

# Be Well Aware – Health Article



## Maximizing Workday Efficiency

### Work Effectively

We all have busy lives. And when it comes to the workplace, it can feel just as overwhelming. How do we key into ourselves to be more effective workers? It all begins with our mindset and having a plan. Workday efficiency is built around goals, motivation, and yes even rest. Read on for some tips to maximize your workday efficiency.

### Make a Plan

Having a plan for your workday should include both short-term and long-term plans. Have a vision set out ahead of time, but don't forget to stay in the present! This includes making a daily checklist of items you want to accomplish throughout the day. It can be helpful to prioritize your tasks with numbers based off of importance so you know what needs to be completed and what things can wait until the next day.

### Work in 90 Minute Increments

Research has shown that we are more efficient when we work in shorter intervals. If you choose to work on a task, dedicate yourself to that task for no more than 90 minutes. In those 90 minutes try and only focus on one task. We are less focused and easily distracted when we try and multi-task.

### Take a Real Break

A real break should allow your brain to rest or do something completely different from your job. It is recommended to take a minimum of 10-minute breaks. If you have a high energy or dynamic job, consider doing 10 minutes of meditation in a quiet area. If you work in an isolated environment, consider finding a coworker or friend you can have a quick conversation with and ask about their day. If you feel stressed out from your job or work at a desk consistently be sure to get up and get active! Take a walk outside. If you have a fitness center, go get a quick workout in. Getting your blood flowing is healthy not only for your body but also your brain. It can improve concentration and thinking patterns.



*Continued on next page...*

## Rely on Teamwork

We are better together! Don't become overwhelmed with tasks and responsibilities. Encourage an environment of team leadership where you build your team up and support them as needed. Through this team leadership, your team will be more likely to step up and help you out when needed knowing you have modeled positive teamwork.

## Track Your Progress

Tracking your progress is essential for growth and also positive reinforcement. Keep a notebook with your wins and even your mistakes. At the end of each month reflect on what you have accomplished. Be proud of your wins! A win can be as simple as making a coworker laugh or as complex as completing a new innovative system to improve your workers efficiency.

At the end of the day, you can rest easy knowing you put your best foot forward and are giving it your all! Having a positive attitude and mantra can help you to start every new workday with the motivation you need to press forward and be successful!



---

### References:

<https://www.entrepreneur.com/article/270331>

<https://www.inc.com/john-rampton/15-ways-to-increase-productivity-at-work.html>

<http://ftp.iza.org/dp8129.pdf>