

smarttime!

When you're better organized ...

- 🌀 You have more time
- 🌀 You are more productive
- 🌀 You feel more in control



create time...make space

Get to know your energy cycles – maximize your productivity!

An important piece of productivity concerns what time of day we select to work on which activities. When it comes to our personal energy levels, we all experience natural ups and downs in our day.

When you are up your brain is 'on'; your batteries are charged and you're able to focus.

When you are down your brain feels sluggish and drained; it's difficult to muddle through your work.

Are you working WITH your ups and downs or AGAINST them?

Use these highs and lows to your advantage. Get complex and mentally challenging tasks done during your 'up' energy times, and during the 'low' energy times take care of low priority, routine or non-challenging tasks.

Adjust the way you work and you'll get more done.

Now, get on with your day!

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Helping busy professionals get more done in less time.

Georgina Forrest, your Organizing Expert, helps busy professionals clean up their offices and shows them how to work smarter – not harder. Be sure to sign up for her Organizing Quick Tips and get a free report: 5 PAINFUL TIME MANAGEMENT MISTAKES PEOPLE TYPICALLY MAKE. Sign up here: <http://sworganizing.ca>

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