

Reaching Beyond THE EDGE

Monthly Career News & Advice from Dennis Partners

4 WAYS YOUR DESK DESTROYS

YOUR PRODUCTIVITY

"What was I doing? Oh yeah, the proposal. I think there was an e-mail about that. Oh geez, look at the time, I've got to work on that ... what was it? E-mail. No wait, proposal. Talk about proposal, look at that stack of papers I need to go through ..."

Does this sound a little like your own unproductive experience at your desk? Don't blame yourself. Blame your desk. Here's the most common desk saboteurs, and how to combat them:

DESK TOYS

Desk toys are a really nice way to get those mindless breaks you need from work. The problem is that they are also a major distraction all the time, not just when you need it. That little toy is causing you to take "breaks" way too frequently to be productive.

The fix?

Keep the desk toy stored away in a cabinet or if you want to display it, put it on a shelf out of reach.



PILES OF PAPERS

A pile of papers on your desk is a constant reminder of everything else you need to do. The fix? Create a single sheet to-do list, then file all the piled up paperwork on your desk into a cabinet and out of site.



CLOCK DISTRACTION



Regular peeks at the clock can trigger overwhelming thoughts. If you want to be productive you need to focus on one thing at a time. Contrary to popular belief, people cannot multitask. The fix? Put the clock out of your line of site. Use alarms on your computer or phone to ring at appointment times.

CONSTANT SITTING

Long periods of inactivity (except for sleep) are not good for your health or your attentiveness. Sitting and staring at a computer with the only activity being the click and clack of the keyboard drains your mental sharpness. The fix? Take regular breaks, every 50 minutes or so, and get active—go for a quick 10 minute walk, or do push-ups and sit-ups.



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Tips to Improve Productivity at Work

1. Act immediately on phone messages
2. Get a head-start on tomorrow by preparing before you leave the office today
3. Don't sit at your desk all day
4. Organize your tasks
5. Stand up for your phone calls
6. Stick to a schedule
7. Learn to say no
8. Don't let email take over your day
9. Don't take advantage of Facebook in the office
10. Use Technology

Read the entire article at BusinessNewsDaily

Articles of Interest:

How to Avoid Distractions In The Workplace

How to Deal with 10 Common Workplace Distractions

Take Back Your Weekend

A Guilt-Free Guide to Recharging

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