

4 Solid Productivity tricks in a post covid world.

With most of the world back to some sense of regularity and normalcy, people are now able to look a little bit further into the future

This article from Forbes outlines four tricks that can help build back up the productivity that might have been lacking during the worldwide disruption, and maybe even improve some of the ways you work currently.

1. Avoid burnout, take a breather

With working from home, or even hybrid working, it can be easy to work longer and longer hours to feel productive. The idea that you're working from home so can add another half an hour onto each end of your day can lead to burnout. Make sure to take time from your work schedule to reload and relax a little.

There are several ways you can do this, such as updating your to-do list. Knowing that you have fewer tasks to do, especially on a busy day, can have a positive effect on your productivity. If you can, taking a short walk around the office or outside can be just what you need to kick your brain into that other gear and help boost your output for the day.

2. Prioritise your workload sympathetically

We all know that to be productive effectively, we need to be able to prioritise our workload, usually on the go. But that can also mean saying "no" and committing to strong boundaries around your work. People always like to delegate work where they can, especially less interesting tasks. But being able to say no, means that you can keep on top of the work that you have on, both short and long term. If you **do** have the capacity to take the work on, then do so, but do not take on so much that it slows down other aspects of your work.

3. Make meetings work for you

Yes, we've all seen the metrics and data connected with meetings and unproductivity. But meetings, when planned and executed properly, can help encourage creativity, cooperation, and originality. Meetings are especially useful for teams because they allow members to review and revise plans, assign responsibilities and establish deadlines. All of these factors contribute positively to increased output. You can maximise your time in meetings by using a few of these techniques.

- Limit meetings to 30 to 45 minutes and no more than five participants.
- It is better to have a couple of sessions and allow people to bring fresh ideas to every session rather than have one long call, after which you all need a one-hour break.
- Only invite people who must participate and who will contribute to the meeting.
- Take meeting notes and create clear action plans after each meeting.

4. Make inefficient processes work

Now might be as good a time as any to be able to take the processes and practices that have been in place for years and improve them. The pandemic pushed a lot of companies to do more with less, and, subsequently, more efficient software has been developed. The use of automated systems has exploded across all sectors, letting the work that needs human input be done more quickly. Being able to track what each person is working on in a comprehensive CRM means that no one person should get left behind or swamped with work. Being able to have that kind of oversight which might have been more difficult to implement before, means that the entire company can work as one, and increase output overall.

[Productivity tricks from Forbes](#)