

WORKING SMARTER NOT HARDER

Getting more tasks done in less time is something most have strived to master, but achieving high productivity consistently is an uphill battle for most of us. With greater access to a wide variety of productivity tools, we can certainly find ways to be more efficient. However, we still need to get our foundations right to leverage the tools and technologies we have at our fingertips.

HOW?

1. UNDERSTAND YOUR PERSONAL ENERGY CYCLE TO OPTIMISE WHEN AND HOW YOU EXERT ENERGY.

This may be a new concept to many. The trick is to work with your ultradian rhythm and prioritise important and critical activities first.

It may seem like working smarter means front-loading your day, so you get more done sooner. That, however, would be ignoring your ultradian rhythm the 90 to 120-minute pattern found in our sleep and waking hours.

By taking more breaks and carving up your day into 90-minute segments, you capitalise on your natural periods of focus, which can help you get more done. Remember, to take a brief break to detach from one activity before starting the next so you can optimise your energy levels and productivity.

Pay attention to peaks and troughs of energy and productivity. When you are at your peak energy level, the time of day that you know you are at your best, be deliberate about the tasks you choose. For example, if mid-morning is when you are most energised and focused, plan to undertake the task that may be most complex and notice what you achieve

2. FUEL YOUR MIND AND BODY

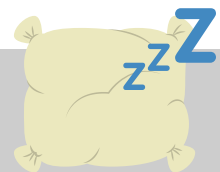
The fast-paced environment we live in now can quickly drain your physical energy. Long days at work coupled with competing commitments in our personal lives mean that we can be stretched quite thin. Sleep, food and exercise can be the areas that we compromise on when we feel over-committed or tired. It's important that we make a commitment to take care of the mind and the body to continue achieving our goals and wellbeing. Regular exercise, healthy diet and adequate sleep are what our mind and body need to replenish themselves so we can perform at our peak.



Exercise promotes neurogenesis (growth of new cells), especially in the hippocampus. It also releases endorphins to make you feel good



Your body needs fuel – maintain a healthy diet and eat meals regularly. This allows for our metabolism to kick in and give us energy



Research suggests that 7-8 hours of sleep is optimal – limit screen time, establish a healthy sleep routine.

Find out how Assure can support you



1800 808 374



info@assureprograms.com.au



Assure Programs

WORKING SMARTER NOT HARDER

3. LEARN HOW TO RECOVER USING EVIDENCE-BASED STRATEGIES

Most of us find it difficult to switch off from work from time to time. When the mind seems determined to not let go of the day's events and worries, we need to be more deliberate in the way we switch off the brain after work.

TRY THE FOLLOWING STRATEGIES!

A Physical Energiser

All types of exercise are great at improving your mood and allow us to reset. As an addition to exercise, you can incorporate a mindfulness techniques into your routine. Try to notice the sensation of your feet hitting the ground or the rhythm of your breathing. This mindfulness element can interrupt the flow of worries.

Distractors and Relaxers

Engaging in activities that you enjoy can promote calmness. Try getting back to hobbies that you enjoy such as reading or painting. Progressive muscle relaxation, being in nature, yoga, meditation or listening to music can also help shift our focus of attention and help us relax.

Reflectors or Releasers

One of the most effective ways to shift our mood and worries is talk with people you trust to gain perspective. Being able to talk through the challenges you face from a difficult day can help you reflect and process difficult emotions. Another way is to keep a reflection journal. Writing in a reflection journal can help you process difficult events, get us focused on things done what we did well, ways that we can improve on, and how we can tackle a similar situation more effectively next time. This process can help us keep things in perspective and as well as help us to reset.

Find out how Assure can support you