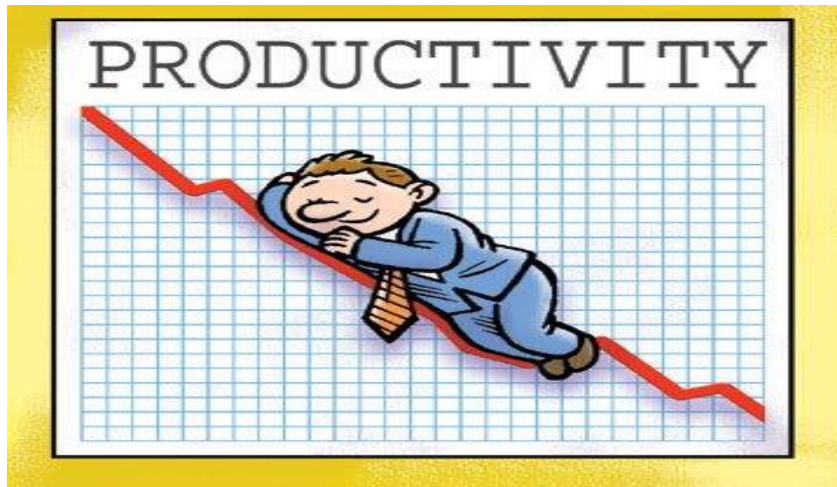


The Power of Productivity

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Imagine you are given a case for analysis. You took 30 minutes to reach a conclusion, while your friend took only 15 minutes. Since you took 15 minutes more doesn't mean that your analysis is better than your friend's analysis. It depends on how productively you utilised time and also based on your knowledge level.

There are people around us who work very hard, who put in long hours, but are not able to achieve the desired output. This is because they are less productive. The key to success is not hard work, but smart work. People usually say that they are very busy. But being busy doesn't necessarily mean you are being productive. Being productive is more about managing our energy. A person is productive when he spends the least amount of energy doing a task and get the most benefits.

Here are 6 ways to help you to be more productive: -

1. Stop Multitasking

People always think that multi-tasking is an effective way of increasing productivity.

But it is absolutely wrong. Multitasking will eat up 40 percent of your workday. Science says that people who multi-task are actually less likely to be productive, yet they feel more emotionally satisfied. Focus is key. So try to focus on one task at a time.

2. Prioritise

Life is all about priorities. To some extent the success and failure of a person depends upon his priorities. From time to time you need to ask yourself "Am I doing the most important thing that I should do now?" If not, then reorganise your priorities.

3. The Power of Saying "NO"

"The difference between successful people and very successful people is that very successful people say "No" to almost everything." - Warren Buffet.

It is very easy to say "Yes" and very tough to say "No"! By saying Yes to everything we end up accumulating heavy load of work and our productivity decreases. So, stop saying "Yes" to things that bring almost no result.

4. Don't Get Paralysed By Perfection

People get so obsessed with perfection that they end up failing to accomplish the original purpose. People usually wait for the perfect moment for doing a task. In doing so, they end up missing it. The perfect moment is now.

5. The Power of Lonely

An emerging body of research is suggesting that spending time alone can be good for us. A certain amount of solitude has been shown to help teenagers improve their moods and earn good grades in school. So it's important to walk away from our work once in a while and have some time alone. Another aspect is that our brain can focus only for a limited amount of time. So it's critical to take breaks and let your brain rest.

6. Sleep!!

Sleeping is the most important tool for becoming more productive. Numerous medical studies have shown workers becoming increasingly unproductive as the day wears on. A 30 minute nap boosted their performance and returned their productivity to the beginning of the day levels.

Conclusion

“Nothing is less productive than to make more efficient what should not be done at all.” —PETER DRUCKER

So be a smart worker and be productive.

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