

# 7 DAYS TO A MORE PRODUCTIVE YOU

pitman™  
training



October 3-7 2016  
#timetorebalance

**TUES 4**

## DELEGATE

If you are a part of a team, make sure you use it. Learn how to delegate actions that are better suited to a team member.

**MON 3**

## PRIORITISE & SCHEDULE

Make a 'To Do' list each day. Allocate time in your calendar starting with the key tasks that need your immediate attention.

**WEDS 5**

## LEARN A FEW MICROSOFT TRICKS

Did you know clicking the top left corner in Excel is a shortcut to highlight all cells in a worksheet? Tips like this can save time during your day.

**THURS 6**

## MAKE USE OF YOUR ENERGY

Ever noticed that you are better at doing tasks at certain times of the day? If you have more energy in the morning focus on a tasks that require more brainpower then.

**FRI 7**

## BE PREPARED

Take stock - of what you've achieved today, and celebrate your success - then define what you need to do tomorrow, and make a plan. This enables your brain to focus resulting in increased productivity.

**SAT 8**

## IMPROVE YOUR TYPING

Do you spend 4 hours a day on your keyboard? Improving your typing speed by 10 words per minute could save you a whole working day per week! (Calculated on a 37.5 hour week with a starting typing speed of 15-30 words per minute.)

**SUN 9**

## CONSIDER YOUR READING

An expert speed reader can read 1,000 to 1,700 words per minute! There are various techniques that can be learnt to improve your reading.



It's National Work Life Week from **Monday October 3rd 2016.**

Here are Pitman Training's 7 top tips - just little things that you can do each day to make a more productive you.