

Get Organised, Stay Productive!

Practical Tips and Tricks for Efficient Working

Alicia Cowan – Absolute PA

Procrastination

If you have goals and procrastination, you have nothing.

If you have goals and you take action, you can have anything you want.

Thomas J Vilord

Author, 1001 Motivational Quotes For Success

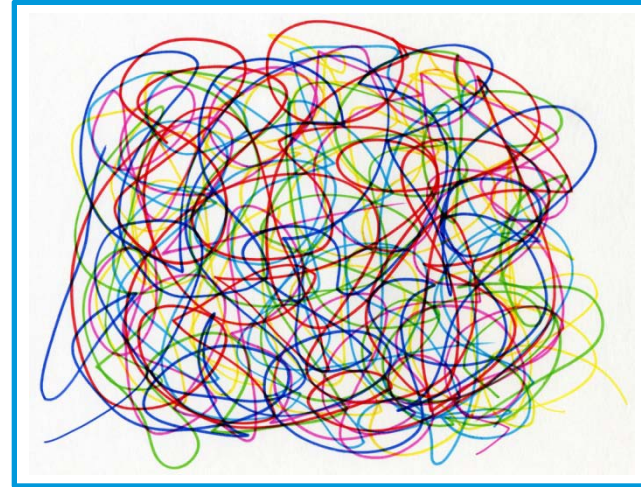
Recognise it



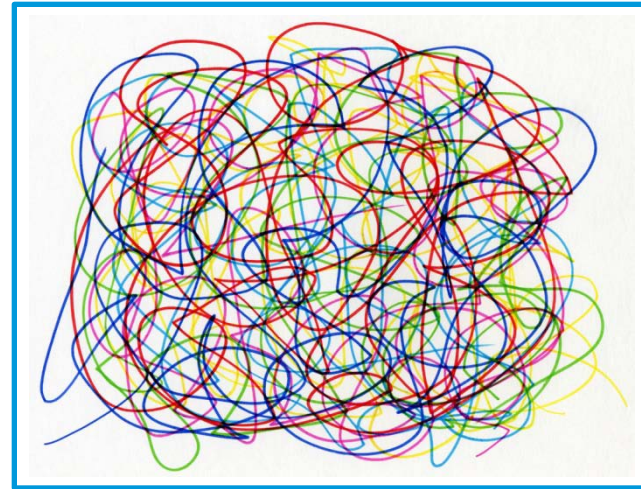
Why?



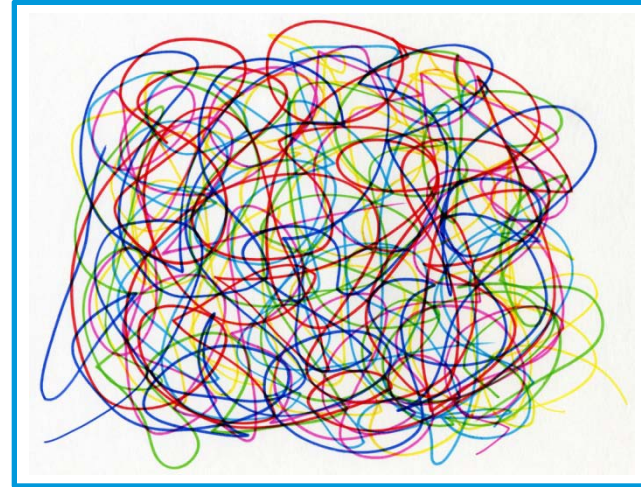
Why?



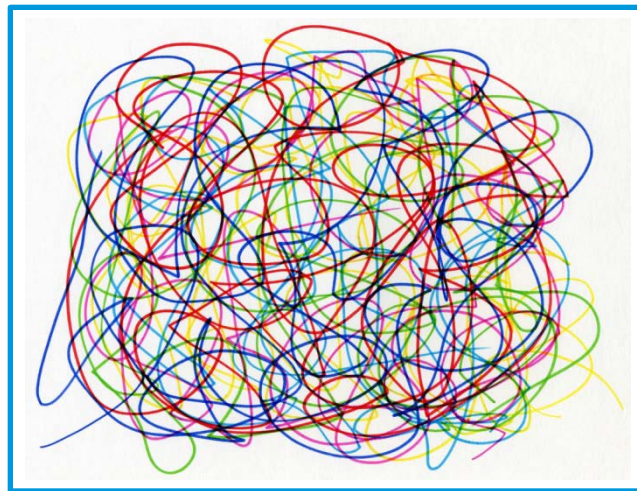
Why?



Why?



How?



How?



How?



How?



Procrastination



Procrastination

- Recognise it.
- Understand why.
- Implement steps to overcome it.

Filing





Productivity

Secrets to squeezing the most out of your day.



Productivity #1

Minimise
distractions.



Productivity #2

Touch a piece
of paper...



Productivity #2

Touch a piece
of paper...



Why do I need this?

Productivity #2

Touch a piece of paper...

Can it be actioned, or do I need more information?

Can it be passed on to someone else to deal with?



Why do I need this?

Do I need to refer to it for another project?

Do I need to keep it for future use?

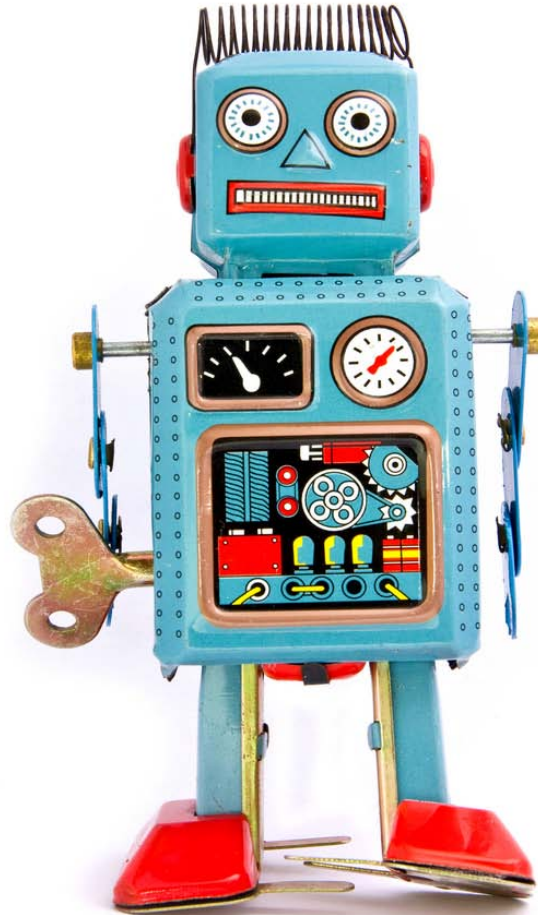
Productivity #3

A place for
everything.



Productivity #4

Automate.



Productivity #5

Group
together.



Productivity #6

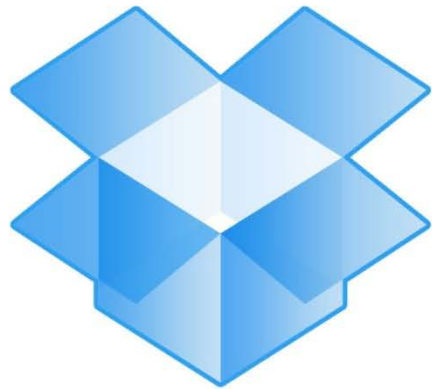
Tidy space,
tidy mind.



Online Tools

- Ease of use.
- In the cloud.
- Free, free trial, good vfm.

Online Tools



Dropbox

Online Tools

CARBONITE

BACKUP. SIMPLE.

Online Tools



Online Tools



EchoSign



Thank you!

AbsolutePA.com

Alicia@AbsolutePA.com

[Twitter.com/AbsolutePA](https://twitter.com/AbsolutePA)