

Five suggestions for professional performance:

1. Set up reliable task management:

- Register all to-dos in one system (e.g., paper list, excel list or application) to have an overview.
- Prioritize all tasks (e.g., operational, tactic, strategic) to work on the right task.
- Schedule all tasks and add a deadline, if necessary, to plan task completion.

2. Have your inbox under control:

- Screen incoming mail, identify tasks, categorize and act accordingly:
 1. Delete (or archive) information that is outdated or not relevant for you.
 2. Delegate tasks or forward mails to colleagues, if possible.
 3. Do all tasks or answer all mails right away, if this does not take more than two minutes.
 4. Schedule all tasks that can not be completed within 2 minutes by adding them to to-do list.
- Answer incoming mail within 24 hours to show that you have your inbox under control. In case of scheduled tasks, inform the sender about the expected time of answer.

3. Write mails that will be answered:

- Keep mails as short and precise as possible (e.g., max. 5 sentences) to minimize reading effort.
- Address only one topic per mail to increase the chance to receive a quick answer.
- Reduce the number of addressees (incl. CC) to a minimum to avoid unnecessary workload.

4. Organize your desk:

- Reduce tools on your desk to a minimum (e.g., one pen, notepad, computer, telephone) and keep your desk clean to visualize that you have everything under control and to create a surrounding for focused work.
- Have only the documents on the table that you need for the current task to maximize focus.
- Lock all documents when leaving the office to ensure maximum data security and privacy.

5. Optimize your working time:

- Plan the upcoming day (incl. time for self-management, inbox processing, and interruption buffer) to know what you want to achieve and to check if planning is realistic.
- Force yourself to single tasking to maximize focus on the current task.
- Minimize interruptions (e.g., switch off notifications and phone, go to silent places) to stay focused.
- If you have to contact others in person, bundle topics to minimize interrupt for your counterpart.

Visit myloopblog.wordpress.com for more detailed ideas how to maximize professional performance.