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making smart decisions can help you work smarter and be more efficient with your time implement the tips provided in this blog post to prioritize tasks manage your time effectively utilize technology and automation tools improve communication skills cultivate a productive mindset and environment and maintain your mental health and well being working smarter not harder can improve your productivity and performance while increasing your overall job satisfaction it also can make you a valuable asset to the organization you work for increasing your job security and potentially helping you earn a higher salary this illustrates the concept of work smarter not harder very well but the idea isn't just about using technology when you choose to work smarter instead of harder you're saving yourself from stress and burnout while also accomplishing more than you otherwise would have see firsthand how it's revolutionizing productivity work and happiness learn all about what it means to work smarter not harder we cover the main challenges and benefits and then offer twenty tips to make it happen working smarter can help you be more productive without wasting valuable time and energy in practice this usually means employing a clear strategy to prioritize important activities and goals this lets you tend to what matters most and prevents you from spending time on less important tasks upon completing this course you will be able to 1 learn to plan effectively to achieve your personal and professional goals 2 learn to recognize and overcome barriers to successful time management 3 identify specific time management tools and use them effectively 4 manage resources both effectively and efficiently 5 learn more about why it's important to work smarter not harder and consider 16 easy to follow tips to help you do so improving your overall productivity a coach can be a great asset to work with you to discover what strategies work best to help you meet your goals eliminate unnecessary tasks and optimize your workflow in the meantime we've compiled these 15 tips on working smarter for you to try 1 say goodbye to multitasking here are seven ways to work smarter and to be more successful no matter what your job is 1 create a routine for the best use of your time schedule errands meetings and appointments switching up certain steps of your current routine is one of the best ways to work smarter not harder an earlier bedtime and early morning wakeup more forward planning on day to day tasks and online calendar management are great habits to incorporate into a routine and stick to for smarter working 4 integrate tasks with your calendar start your day right set a time to check emails make a to do list record each and every task set deadlines for everything prioritize your to do list eat your frogs set realistic goals stop wasting time in meetings consider remote meetings don't let perfect be the enemy of good get a second monitor use keyboard shortcuts when it comes to working smarter and not harder everyone knows the usual tricks manage your time take strategic breaks get enough sleep and that's all good advice but you've probably asked yourself if there's more you can be doing working smart is the key to creating amazing results this article shows you 20 practical examples and tips you can use to work smarter not harder and come up with better ideas in less time with just a little bit of effort you can have a much more fulfilling career and experience life a lot more if you truly want to work smarter you need to take a good hard look at your daily tasks and learn to prioritize them or pass them off to someone else when necessary working smarter instead of harder is the way to go whether we're talking about achieving well thought out objectives and goals sometimes referred to as s m a r t goals about a military completing its mission or a ceo leading his company into the future however when you're working with other people on a project it's important to practice clear communication and goal setting stick to one topic at a time and make sure you listen well be concise and minimal in the amount of information you share whether you work in marketing project management software development or any other field our collection of tips and tools on productivity and motivation will help you learn how to be more effective at work grounded in scientific research this book gives you 50 ways to get more from your brain you'll gain an understanding of how your brain works and how you can boost your mental performance you'll discover how to improve your focus and memory and how you can enhance your problem solving skills work smarter not harder 17 great tips in dan pink's free agent nation the future of working for yourself he closes the book with a long excellent list of work smarter not harder type advice for people who want to start working for themselves the brain book how to think and work smarter concise advice mitpressbookstore phil dobson 14 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