

# *Four Essential Elements of a Productive Day at Work*

## **Habits / Routines**

Design logical sequences.  
Assign types of work to certain environments  
Batch similar tasks.

## **Expectations / Deadlines**

Consider input  
Communicate clearly  
Cushion the time frame  
Construct a back up plan  
Clarify in writing  
Celebrate the outcomes

## **Tools / Technology**

Use tools that align with your personality.  
Don't be too fast or too slow to adopt new technology.

## **Tasks / Checklists**

Stick to no more than five separate lists.  
Write checklists in a way that would allow a new employee learn the steps.  
Block off times to work on your to-do list.



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