

# 6 PRODUCTIVE TIPS TO HELP **You Work Smarter, Not Harder**

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All our lives we've been told to work harder if we want to achieve, if we want to succeed, if we want to do more, and if we want to maximize our potential.

But, consider this: **What if you could get just as much done - or more - if you simply worked smarter instead of harder?**

Of course, working hard and being industrious in order to get ahead personally and professionally is commendable. But, once again, it's even more commendable if you find tools and strategies that aid the process.

**Technology has made many things easier and less time-consuming.** There are many devices, gadgets, and mediums that provide speed, accuracy, and real time directives for us to make informed decisions.

Take Google maps, for example: It's virtually impossible to get lost where GPS navigation system is provided, and there's no need for us to waste time asking others (who are just as clueless) about where to find that office or how to get to that appointment on time.

Enjoy the benefits of working smarter! Use these tips as a springboard to ideas of your own to help you save time and become more productive.

**Work smarter with these strategies:**

1. **Avoid reinventing the wheel.** Working smarter also means not trying to reinvent the wheel. If you have a task to complete, ask if it has already been done and if there's an easier way to do it.

2. **Enhance the task.** Always look for ways to refine your job or make your tasks easier or quicker. Efficiency and effectiveness are desired above all.

3. **Pace yourself.** Allow yourself time to process what needs to be done and determine your best options or alternatives.

- **Analyze the project.** See if you can reach the same result with fewer steps. Can you use new software or other technology to reduce the workload?

4. **Delegate.** Identify people who perform certain tasks better than you. Give them clear instructions on what you want to achieve, and then allow them to use their initiative and creativity.

- Passing off routine and mundane chores will still get the job done well while freeing you up to deal with more important tasks.

5. **Keep a diary or notebook.** It's useful to routinely keep track of what you've done or are currently working on. This affords accountability, transparency, and a record of your accomplishments.

- **Such a record also comes in handy when it's time for your annual review or you're trying to move up in your career.**

6. **Show gratitude.** You'll develop loyal coworkers when you show them that you're thankful for their efforts. It makes them feel good about themselves and you, too. And who doesn't want to feel good about themselves? Your gratitude encourages them to help you again when you need it.

**Avoid being overworked and overwhelmed.** If you're committed to getting things done in an effective and efficient manner while reducing your stress, then working smarter is for you!

Enjoy peak performance by prioritizing your tasks and employing proven tools, strategies, and technologies to help you achieve success and personal satisfaction on a job well done.