



SKILLS FOR TOMORROW

“Productivity isn’t just about organisation or time-management, it’s about our relationship with work and how we think about it.”

Grace Marshall



Let’s talk about...

How to be more productive

with Grace Marshall, Head Coach, Chief Encourager, Productivity Ninja and best-selling author.

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Tip 1:

Measure outcomes

Measure productivity by what you’re achieving and the impact you’re making, not by how ‘hard’ you work or how many hours you do.



Tip 2:

Do real work, not fake work

Separate real work, that’s going to move you forward, from fake work that’s just going to keep you busy. Find the right balance.



Tip 3:

Ride the attention wave

Our attention is not constant across the day. Instead of trying to squeeze every minute out of the day, focus on when you’re at your best.



Tip 4:

Protect your attention

When you’ve got to focus, protect your attention. Turn off your phone, work offline. Let people know you’re not available.



Tip 5:

Shorten your to-do list

Keeping your to-do list brief helps you prioritise. The act of choosing three things forces us to focus on what’s going to create the biggest impact.



Tip 6:

Don’t procrastinate

Too big? Too boring? Too scary? Work out the reason for delay and make it smaller. Or more more interesting. Or just jump in and do it.

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