pitman™ training

7 DAYS TO A MORE PRODUCTIVE YOU

WEDNESDAY
LEARN A FEW MICROSOFT TRICKS
Did you know clicking the top left corner in Excel is a shortcut to higlight all cells in a worksheet? Tips like this can save time during your day.

THURSDAY
MAKE USE OF YOUR ENERGY
Ever noticed that you are better at doing tasks at certain times of the day? If you have more energy in the morning focus on a tasks that require more brainpower then.

FRIDAY
BE PREPARED
Take stock - of what you've achieved today, and celebrate your success - then define what you need to do tomorrow, and make a plan. This enables your brain to focus resulting in increased productivity.

TUESDAY
DELEGATE
If you are a part of a team, make sure you use it. Learn how to delegate actions that are better suited to a team member.

SATURDAY
IMPROVE YOUR TYPING
Do you spend 4 hours a day on your keyboard? Improving your typing speed by 10 words per minute could save you a whole working day per week!
(Calculated on a 37.5 hour week with a starting typing speed of 15-30 words per minute.)

MONDAY
PRIORITISE & SCHEDULE
Make a 'To Do' list each day. Allocate time in your calendar starting with the key tasks that need your immediate attention.

SUNDAY
CONSIDER YOUR READING
An expert speed reader can read 1,000 to 1,700 words per minute! There are various techniques that can be learnt to improve your reading.

Here are **Pitman Training's 7 Top Tips** - just little things that you can do each day to make a more productive you. For more information and tips like this visit: **www.pitman-training.com/advice-centre**