

LifeSolutions® Corner

Improving your productivity



THE SECRET TO BEING PRODUCTIVE EVERY DAY IS DETERMINING HOW YOUR TIME WORKS, SETTING GOALS THAT BEST USE THE TIME YOU HAVE AVAILABLE, AND KNOWING WHEN YOU NEED TO STEP BACK AND TAKE A BREAK BEFORE BURNOUT SETS IN.

Recognize the value of long-term and short-term planning.

It takes time, energy, and motivation to meet certain goals. Never expect to tackle all your work in one day and expect it to be the best quality you can produce. By using short-term and long-term planning, you can break larger projects into manageable tasks and help move yourself closer to your goals every day.

Prioritize your tasks.

If you don't know where to begin, how do you know how to begin the process of planning to reach your goals? Set out your long-term and short-term goals and prioritize them into manageable tasks. Make sure your short-term goals are challenging enough to keep the momentum moving forward and keep the long-term goals within reach.

Focus on getting organized.

Organization is crucial to your success. By creating plans and prioritizing your tasks, you're well on your way to becoming more organized. Avoid clutter, keep your work together, and avoid getting bogged down in the needless details that slow your progress.

Make a point to manage your time.

It's always better to tackle the difficult tasks while your energy is at its peak. Save the easier tasks for when you start to feel fatigued. Learn to take short breaks to give yourself a chance to recharge, and keep an eye out for the warning signs of burnout. Find ways to multitask so that you can take care of multiple needs at the same time.

Make the most of your leisure time.

Don't forget to have fun. You need time for recreation—to recreate yourself—so that you can tackle your responsibilities with a renewed vigor. If you work hard, play hard. But recognize that too much fun can become a distraction. Balance your work and your play times for a life of success.

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Featured Webinar:

Do Your Bucket List: 7 Ways to Up Your Focus on Things That Matter

Whether it's running an Ironman Triathlon, meeting somebody, or losing 10 pounds, we all have that next thing we want to accomplish in life. But it's so easy to lose focus on personal growth in the rush of daily life. Get inspired and get practical with these seven strategies to increase your focus on that next bucket list item. Life without regrets is possible—you just need to get focused.

Visit work.partners/lifesolutions and log in with your company code to watch the webinar and explore other resources on our website.

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