



How to be a highly productive person

One of the key traits of top property professionals is productivity. Productive people can successfully concentrate on the task at hand and block out any diversions. Distraction is one of the top culprits for affecting your productivity. Let's be honest, we all love a good distraction. What's your favourite...email, talking to colleagues, Facebook, your partner or children?

If you want to achieve more with your day, read our top tips to improve your productivity.

- **Create your 'ideal' week and day**

'The most highly productive people that I know in property and real estate, segment their time and are bullish about it. I plan out my 'ideal' week and day in advance and make sure I allocate set time periods for certain tasks. For example, those income producing tasks must be done, but allocating designated time for business development tasks is a must to keep the business coming in', says Gary Beesley, Director of Edge Recruitment.

- **Avoid distractions**

Distractions are the number one reason for lacklustre productivity. Do whatever is necessary to get your task done. This may involve turning off your mobile phone, telling staff members you are unavailable or shutting yourself in the meeting room for a few hours. Do whatever helps you focus on the task at hand.

- **Delegate**

Don't spend time on tasks that are more appropriate for someone else to do. Focus your energy on those tasks that are the best use of your time. This may mean saying 'no' when asked to do things that detract from your daily and weekly goals.

- **Don't multi task**

If you try to accomplish multiple tasks at once, chances are you won't do any of them very well. You are also more likely to make a mistake. Try to focus on one item at a time, be present and give it your full attention.

- **Take regular breaks**

Working for long periods of time without a break will kill your productivity. Take a short break every 1.5 hours or so and that doesn't include checking your Facebook page. Do something completely different to refresh your brain: go for a walk, get a coffee, stretch or play some office golf.

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"While I'm sending e-mail, trading stocks, and communicating with clients, my feet are just wasting time. What have you got to make my feet more productive?"



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- **Stop checking your email constantly**

Email is an important tool for communication and emails do need to be checked, however you can waste a lot of time re-reading, ordering and 'checking' your email. Allow yourself set times each day to review emails and don't stray from those times.

Feeling unproductive can cause stress and lead to decreased motivation and drive. Brain training exercises are really useful to help improve your concentration. Try lumosity.com for some excellent brain games. It's like yoga for the brain.