

Good Morning

**Welcome to the first issue of LFP's Business Blockbusters a regular e-mail designed to draw together some of the best business practises and ideas.**

**Its aim is to provide a forum where we can all share and benefit from the wealth of business knowledge that is locked away in the business community!**

*So let's get started with 6 tried and tested tips to increase productivity:*

**Tip # 1 Increase Your Productivity By Being Lazy!**

There's nothing more frustrating than getting to the end of an exhausting day feeling you've achieved next to nothing!

When you make your "To-Do List" instead of cramming everything, including the kitchen sink in it, you might want to be a little lazier and include less. Then when you've ticked everything off you'll feel you've achieved a decent amount!

When you come to your next list you'll tackle it with more enthusiasm and find yourself more productive... you'll take on more jobs and get more done in less time.

**Tip # 2 Get Your Priorities In Order**

What jobs are crucial and which ones can wait? Writing a business proposal is a lot more important than deleting e-mails from your inbox.

Mark each item on your list A, B or C.

A's generate income for the business and need your immediate attention.

B's are fires that need to be put out, don't leave them for too long!

C's may benefit the business but are of lower value – get around to them **only** if you have time remaining.

**Tip # 3 Be Strict!**

If you're anything like me there are things you want to do, but never get around to doing like that article your keep on your coffee table. You'll never read it!

So if there's a bit of mail, or an e-mail that is months old, its time to use the right click of your mouse and delete it!

Otherwise it'll distract you from focusing on the stuff that really needs doing.

#### **Tip # 4 Concentrate & Eliminate Distractions**

Choose a high-value task, start on it immediately and stay with it until its done. Focusing single-minded attention on one task allows you to complete it far more quickly than starting and stopping.

Close your door and only take urgent calls.

#### **Tip # 5 Pick Up The Pace!**

When you are at work, work! Develop a sense of urgency and maintain a quicker tempo.

Get on with the job and keep at it until it is done, then move straight on to the next task.

#### **Tip # 6 Bunch Your Tasks**

The “learning curve” affects your work by making similar tasks easier if you can group similar activities together. It helps you develop speed and increased skill at each activity.

So try to make all calls, completing all your estimates, or preparing all your presentation slides at the same time.

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**For further information on our services to business, or any other matters, please contact me on 01752 603232.**

I do hope that you enjoyed this edition of LFP’s Business Blockbusters.

**If you have any thoughts or would like to submit material to be included in a future edition I would be delighted to hear from you.**

Kind regards

Jim Lowther  
Director

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