



5 ways to be more productive at work

An insight from 360 Search.

Want to clear your to-do list at the end of every day? Here are five tips to turbocharge your productivity! Let's find out more.

No matter your job, there is always more work to do than there is time in the day. What's more, now most of us are working at home for at least some of the week, there are even more distractions to derail us. When you work smart and boost your productivity, you have more time at the end of the day to do what you want to do. You also outperform your peers.

In this article, we'll show you five ways to turbocharge your workflow. Let's go!

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01 - Make a plan (and stick to it)

Before you get started on the workday, make a list of what you need to accomplish that day. Then, use it to create a to-do list that you will work through. This will help keep you on track. You also get a pleasant feeling of accomplishment as you tick off those tasks.

It's actually not bad to have lots of tasks on your to-do list. If you have a big project that you need to work on, break it down into smaller tasks that you can work your way through.

02 - Don't get distracted

This sounds obvious, but it needs saying. The outside world is intent on diverting your attention away from your work goals. Your task is to stay focused.

Start by turning off the notifications on your phone and laptop while working. Seeing a new message on WhatsApp or that someone has liked your photo on Instagram is just too tempting. You can check your socials when you take a break.

You should also minimise other people interrupting you, even if they don't mean to. Instead, politely tell the people around you that you need to focus right now and that you'll come to them when you're ready.

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03 - Eat the frog

'Eat the frog' comes from a saying from Mark Twain:

'If it's your job to eat a frog, it's best to do it first thing in the morning. And If it's your job to eat two frogs, it's best to eat the biggest one first.'

This concept was later turned into a best-selling self-help book by Brian Tracy.

What Mark is saying is get the big stuff that you've been dreading out of the way early. You're more alert at the start of the day, so you'll get it done faster. Then, you'll have a sense of achievement for the rest of the day.

Further to this, focus on one task at a time. Multitasking actually makes things take longer to complete as it disrupts your concentration. When you're making your plan, start with the frog and work through your list in sequence.

04 - Only do what you need to do

If you feel like you have too much work on your desk, it may be because you're taking on unnecessary tasks. If you're not familiar with it, take some time to read up on the Eisenhower Matrix. The matrix gets you to rate tasks based on their importance and urgency, then act in the right way depending on which category they sit in:

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- Urgent & important – **Do it**
- Not urgent & important – **Schedule it for later**
- Urgent & not important – **Delegate it to someone else**
- Not urgent & not important – **Delete it**

Try it, and you'll soon find your workload is more focused. You should also start saying no to calls and meetings that you don't believe are urgent or important. Finally, don't forget that tech tools are there to help you eliminate manual tasks and find more time in your day.

05 - Don't burn out

You can't work at 100mph all day long. Take regular breaks to maintain your concentration throughout the day and avoid burnout. During your breaks, drink water, eat (healthy) food and take a walk around to get your body working.

The Pomodoro method is a popular way of working – 25 minutes of highly-focused work with no distractions, followed by a 5-minute break. Then, after four Pomodoros, you can take a more extended 20-minute break. This technique keeps you focused with a sense of urgency, but it also stops you from feeling frazzled.

Try our tips and watch your productivity take off like a rocket. Good luck!





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