Welcome to Two-Minute Tuesday. I’m Audrey Savas. Let’s talk about boosting your productivity to superhero levels!

Are you tired? Do you feel like no matter how hard you work, you can’t keep up with your never ending to do list?

I’ve been there too. Let me reveal a couple simple tips to be super efficient.

One thing that can cripple efficiency is constantly checking your e-mail. Instead, look at e-mail only at specific times. Normally, three times a day should be enough. Try it... I bet you’ll be more relaxed and productive!

Here’s a huge tip ... Planning is critical. Experts say that every minute spent planning saves you 10 minutes in execution. To become super productive, you need to know exactly which tasks you should be working on at any given time.

So, at the end of the day, spend at least 15 minutes planning your next day. Or, plan your day first thing when you get to work.

Have just one To Do list — a master list. If something isn’t on the list, it doesn’t get done. Now - what’s the most important aspect of the list?

If you said, *to always keep it up-to-date*, you are right.

Here’s an idea: Consider using the Outlook Task feature to keep track of your To Do list.

Prioritize your list with the ABCDE method:

- **A** tasks – are those you **Absolutely** must do today. If not, you will have serious consequences.
- **B** – are those tasks you **Better** do today. If not, there are mild consequences.
- **C** tasks – are those that you **Could** do. If not, there are no consequences.
- **D** – are things you **Delegate**, and
- **E** – are things you **Eliminate**.

The real trick is to never do a B task before you have completed all of your A tasks.
Slide 11
To get your day off to a productive start, simplify your morning.

Slide 12
Did you know that Facebook CEO Mark Zuckerberg always wears a gray T-shirt?

Slide 13
Yeah - it’s boring, but it makes his mornings easier so he can focus his energy on more important decisions.

Slide 14
No matter how well you plan your day, new tasks seem to magically appear. It can be really frustrating. When that happens, the best you can do is prioritize ... fast ... and focus on those A tasks that Absolutely must get done in order to maximize your productivity!

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By the way, did you know that music affects your productivity? Classical music has a measurable improvement on concentration. That’s why we are playing Vivaldi’s Four Seasons during this video.

Slide 16
Thanks for tuning in to Two-Minute Tuesday. To subscribe or watch previous episodes, visit us online.