**TWELVE WAYS TO INCREASE YOUR PRODUCTIVITY**

**By**

**PASTOR OWEN E. JACK**

**WHAT IS PRODUCTIVITY?**

*Productivity is doing the right thing, in the right way, in a limited amount of time.*

**TWELVE WAYS TO INCREASE YOUR PRODUCTIVITY.**

1. Set goals.
2. Establish priorities.
3. Make a list of the things you need to get done the next day, the day before, so that you can have everything you need to get the things you need to get done in place.
4. Set a time frame for accomplishing each task, or to accomplish part of a big task.
5. Take 10 – 15 minutes breaks to recharge and refresh.
6. Work during the time of the day when you are most productive.
7. Tick off each item on your list as you complete it.
8. Block out all distraction; phone and drop - in -visitors.
9. Learn to say no to things that will affect you from reaching your goals and priorities. Say no to protect your time and activities.
10. Be persistent.
11. Exercise self discipline.
12. Strive for results not perfection.

**THIRTEEN WAYS TO INCREASE THE PRODUCTIVITY OF YOUR TEAM**

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1. Communicate what the organization expects.
2. Give all team members a job description.
3. Train all members before they begin to work. It is more difficult to unlearn the wrong thing.
4. Set goals for all team members.
5. Solicit, respect and act upon the good ideas and solutions from team members.
6. Match activities based on skills and knowledge of individuals.
7. Be available to provide information when needed.
8. Delegate responsibility and authority to competent people and trust them to get the job done.
9. Develop new methods for getting the job done in a timely manner.
10. Reward good performance and correct poor performance.
11. Have weekly or monthly reports from your team
12. Ensure that the environment they have to work in is safe, pleasant and comfortable.
13. Ensure that they have the tools they need to work with.