

4 Set up reminders for meetings and tasks.

When you set up a reminder on your cellphone, you are reducing the risk that you will run late or miss appointments and tasks altogether. Setting a reminder can also take a load off of your mind and allow you to concentrate better on the task at hand. Do make sure that your reminder ringtone won't bother nearby people, or you could be lessening their productivity.

5 Prepare all the materials that you need.

Though arguably this can be considered part of the work that you do, for argument's sake let us put it in this category. Having all the tools and supplies close at hand makes it easy to complete tasks because you won't have to break your concentration (or spend time) going to get something.

6 Set your cellphone to silent or vibrate-only mode.

Loud ringtones don't just break your concentration but also that of the people around you, unless you have your own office or something to that effect. Besides, it would be a bit embarrassing if you were surprised by your own cellphone. We don't quite recommend turning your cellphone off because there may be urgent matters that can only come to your attention through your cellphone.

7 Have a personal SIM and a work SIM.

If you can afford it (and if you have a high volume of message / call traffic on your cellphone), then get different SIM cards for your work and personal lives. You could put them in different cellphones, or on a single dual SIM phone, or just swap them in and out as needed. The idea is that you pay attention when the work phone rings, and can choose to ignore the personal phone until you have the free time to check it.

leave your games for after work, then do it during your breaks, not while you are working. Even better, don't play games while at work!

33 Bookmark useful sites.

If you use the Internet a lot while at work for work purposes, then keeping bookmarks for useful websites can be a big help. For example, if you find a great reference site, keep a bookmark of its homepage. That way, you can visit it again easily the next time you need to look something up. Even when you come across a site that isn't useful at the moment but may prove useful in the future, add a bookmark to your Web browser.

34 Organize your bookmarks.

Aside from creating bookmarks, you should also keep them organized. Categorize them for easy lookup. File away old bookmarks that are no longer being used, or simply delete them. The idea is to make the bookmarks that you need easy to find by reducing the number of things you go through, either by deleting unused items or by grouping them for shorter sets to search through.

35 Prioritize work as needed.

Sometimes, work just keep piling up until you have a full stack on your desk. Of course there is nothing more discouraging than a stack of paperwork on your desk. If it does happen, approach the problem by doing work one at a time. Prioritize work according to what is more urgent and/or important. Anything that can be put off for later should be put off for later. When you are done with everything marked "Urgent," use your remaining time you have to tackle papers you still have left. This is a more efficient way of dealing with a stack of papers on your desk.

UPS can give you enough time to save all your information and do a proper shutdown, ensuring you do not lose data and avoid potential system or program corruption.

43 Keep regular backups.

Keeping backups of your files and regularly updating those backups is one secret to productivity. It does add overhead and can be a little tedious, but you will surely not regret it when you lose the active information. Keeping multiple backups is also a vital practice for programmers, since they may want to roll back changes due to unforeseen circumstances. Your backups should be on a separate machine, remotely hosted, or on physical media that is stored properly.

44 Keep detailed information on backups.

You might know what's currently on your active files and maybe the most recent backup, but what about the backups before that? Having lots of multiple backups can make it confusing and difficult to track down the one you want, so you should maintain a readable file that details the contents and changes found in your backup files. If you have enough space, you can keep backups for years to come, and that can mean lots of duplicate files that may not necessarily be the same. Avoid wasting time on finding the right backup by keeping a summary file.

45 Keep records and store them properly.

For any kind of work, maintaining records of important daily information is very helpful. This does not just improve accountability and the ability to recover from loss, but it can also help you monitor performance and take appropriate actions. Remember to regularly relocate your records to some secure location, safe from the elements.

46 Perform regular maintenance for your work computer.

Not all the required maintenance work for your computer has to be handled by the IT Department. There are actually a few things that are simple enough that you can do them on your own. For instance, deleting unnecessary files are just a few simple clicks away. Defragging can help your computer de-clutter its hard drive and keep it running at optimum speeds. Do this regularly like once a week and you will have a reliable computer to work with. No need to keep calling the IT guys and stop working altogether.

47 Assign priorities

Know how to quickly review tasks and use your foresight to manage them and assign priorities. Priority values rely on metrics like difficulty, time to deadline, required resources (including time), and if you play office politics, who it's for. High-priority items should be worked on first, unless they rely on some as-yet unavailable resource. If a high-priority item cannot be worked on yet, turn to other high-priority items before taking care of low-priority items.

48 Don't procrastinate.

Don't put off work that you can do now. Unless something urgent that requires immediate attention comes up, you should direct your energies to completing whatever it is that can be done at this moment. Aside from lowering your overall productivity, procrastination sets you up for dangerous crunches that could be much less taxing if you completed your tasks as they came up.

49 Let yourself be seen.

This one is for supervisors and middle managers of all kinds. If you have a bit of free time on your hands, take a walk around and peek into cubicles and

Things To Do After Work

Your work does not really end after you finish it. As paradoxical as that statement is, there is truth in it. There are things that you can do after completing tasks to improve productivity. Yes, you may be tired already, but try to do these as much as possible, okay?

62 Put away your tools and equipment.

You might be using them again as soon as you start the next day, but that is no excuse for leaving them lying about. Putting away your tools and equipment does not just keep them organized, it also makes the work area safer, and in the case of common resources, makes it easy for others to find and use them. Also, if someone has sticky fingers, putting away your tools can secure them so you don't lose productivity by trying to search for something which is no longer there.

63 Shut down your computer.

Some people simply put their computers into sleep mode or let them run overnight with the monitor turned off. Unless you are running some resource-heavy task that requires all night, you should shut down your computer. Putting a computer into sleep or hibernate mode does not allow it to flush its memory completely, which means that you don't get off to a fresh start when you turn it on the next day. A full shutdown means that you can start off from the best possible state because your computer was able to clean itself with the shutdown.

things especially if it might bring better results or optimize your work process. You will only thank yourself later.

68 Pat yourself on the back.

There are times when all you need is some good old encouragement. When you do well enough, your boss or supervisor is bound to take notice and compliment you for a job well done. Who says you cannot do this for yourself? At the end of a grueling day, why not pat yourself on the back and congratulate yourself for finishing everything? This kind of self-encouragement is great for your self-confidence as well as your overall well-being. End your day the same way you started it – in a good mood.



Things To Do In General

This section covers the tips that don't quite fall into any of the above categories, but are nonetheless useful in helping you achieve a higher level of productivity.

69 Find a way to unwind after work.

Everyone needs to have an outlet, preferably something constructive. Stress from our jobs makes life in general more difficult, and our jobs more dislikable. This stress builds up unless there is some way to release it. A good hobby can relieve the stress, making it easier to stick with the job. It lowers those "I hate my job" feelings, enabling you to perform your tasks more efficiently. If your hobby produces some form of product, whether physical or digital, you could also sell it for incidental income.

70 Put some good music on

Music calms the wildest beast and the same goes true with a disorganized mind. Science has already proven the calming effects of certain kinds of music. When the opportunity allows for such, pop some earphones on and listen to good music for a change. It is certainly a welcome change and break from the usual office conversations and staccato humming of the office fax machine. Good music is great for clearing your head and helping you concentrate more. Just make sure that you are not disturbing the person next to you. He or she may not like your preference of music after all.

71 Get out of bed before the rest of the world.

Setting your alarm clock at least an hour earlier than everyone else's is great for getting you to work early in the morning. Apart from keeping you from showing up late, it allows for some time alone in the office. No phone calls,