

7 Ways to Get More Done During the Normal Work Day

Here are a few suggestions by Dr. Roger Fritz, President of Organization Development Consultants in Naperville, IL to help make your time more productive. One may work well for one individual; another for someone else. Experiment with each technique to find the one that works best for you.

- 1. Do it immediately.** Rush jobs do deserve priority ... but all work should be weighted for relative importance.
- 2. Don't avoid unpleasant tasks.** The problem with avoiding an unpleasant task is that you carry its emotional burden with you until it's done ... and that slows you down.
- 3. Take care of the easier jobs first.** For the slow starter, this can be a good way to "build up a head of steam" ... and hopefully, the momentum will keep you going. A good list of accomplishments, early in the day, can provide an emotional uplift for more trying tasks ahead.

There are other situations in which this technique is useful. At a meeting where controversial decisions must be reached, for example, better relations may result if the easier problems are resolved first.

- 4. Do jobs in the order of their importance.** This can be an excellent approach unless all the important jobs are tiring and/or boring. It is not an excuse to put off the item of lesser priority, however, so be sure that all tasks are handled within a reasonable period of time.

- 5. Alternate difficult and easy tasks.** Alternating the difficult with the easy provides you with an occasional rest and with

something to look forward to. The variety can increase your motivation.

- 6. Group similar tasks.** It's just good sense to complete several tasks that require the same data, the same materials or the same personnel before going on to something else. It reduces duplication of effort and provides you with "momentum" from one task to the next. However, be sure that you don't use this approach as a means of avoiding other, less appealing tasks.

- 7. Change tasks about every two hours.** This approach can be helpful when you are doing routine, monotonous tasks. A different type of work can relieve the boredom, lift the spirits and give you something to anticipate.

Clearing House Newsletter
May 1987



Here is one way to recycle your old reels and save on the energy crunch by burning your brush and logs to heat the shop.

JOHN DEERE

**DEBRIS PICKUP,
It's a big time
consuming part of
grounds care.
That's why
JOHN DEERE
offers big,
Time saving
machines like the
142, 152, 162 vacuums
Units that help
knock this big job
down to size.**



152 VACUUM



J.W. Turf, Inc.
Your John Deere Golf/Turf Distributor
14N937 Rt. 20 & 47
Hampshire, IL 60140
708-683-4653



**Nothing Runs
Like a Deere®**

Ask about John Deere Finance Plans ...
Flexible financing
for the equipment you need

