

Language Exchange Club Odesa

SMART TALKS

Topic:

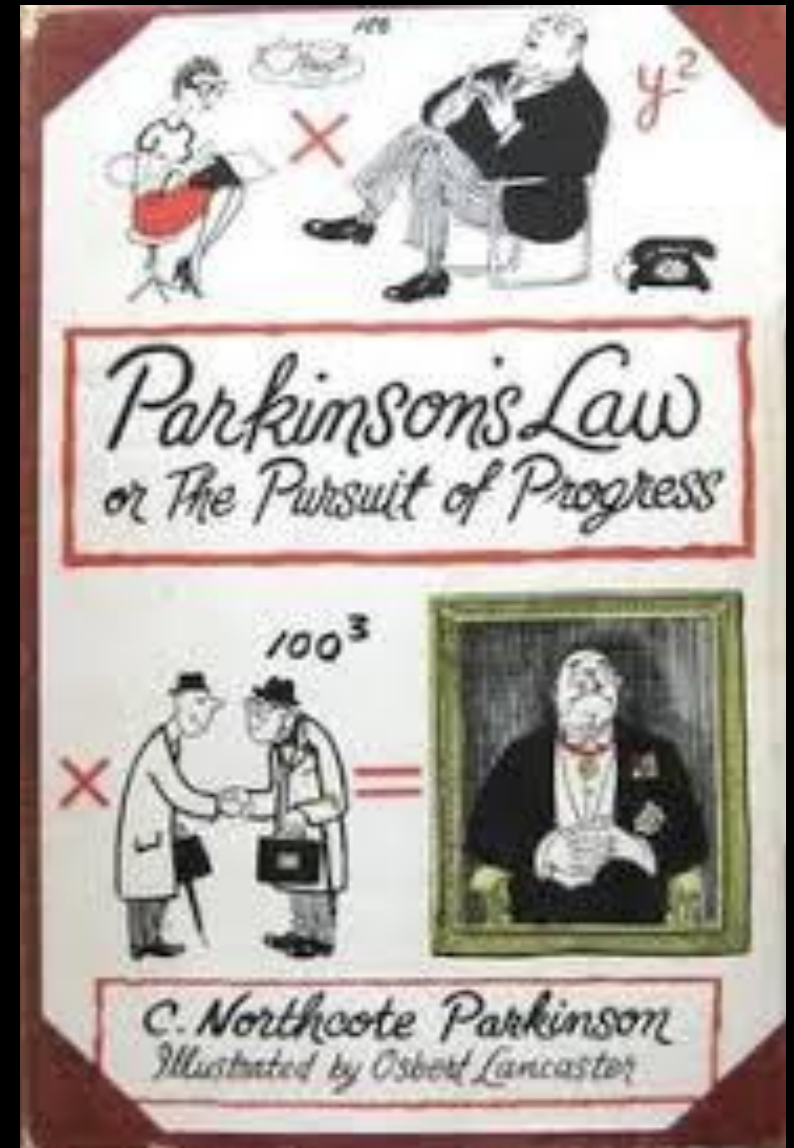
Goals & Deadlines

Set realistic deadlines

PARKINSON'S LAW

is the adage that "work expands so as to fill the time available for its completion".

It is sometimes applied to the growth of bureaucracy in an organization.





**"The amount of time which
one has to complete a task...
...is the amount of time it will
take to complete the task"**

- C. Northcote Parkinson



**Track
your
time**

HOW TO BE MORE

PRODUCTIVE

AT WORK



Schedule your daily
to-do list



HOW
fab.

Do not multitask



Set a deadline
for winding up your day




Get rid of
personal distractions



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.

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.

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 

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.

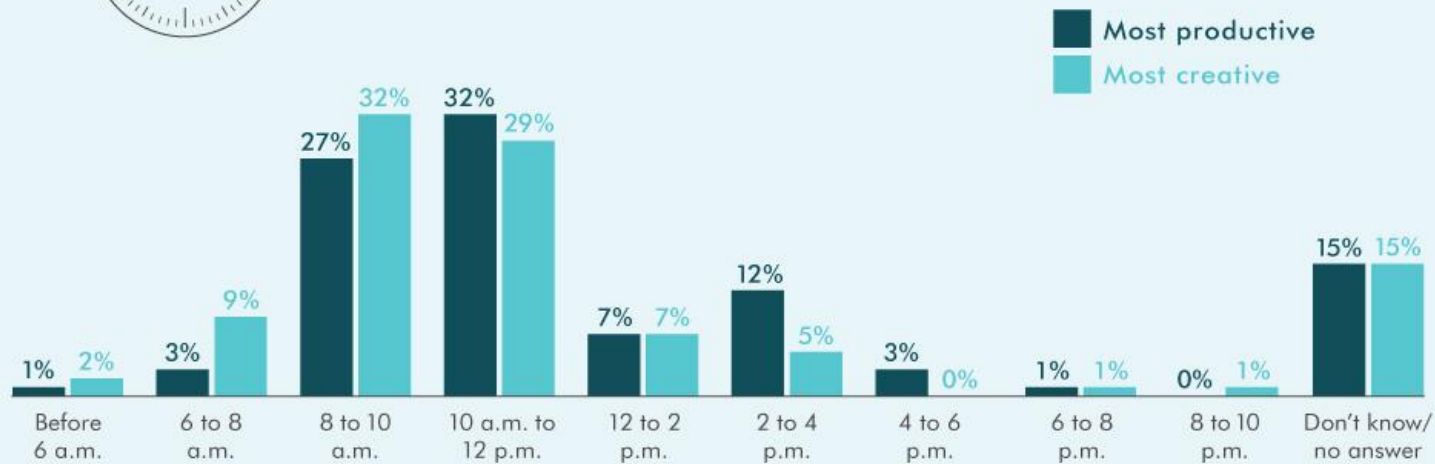


The Most Productive Hours of the Day

RESEARCH SHOWS PRODUCTIVITY AND CREATIVITY PEAK IN THE A.M.



Marketing and advertising executives were asked, "What time of day do you feel most productive? Most creative?"



Percentage who said they feel most productive in the morning:



Percentage who said they feel most creative in the morning:



*Responses do not total 100 percent due to rounding.

Source: The Creative Group survey of more than 400 marketing and advertising executives in the United States