



Productivity: Cracking the Code to Doing More in Less Time

Reduce your work hours, create more organization in your business, and improve your productivity.



Stressed



Overwhelmed



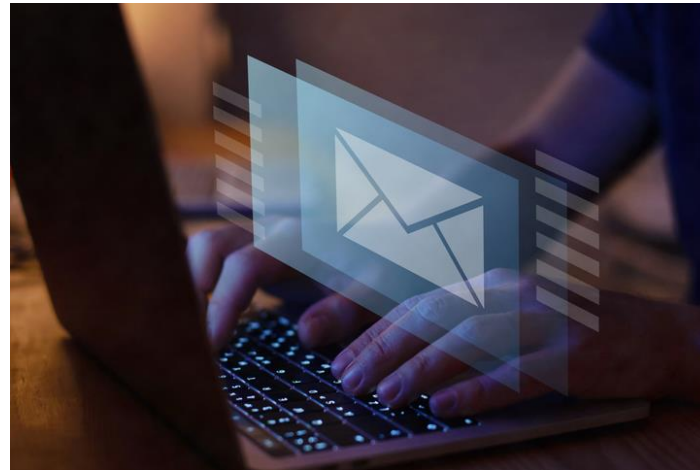
Productivity

Simple strategies to implement to increase your productivity.

What Can Derail Our Productivity



Social Media



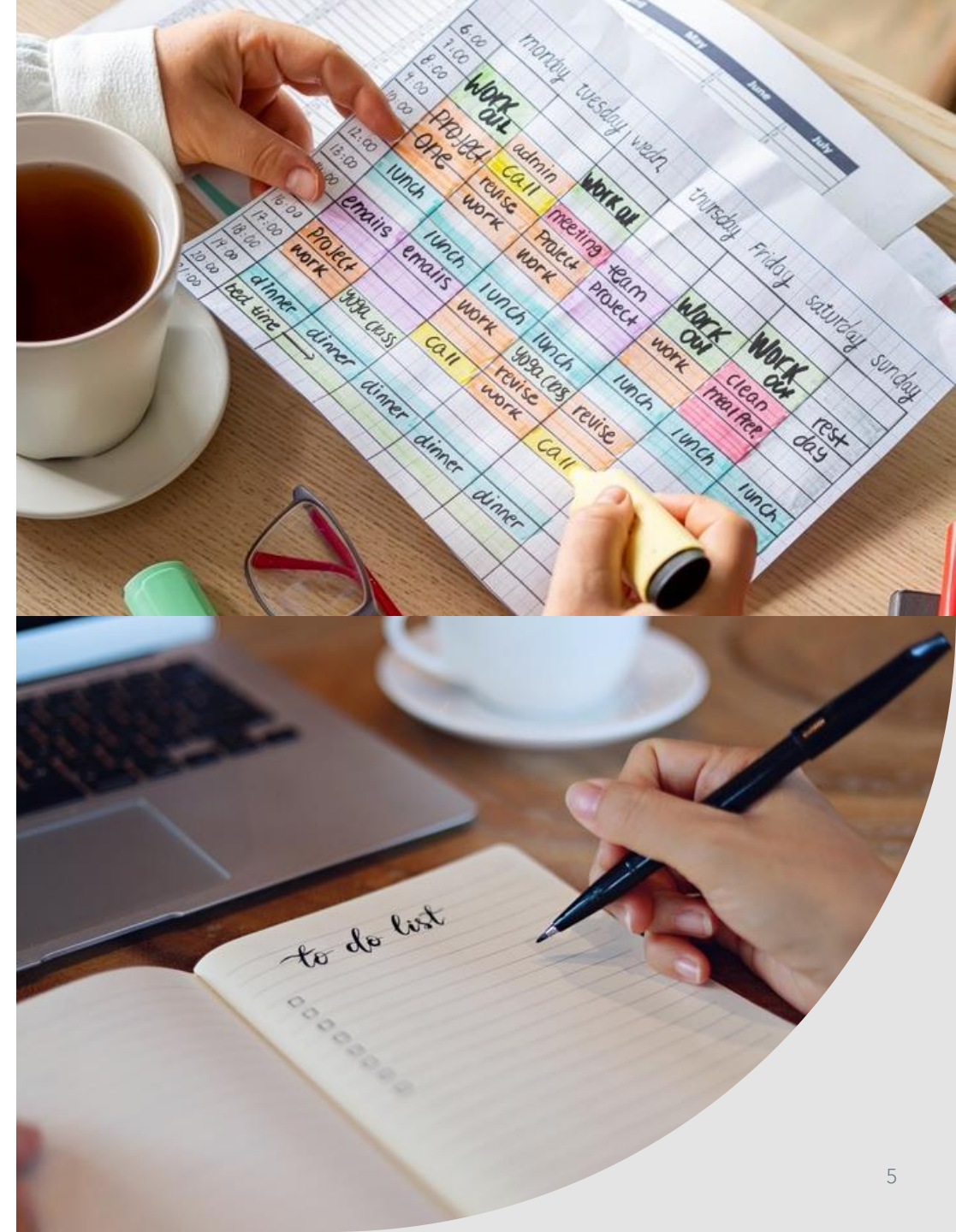
Email



Phone Calls

Become More Productive

- Plan
- To-Do List
- Time Block





Increase Your Productivity with a Time Audit

- Track your time
- Analyze your time
- Align your time goals



Why You Should Conduct a Time Audit

- Uncover unproductive meetings
- Remove distractions
- Create focused work time

What a Time Audit Can Reveal

- Where your time is spent
- Unproductive tasks
- Time wasters



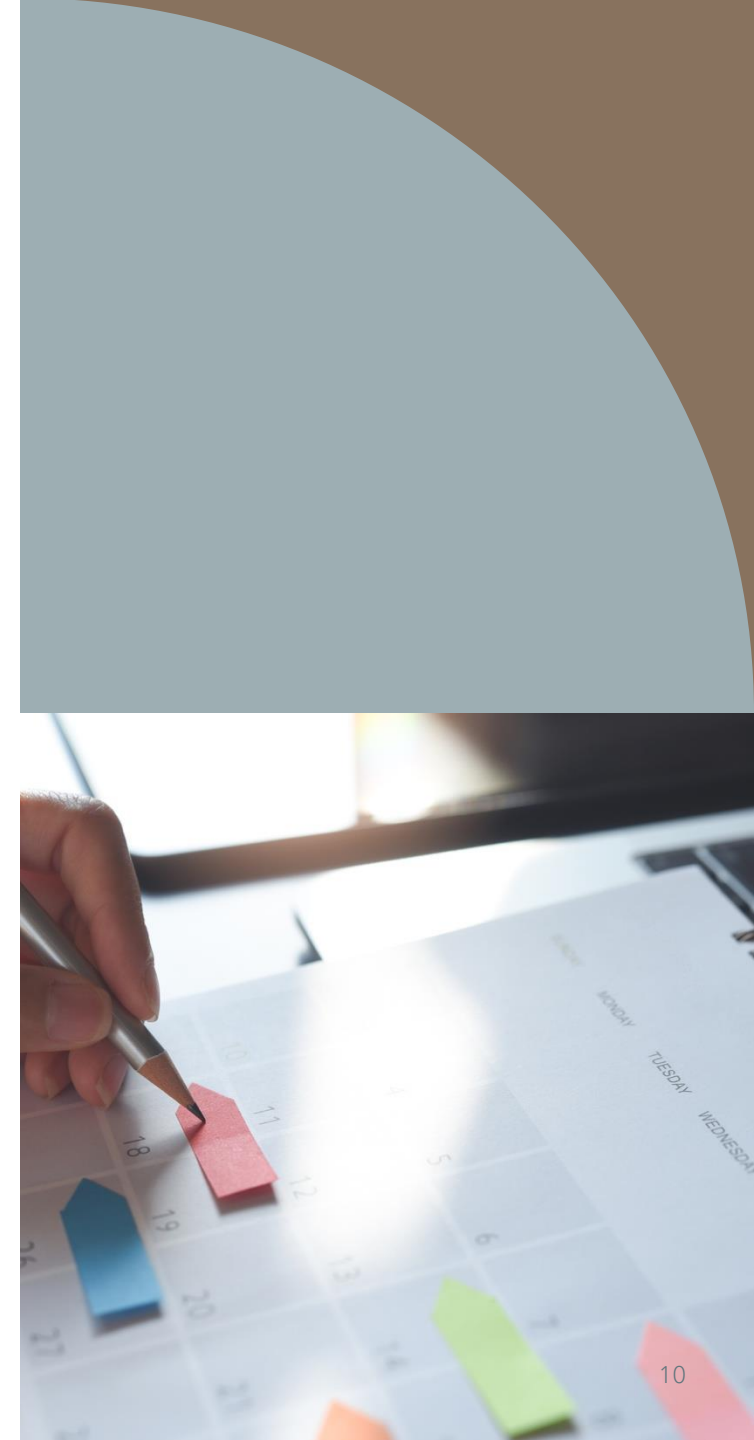
What To Audit

- Meetings
- Tasks
- Routines



How to Perform a Time Audit

- Track your time
- Review time blocks
- Determine goals
- Design ideal schedule





Energy Levels



Organization

Using systems and processes to organize your workflows.

Systems

What's being done

Where is it being
done

When is it being
done

Who's doing it

Processes

- Documented procedures
- Step-by-step instructions





Delegation

How to reduce your workload

Benefits of Delegating

- Reduces workload
- Increases efficiency
- Grow your business



When to Delegate

- Stressed
- Overwhelmed
- Burnout





Getting Started with Delegation

- What
- Who
- Process

In Closing

- Productivity
- Organization
- Delegation



Free Resource

Scan to download
productivity resources to help
you become more
productive.



Contact

www.teamdelegate.com

tonya@teamdelegate.com

Unbottleneck Your Business
Podcast

