

create space. make time.



streamlife

an organizing company



Five simple steps to boost your productivity at work

1. **Set daily priorities.**

Before the close of each business day, write down your main priorities for the next day. The next morning you'll be able to hit the ground running.

2. **Maximize your office 'real estate'.**

Place the items you use most often within easy reach. The less often used, the further away from the centre of your desk an item can be.

3. **Keep filing systems simple.**

Think about retrieval when setting up your filing system rather than just storage. File items in ways that you will remember to look them up. Mirror the system you use for paper on your pc.

4. **Have a process to handle incoming.**

Whether it be email or paper, or even interruptions, know how you will handle incoming requests. Decide whether to:

- a. **Act** – Do it now if it's a quick hit, or schedule it in your calendar
- b. **File** – Use that simple filing system so you can easily retrieve the item when needed
- c. **Delegate** – If appropriate, pass on the activity right away.
- d. **Delete** – If you know you won't need it again, or can easily obtain the information, go ahead and hit the delete button.

5. **Work comfortably.**

Working in an ergonomically correct environment will help keep you both comfortable and safe. Avoid repetitive strain injuries by having proper keyboard and mouse set ups. Make sure you adjust your chair to fit you. And use appropriate lighting to reduce eye strain.