



5 Ways to Improve Your Work Performance

Have you become stressed at work which is causing your performance to slow down? If you find yourself day dreaming more times than you should then you may be heading down a path of the unemployment line very soon.

One task at a time

Perhaps you have more work than you can handle at the moment because the more work you do the more it seems to pile up. One way to avoid this is to focus on one task at a time and forget about the rest. You cannot complete everything at once in one fell swoop, therefore, why are you thinking about it all at once? Knowing that you cannot complete everything at once doesn't take any brains, it is just common sense.

Smaller goals = big results

Another way you can become more productive is by setting smaller goals to achieve larger ones. Maybe you have a large project that needs to be completed within a week and you have yet to finish it (Oh, no!). Instead of thinking about how you will not finish this large project and cry yourself to sleep every night, focus on one area of the project at a time. For example, if your projects are divided into five different sections, complete one section before moving onto the next. DO NOT start a new task until you complete one first.

Start with a goal in mind

You should always begin the day with daily goals set in mind, e.g., what work do you have and when should it be finished? Are some of your daily goals more difficult to complete than some others? If this is the case then you should try to complete the more difficult tasks first (You have more energy in the beginning of the day, thus, your mind is fresher and more capable of completing more difficult tasks the earlier you begin).

You can even list tasks into three different categories in order of importance: Mildly Important - Very Important - Extremely Important. Obviously, the Extremely Important tasks should be completed as soon as possible, preferably at the beginning of the work day.

The work day ends at 5pm (maybe)



Once the clock strikes 5pm (or whenever you leave work) you may want to leave your work at the office. If you have a **job** where you need to come up with ideas on a regular basis you can write down a few on a piece of paper or on your computer but DO NOT begin a second work day when you are home. Your home should be a place of rest. The more you work the more prone you are to stress which can have negative consequences when the real work day begins. You may jot down a few ideas for your next day's work and begin at the appropriate time the following work day.

Be quick but don't hurry

Maximizing your time efficiently is critical to avoid the boss yelling at you. Not only will you have to complete your work in a timely manner, but it must be done to the point of near perfection. There is an old saying that you are quick but do not hurry. If you are quick, you are still completing your work in a neat, organized and professional manner. If you are in a hurry, the chances are your work will be sloppy, unorganized and unprofessional.