

# TEN HIGH-IMPACT STRATEGIES

Boost your productivity so you can do more in less time.

- 1. Block uninterrupted time on your calendar to focus and reflect.** Even 30 minutes a couple of times a week can be invaluable. Many of us bounce from meeting to meeting, leaving little to no time to really think about the “so what” of the meetings that we just participated in or what’s most important.
- 2. Develop a list of the top three areas where you can have the biggest impact on the business.** Look at the percentage of your time you are spending on these critical areas, and make adjustments (i.e., stop doing certain activities or delegate).
- 3. Let go of perfectionism and ask for help.** Don’t fall into the trap of thinking it’s easier to do the work yourself because someone else just can’t do it as well as you could. This will keep you from having the balance you want in your life.
- 4. Identify what you should delegate to others.** Be creative. There are plenty of people looking for assignments and ways to develop their skills.
- 5. Before you delegate, take the time to clearly define the expected outcomes or deliverables, how often you want progress updates, and the level of authority you are really giving the person.** Thinking through this up front will keep you from getting frustrated and taking the work back.
- 6. Manage your energy.** Balance tasks that drain your energy with activities that energize you so that you can make the most of your time. Be sure to take regular breaks throughout the day to maintain your productivity. Even five-minute breaks can do wonders.
- 7. When you give performance feedback, developmental or positive, be sure to describe at least 2-3 ways that person’s actions or behavior had an impact** (e.g., on the work or others) so that they more clearly understand the full picture.
- 8. Treat networking as an essential part of your job,** rather than something you’ll squeeze in when you have the time. Cultivating strong relationships can have a huge impact on future opportunities. Once a week, don’t eat at your desk, and use that time to reconnect with others.
- 9. Toot your own horn.** Be strategic about telling your boss and others how you are making a difference in the company. Contrary to popular belief, your good work will not speak for itself. People are too busy with their own work to notice all the ways you are contributing. Start by identifying accomplishments you want to share and who you want to share them with.
- 10. Before you leave work each day, identify the 2-3 most critical things you must get done tomorrow and develop a game plan** (e.g., who to delegate to, block time on your calendar, etc.).

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