

Thought for the day – 19

‘Dump trivia’

If you want to work smarter, one of the things you must tackle is what to do about the unimportant tasks – the trivia. These are things that no longer need to be done and do not contribute anything to your effectiveness, results or product ability.

Most of us tend to deal with them first because they are short and simple, but if there is no real importance or urgency to them, then we shouldn't be doing them at all. You may find that you can ease your conscience by delegating some of the trivial tasks that consume your day. You may also find that you can do wonders by speeding up your work load and how you tackle it. Simply opening the mail or doing other things such as filing with a stopwatch ticking can actually concentrate you to work faster and quicker to get thing done. One suggestion is not to do them at all:

- Can you survive without them?
- Will they impact on your effectiveness?
- Will anyone notice the difference if you do them or not?

If the answer to each of these questions is 'no', then let go of these tasks.

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This thought has been taken from Graham's book 'Working Smarter'. Graham has developed an outstanding course to go with the book – click [here](#) for details.

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