



Office of
Small Business Programs (OSBP)
where small business makes a **big** difference



THE HIGH EFFICIENCY WORKPLACE

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November 8, 2017

Fundamentals of Work

- How we plan and execute
- How persistent and consistent we are
- How prepared and organized we are

Plan it Out

- Create a master task list.
- From master task list create a weekly task list.
- From weekly task list create a daily task list.
- Plan each day's work schedule the day before - Should be the last task of day.
- Do work in batches - Work in blocks of time.

Plan it Out (Cont.)

- Peter Drucker said to spread work over periods of 90 minutes.
- Parkinson's law states, "That work tends to fill up, or adjust to the time available or allotted for it".
- Plan it first, finish it fast - If you spend 50% of your time planning you will finish it twice as fast .
- By setting aside a time for that frame of work, you have a much better chance of getting it done.
- Remember, the way you eat an elephant is one bite at a time.

Do it Now

- Act on item the first time you touch it or read it - Procrastination is a bad habit.
- Worst to first concept - Do the thing you like to do least, first.
- Build decisiveness into your work habits – It's just as much deciding what you want to do as what you will do.

Productivity Enhancers

- Eliminate daily inefficiencies (e.g., Poor organization, procrastination, working on the wrong priorities, etc.)
- Improving work processes must be part of everyday work.
- You have as much control over your time as you exert.
- Speed of execution is a competitive advantage.

Working Smart

- Limit amount of time spent reading and responding to emails.
- Manage your hours at work
- Learn to say no
- Delegate
- Process emails three times daily.

Deterrents to Productivity

- Rotational assignments
- Lack of standard filing system
- Clutter at workstation
- Social distractions