

PRODUCTIVITY

Take these steps to create an environment that makes work more productive and enjoyable.

Keep a checklist

Particularly vital when under time constraints, checklists keep you on track and give you satisfaction when you cross things off. For a modern twist try a platform like Trello.

More monitors

Go gadget crazy



Stop multitasking

Only 2% of us multitask effectively, so the remaining 98% of us are running around like headless chickens in the name of productivity.

Plan your space



Exercise

Go and talk directly to colleagues, or call them and stand up for the duration of the call. Stand up meetings - **cut meeting times by 25%**. You can be more expressive, people get less distracted and, according to Forbes, they're quicker.

Work flexibly

Staff might be able to avoid rush hour so they arrive at work feeling more refreshed for the day ahead. Continually changing your working environment can encourage creativity and productivity.