

Monica Gauna Branch Manager

Q: *Here's a question for readers, as we get further from January 1, if you made a resolution to increase productivity on the job, how's it going?*

If you made that promise to yourself or want to jump on board today, here are some tips to increase your performance at work:

- A:**
1. **Get Organized:** Clean up your work area. Organize and clean-up your emails.
 2. **Work Efficiently:** Return phone calls at times when people are most likely in their office (8:30-9:30 AM). Set blocks of time to address emails. Schedule your most difficult tasks at a time of day that you are most efficient (whatever you determine that to be).
 3. **Minimize Distractions:** Go so far as to wear ear plugs if necessary. Keep room at a temperature that is neither too cold or too hot.
 4. **Maximize Meetings:** Always have an agenda and Start On Time.
 5. **Fine Tune Communication:** Clearly communicate yearly goals, verbal and written. Check with co-workers to make sure everyone is still on track.
- I hope these tips help you to stick to your goal of increased productivity for 2015.



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