

# 13 DIFFERENCES

between

# BUSY & PRODUCTIVE

## PEOPLE

### BUSY PERSON

- Loves multi-tasking
- Keeps talking about how busy he is
- Has several priorities
- Equates "doing things" with accomplishment
- Works for his boss
- Responds "yes" to everything at once
- Tries to please naysayers
- Does not socialize
- Replies to emails at once
- Asks for advice
- Allows other people to set his direction
- Tries to do everything by himself
- Works hard



### PRODUCTIVE PERSON

- Focuses on one task at a time
- Lets the results speak for him
- Has a couple of priorities
- Waits for the result before taking the credit
- Works for himself
- Thinks twice before nodding to requests
- Tries to please his clients
- Attends to important events
- Takes their time and replies with care
- Acts and completes the job
- Sets his own direction and assesses his progress always
- Finds the best tools, services, and people to help him
- Works smart

## Quick Facts About Work Productivity



Productive people work for 52 minutes, then take a break for 17 minutes



Happiness makes people 12 percent more productive



Commuters are 14 percent more productive than their office-bound colleagues are



Multi-tasking can decrease productivity by 40 percent



61 percent of employees agree that loud co-workers are the number one distraction at work



Productivity increases in the late morning, around 11:00 AM, and peaks between 2:00 and 3:00 PM



46 percent of workers say their productivity has improved because of social media and its tools

## Twelve Ways To Be Less Busy And Be More Productive at Work

Besides reducing your stress-induced headaches, the tips below will help you maximize your time and improve your quality of life, too.

01. Tidy up your mind.
02. Set a target.
03. Arrange a deadline.
04. Have a plan.
05. Prepare a to-do list.
06. Avoid time wasters.
07. Learn to say "No."
08. Don't multi-task.
09. Reward yourself whenever you complete a goal.
10. Give yourself more time.
11. Quit procrastinating.
12. Take a break.