

Quick Tip: How to Get More Done in Less Time

By Heather Reimer

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Heather Reimer
heatherreimer@codetel.net.do

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[">mailto:heatherreimer@codetel.net.do](mailto:heatherreimer@codetel.net.do)

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Online or offline, you might find that your new business is gobbling up hours and giving back only modest gains. Maybe it's time to streamline the WAY you work.

Here are a few tried and true tips to speed up your tasks without compromising on quality:

1. Make a list. Sounds elementary but many people overlook this simple step. The list allows you to get what's in your brain onto the page so you can temporarily forget about all of it except the one priority item at the top.
2. Tidy up. A clean desk is, contrary to popular opinion, not the sign of a sick mind but the sign of an in-control professional.
3. Make your environment work for you. If jazz music helps, pipe it in. If absolute silence is a must, request it from those who share your space. We all have different ways of working best. Once you've found yours, the job will go smoother and faster.
4. Determine your peak times when you feel freshest (mornings? midnights?) and tackle the toughest tasks then.
5. Get enough sleep.
6. Don't overdose on coffee. The initial buzz may get your

engines fired up but the caffeine and sugar shakes will bog them down later.

7. Turn off the incoming mail alerts on your email program. Try to restrain yourself from checking for emails constantly unless you're expecting something urgent.

8. Love what you do. It's true - if you love your work you may not have to bother with the previous seven tips!

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