

Language Exchange Club Odesa

# SMART TALKS

Topic:

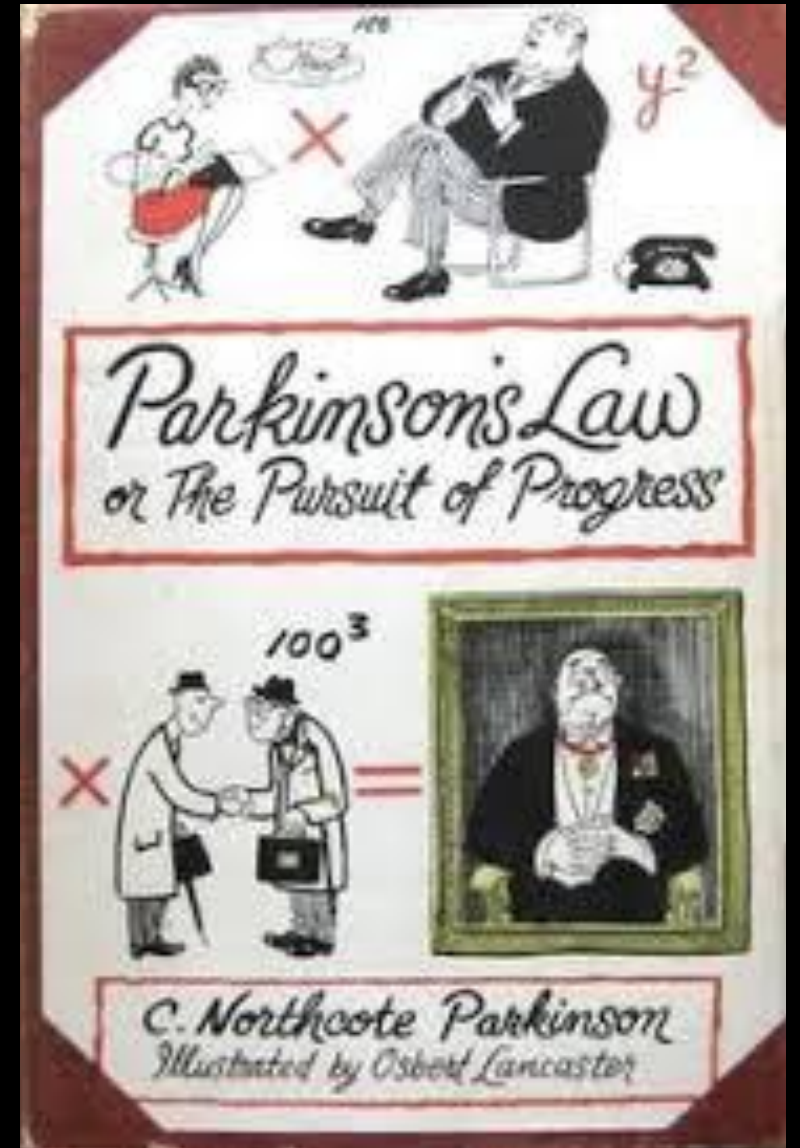
*Goals & Deadlines*

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



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

**BAD**

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.

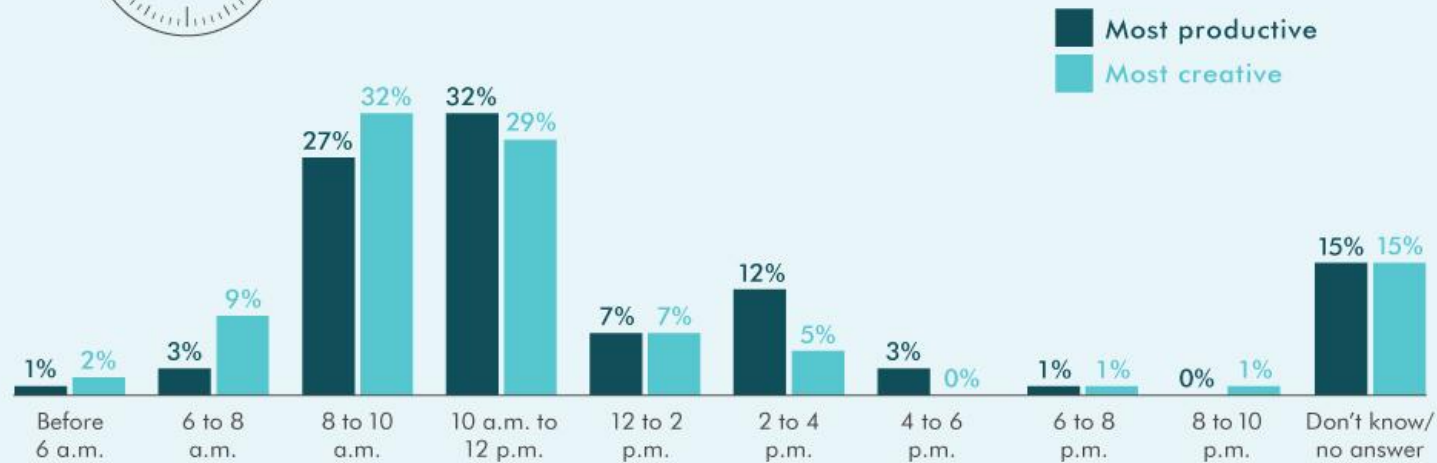


# The Most Productive Hours of the Day

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