

## Top Ten Ways to Improve Productivity

1. Know where you are now and where you want to go.
2. Find out who can help you get there.
3. Be flexible to reprioritize as situations are ever changing.
4. Don't multitask.
5. Make appointments with yourself and keep them.
6. Improve your communications skills to save time and improve relationships.
7. Eliminate interruptions.
8. Plan rewards.
9. Create a physical, emotional and mental environment for success.
10. Evaluate regularly for improvement.

Tired of being busy but not getting things done?

Not sure if you are on the right track?

Not sure where all the hours go?

Do you want to be more effective and efficient?

• RCR and Limelight Luncheon Thursday  
October 29, 2009



Halifax, Nova Scotia  
Office: 902.233.1577  
Fax: 902.455.0553  
info@organizeanything.com  
www.organizeanything.com