



### *Work Smarter, Not Harder*

### **Six Ways To Work Smarter, Not Harder, And Be MUCH More Effective At Work**

1. Avoid out-of-control to-do lists. When you are trying to accomplish something, whittle it down to the most essential components and throw away the rest. This way, you will not get overwhelmed.
2. Measure your results, not your time. Instead of getting bogged down with how long something is taking, track how much you are accomplishing. This will increase efficiency and reduce stress.
3. Try to keep a positive outlook. If you are helping wherever you can, pick up the slack of sick team members and never say the work is “good enough.” You will start seeing results immediately.
4. Communicate effectively. Collaborating with others is essential, regardless of the work you are doing, so strengthen these skills the same as you would with anything else.
5. Create (and stick to) a routine. The more you can build good habits, the faster you can get to work and focus.
6. Stop multitasking. Data shows that people are much worse at tracking multiple tasks than they think. Cut out the clutter and concentrate on what is important in each moment.

Inc.com Dec 29, 2017