

Top 14 Time Management Resolutions for 2010

Work Improvement tips for the office

It's that time to resolve to start to work smarter- not harder, to get more of the right things done in less time, and to do all this with less stress.

Our work, where we spend so much time, is a place often overlooked in the tradition of New Year's Resolutions. Continuing a tradition, PEP Productivity Solutions, Inc., a partner in the global consortium that developed the PEP Program and the White Collar Productivity Index (WPI), has asked its clients and associates around the world "What's on your list of tips that have improved your Time Management Skills".

The following are PEP's Top 14 Time Management Resolutions for 2010:

1. No scroll bar in your email Inbox at the end of the day.
2. Quiet your mobile or PDA when in meetings or in open space.
3. Keep things close at hand that you use most often.
4. Get yourself (and stay) organised to stop wasting time looking for things you can't find.
5. Do not let meetings consume your day. Schedule time to do your own work.
6. Turn off both visual and audio email alerts on your computer.
7. Process your email on a schedule rather than checking it constantly.
8. Use an easy "Who does what & by when" checklist to manage small projects.
9. Do the Worst Things First and reduce procrastination.
10. Treat your Calendar like a map and check often what is coming up ahead.
11. Have a weekly productivity list that is updated daily so it is always current.
12. Use Instant Messaging only when you need an instant reply.
13. When you feel overwhelmed, focus on completing one thing, before moving to the next thing.
14. Pick out 3 improvement issues at a time. Keep track of your successes.

According to Bary Sherman, CEO of PEP Productivity Solutions, Inc., "We see so many good things that people want to do to improve their effectiveness and reduce stress and they can. It's a matter of changing personal habits or office cultures. These Top 14 Time Management Resolutions for 2010 are simple in nature, but that does not mean that they are easy to do. You have to stick with them until they become habits. Changing behavior is what this takes, and there are proven, common sense methods people can use to change habits which have a significant probability of success."

For helpful tips to improve any of these Time Management Resolutions for 2010, contact bary.sherman@PEPproductivitysolutions.com or 760.731.1400.

PEP Productivity Solutions clients include prominent organisations as AARP, Capital One, Ernst & Young, Hewlett Packard, Kraft Foods, NCR, Toyota and Wrigley.

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