



Smarter, Not Harder

Ways to Increase Productivity at Work

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There are only so many hours in the day, so making the most of your time is critical. We assume that by working harder and doing more, we will become more effective but research suggests the opposite to be true.*

There are two ways to increase output — either put in more hours or work smarter.

Tips on how to work smarter, not harder and increase your productivity as an Extension Agent:



Seek help and delegate tasks accordingly.



Plan each day the day before – you will be set ready to go first thing in the morning.



Create to do lists and prioritize.



Designate times to check and respond to emails each day.



Leave the office for lunch – this helps refresh you and it is also a good time to get in some exercise.



Minimize distractions — cell phone, internet, Facebook, people, etc.



Take Exercise breaks — this helps keep you healthy mentally and physically.



Drink water to stay hydrated throughout the day.



Get at least 8 hours of sleep each day.



Having a “best friend at work”.



Say no to unnecessary meetings.



Set Goals and then achieve them.

“You are never too old to set another goal or to dream a new dream.”
—CS Lewis

*Clark, R. E. (2003) Fostering the work motivation of individuals and teams. Performance Improvement, 42(3), 21-29.