Work Smarter, Not Harder: 10 Ways to Be More Effective at Work

We are creatures of habit and so are our brains. When we establish routines, we can carry out tasks faster since we don't have to think about the task.



- [ ] 1.Trim the fat.
- [ ] 2.Measure your results, not your time.
- [ ] 3.Have an attitude adjustment.
- [ ] 4. Communicate, communicate, communicate.
- [ ] 5. Create and stick to a routine.
- [ ] 6. Automate more tasks.
- [ ] 7. Stop multitasking.
- [ ] 8. Take advantage of your procrastination.
- [ ] 9. Relieve stress.
- [ ] 10. Do more of the work you enjoy.

Make and Share Free Checklists
checkli.com