

# 12 IDEAS TO INCREASE PRODUCTIVITY



## 1 CHOOSE THE RIGHT TIME



Nearly everyone has times of the day when they are most effective and times when they tend to drag. It's smart to schedule the most critical tasks for your most effective time of the day.

## 2 TOSS IT



If a task doesn't really need to be done, just get rid of it altogether.

## 3 GET THE BAD STUFF OUT OF THE WAY



Do the unpleasant items quickly and as early in the day as possible.

## 4 SET A GOAL EACH DAY (OR NIGHT)



In the morning, decide what you want to accomplish that day. This can be even more effective when planned the night before. *Once you have a sense of direction, you can spend all your time getting things done!*

## 5 ELIMINATE ALL COMMUNICATION



While you're working, turn off the phone / cell phone, and don't check your email. Hang a sign that says, "Do not disturb," if necessary. You don't have to do this for all your tasks, but at least do it during the more difficult items.

## 12 INCREASE YOUR SPEED



It sounds silly, but this can really help. Try doing everything a little faster. Walk faster, talk faster, type faster, and read faster.

## 6 BATCH SIMILAR TASKS TOGETHER



Do all your emailing at one time. Make all your phone calls at another. Open your snail mail during a set block of time. You'll waste less time by doing your work in this fashion.

## 7 SET A TIMER



Even if a task might take hours, starting will seem easier if you simply give yourself 30 minutes to get as much done as you can. A time limit seems to help many people concentrate and work better, too.

## 8 SET TARGETS



For example, if you have to make cold-calls for your sales job, tell yourself that you're not getting up for any reason until you've made at least 100 calls. Regardless of what happens, refuse to stop until you hit your target.

## 9 USE THE PARETO PRINCIPLE



This principle states that 20% of the actions you could take will provide you with 80% of the benefits. So *focus on the tasks that will accomplish the most*. Unfortunately, these are frequently the tasks that are not enjoyable. You might be surprised how little you really have to do if you focus on the critical 20%.

## 10 DELEGATE SOME OF YOUR WORK.



Is there anyone else who can help you? The people around you are resources. When appropriate, use their time and talents wisely to get things done more quickly.

## 11 SET A DEADLINE



Having a specific endpoint will really help to focus your time and energy. If a task doesn't feel necessary, chances are that it won't get done.

# Ideas Digital Productivity

**Eric R. Dodge**



## **Ideas Digital Productivity:**

**Managing Digital Transformation** Andreas Hinterhuber, Tiziano Vescovi, Francesca Checchinato, 2025-12-11 Digital transformation is inevitable The eras of if and when are over and the urgent question of how to best lead manage and navigate this process is upon us Now in its second edition Managing Digital Transformation brings together scientifically grounded insights into the design and implementation of true digital strategies Acknowledging a plurality of strategic approaches the book highlights crucial differentiating factors in terms of business scale market environment and supplier relationships Case studies from around the world are introduced and explored including Adobe Domino s Pizza Deutsche Bahn L Or al and the Bulgari Group Key themes covered in the book include digital business models data analytics the role of the Chief Digital Officer and emerging technologies such as AI An expert led guide to digital strategy this book highlights how managers and leaders in organizations can successfully lead digital transformations

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**Handbook of Blockchain, Digital Finance, and Inclusion, Volume 2** David Lee Kuo Chuen, Robert H. Deng, 2017-08-16 Handbook of Blockchain Digital Finance and Inclusion Volume 2 ChinaTech Mobile Security and Distributed Ledger emphasizes technological developments that introduce the future of finance Descriptions of recent innovations lay the foundations for explorations of feasible solutions for banks and startups to grow The combination of studies on blockchain technologies and applications regional financial inclusion movements advances in Chinese finance and security issues delivers a grand perspective on both changing industries and lifestyles Written for students and practitioners it helps lead the way to future possibilities Explains the practical consequences of both technologies and economics to readers who want to learn about subjects related to their specialties Encompasses alternative finance financial inclusion impact investing decentralized consensus ledger and applied

cryptography Provides the only advanced methodical summary of these subjects available today **Handbook of Research on Digital Media and Creative Technologies** Harrison, Dew,2015-03-31 Emerging technologies enable a wide variety of creative expression from music and video to innovations in visual art These aesthetics when properly explored can enable enhanced communication between all kinds of people and cultures The Handbook of Research on Digital Media and Creative Technologies considers the latest research in education communication and creative social expression using digital technologies By exploring advances in art and culture across national and sociological borders this handbook serves to provide artists theorists information communication specialists and researchers with the tools they need to effectively disseminate their ideas across the digital plane *Subject-Oriented Business Process Management. Models for Designing Digital Transformations* Matthes Elstermann,Matthias Lederer,2024-10-29 This book constitutes the refereed post proceedings of the 15th International Conference on Subject Oriented Business Process Management S BPM ONE 2024 held in Weiden Germany during May 21 22 2024 The 14 full papers and 8 short papers included in this book were carefully reviewed and selected from 30 submissions These papers have been organized in the following topical sections Processes And Data Subject Oriented Modeling Philosophy and Technology Processes and Sustainability Good Process Practices

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technologies such as data processing machine learning and artificial intelligence on organizational decision making processes and practices One of the book's central themes is the interplay between human reasoning and machine logic in the context of organizational functioning specifically the fairly common situations in which subjective beliefs are pitted against objective evidence giving rise to conflict rather than enhancing the quality of organizational sensemaking Aiming to not only raise the awareness of the potential challenges but also to offer solutions the book delineates and discusses the core impediments to effective human information technology interactions and outlines strategies for overcoming those obstacles on the way to enhancing the efficacy of organizational decision making

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**Deconstruction Through ICT and Other Ideas for a Knowledge-era Philippines** Federico M. Macaranas, 2004

**The Economics of Technological Change and Employment in the Digital Machine Age** Falk Urban, 2015-12-22 Master's Thesis from the year 2015 in the subject Economics Other grade 1.0 University of Paderborn language English abstract Technology as a Matter of Economic Interest A timeliness object of discussion since the first noteworthy appearance of economic literature has always been the construct of technological unemployment The fear of people being put out of work by some machines really took off during the industrial revolution in the late 18th century owed to the invention of the steam machine which eventually led to the automation of the weaving craft The economic interest in the relationship between new technology and its social impact is mostly based on the idea of increased productivity If we consider a production function containing an arbitrary number of input factors then given a certain amount of output profits will decrease if any of those inputs is becoming more expensive In the course of time before human and property rights were installed this has been most often the factors land and labor Labor insofar as it depended massively on the ability of keeping people healthy and well nourished and also on the expected life span which was certainly lower centuries ago The United

Kingdom was affected first and severest by the invention of the steam engine Ulrike Herrmann 2013 explains the necessity of this invention on the scarcity of labor due to the wars and famines plaguing the Europe of that era This disruptive general purpose technology is the first encounter of employees with massive technological unemployment and the almost obliteration of certain professions i e weavers [The Southwest Economy](#) ,2005 *The Digital Architect* Ken Sanders,1996 Describing computer aided design software word processing databases multi media presentations animation virtual reality on line services and the Internet this guide aims to provide architects with sufficient understanding to successfully incorporate

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