

NEW
Stress-free

Save
an hour-
and-a-half
each work
day!



HOW TO SCORE AN EARLY MARK

every day

These work productivity hacks will see you finish your work quicker — so you can enjoy free time sooner!

Want more time to yourself? Streamline your workload with these easy actions from the experts...

Set fun challenges

According to Alison Hill, psychologist and author of *Stand Out* (Wiley, \$27.95), you can bring energy to what you are doing through a playful mindset.

'Set mini challenges such as a 15-minute inbox sprint, or boost productivity with an "hour of power",' she says. 'Shift meetings to "walk and talk" meetings.'

TIME SAVED 15 minutes

Plot your course

'Productivity loves progress,' Alison says. 'Map out the next step that you need to take — draw out (literally, make it visual) the key milestones you are working towards.'

These visual cues will help to make your objectives and goals actually happen.

TIME SAVED 20 minutes

Ask before you do

According to Alison, instead of blindly getting busy just because there are several things to do, we should in fact take a moment to pause and check in.

'Ask key questions to get clear on the bigger context. "Why am I doing this? What's the purpose? Is this the best use of my time? Who else can help out?'" she says.

TIME SAVED 15 minutes

Try a new approach

Muffy Churches, an executive coach, says we should try new time-efficiency techniques.

'If you haven't come across the Pomodoro Technique, it might help,' she says. The technique recommends that for every 25 minutes you work, you take a five-minute break.

Muffy also recommends Ken Hudson's Ideas Blitz techniques to help you generate fresh ideas. Download the Ideas Blitz App free at ideasblitz.com.

TIME SAVED 20 minutes

Learn to say no

According to Muffy, we need to take full ownership of our time. 'Empower yourself to take a stand,' she says.

'Stop being the "yes" person, and start to say

no gracefully to demands that aren't within your own set of priorities.'

TIME SAVED 10 minutes

Drink to think

According to Dr Jenny Brockis, brain fitness specialist and author of *Future Brain* (Wiley, \$25.95), while being hungry is a well-known productivity killer, what's often overlooked is the need to keep our brain hydrated.

'As little as one per cent dehydration can start to play havoc with our mood, energy levels and how well we think,' she says.

'It's important to drink enough water across our day...

Don't wait until you feel thirsty.'

TIME SAVED 10 minutes



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ELLEN'S TIP-TOP ADVICE

'FOLLOW YOUR PASSION. STAY TRUE TO YOURSELF. NEVER FOLLOW SOMEONE ELSE'S PATH... UNLESS YOU'RE LOST AND YOU SEE A PATH. BY ALL MEANS, YOU SHOULD FOLLOW THAT!'
— ELLEN DEGENERES

