

## **Five Steps to Greater Effectiveness**

What measures do you use to make sure you're hitting the mark at work and at home? You have goals and plans and schedules all over the place, most of them overlapping each other. You may really be efficient at juggling all of this and getting to the end of your list by the end of the day, but have you been effective in what you've completed?

If you want to improve your effectiveness, these five simple tips can help you:

### **1. Make the most of your unscheduled time**

You **MUST** have time for yourself so you can collect your thoughts, make goals, let your creativity shine through and concentrate on solutions to problems. But the only way you're likely to find time for yourself is if you actually schedule some downtime. Explain to co-workers that you need 15 minutes of uninterrupted time and then take it.

### **2. Be results oriented**

You only go around once in life, so it's vitally important to set both personal and professional goals to enable you to achieve your dreams and ambitions. While setting goals costs you nothing but a little time and thought, not doing so can result in failure and regret.

### **3. Make your strengths work for you**

Find a job that allows you to make use of your talents and interests and you'll find that you're happier, healthier and more effective. If, for example, your talents and interests lie in writing and editing, find a job that allows you to take best advantage of those strengths.

#### **4. Focus on one or two tasks at a time**

“I’ve got so much to do, I don’t even know where to start!” Have you ever had this feeling? Probably. When you’re overwhelmed with work, prioritize your tasks and then focus on the one or two most important. Devote your full attention to them, so you can complete them, get them off your plate and move on to the next prioritized task.

#### **5. Make good decisions**

When you must make a decision, get all the information you need, ask others for their input and suggestions, consider all the alternatives and then make the decision. Remember, to *not* decide is a decision.