders on your desk.
- Clean out your e-mail in-box.
- If you remember something at home, write it down.
- Delegate the task to the right person.
- Plan before you pick-up the phone.
- Keep your messages short.
- Have you trained a co-worker to "help you help them?"
- Did you anticipate potential things that could go wrong?
- Don't commit to meetings first in the morning unless it's a veggie.
- Motivate people when you delegate.
- Are you working on everything but the right task?
- Set-up more appointments.