

Chapter 1 – Creating the Right Environment for Productivity

The first step towards becoming more productive is to create the right environment. You can't triple your productivity if you're surrounded by distractions and clutter. Here is some expert advice to help you achieve this goal. Whether you're working from home or in an office, these tips will get you off to the right start.

Top Tips for Setting up a Highly Productive Office

Creating a workspace that is geared up for productivity is the key to getting more done in less time. Here are some sure-fire ways to give yours an overhaul:

- Remove anything which isn't related to a project you're working on right now. Any project more than three months old needs to be removed from your immediate work area. This improves your focus and keeps you productive.

- Make a daily “to-do” list to follow. This keeps your day on track. Break up the day into segments and assign tasks to each segment. One trick used by experts is to add a couple of tasks you’ve already done to your to-do list. This gives you a mental boost and pushes you to accomplish more goals.
- Try color-coding your materials. Colors help to improve your mood and evoke perceptions. This improves your outlook, helping you to achieve more at work. On a practical level, it also helps you to see at a glance what relates to each project. As a result, you’ll save time that would otherwise have been spent searching for things.
- Use a timer. A timer helps you manage your time more effectively and enables you to track your progress. When you’re at work, it’s all too easy to lose a sense of time. This means you can end up spending too long on certain tasks. Decide in advance how long you need to dedicate to a particular job. Then use the timer to track that length of time. This gives you a better sense of how long each task requires to complete.
- Keep your phone close at hand. This ensures you don’t need to leave your seat to answer a call, saving you time.