# Want To Work Smarter, Not Harder? Follow These 14 Tips

Many professionals say they want to "work smarter, not harder" to make the most effective use of their time. This is often easier said than done, though – without a clear plan and strategy for your workday in place, most people end up overcommitted, overwhelmed and overworked.



- [ ] Delegate What You Shouldn't Do; Prioritize What You Must Do
- [ ] Tighten Up Meetings
- [ ] Hire People Smarter Than You
- [ ] Control Your Habits
- [ ] Do One Single Thing At A Time
- [ ] Slow Down
- [ ] Stay Focused And Tune Out The 'Shiny New Ideas' Until You're Done
- [ ] Turn Off The Internet
- [ ] Follow Up On Tasks
- [ ] Use The Collective Power Of Your Team
- [ ] Understand The Value Of Your Time
- [ ] Use Technology To Streamline Or Automate Tedious Work
- [ ] Build Processes You And Your Team Can Follow
- [ ] Repurpose Content Assets

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