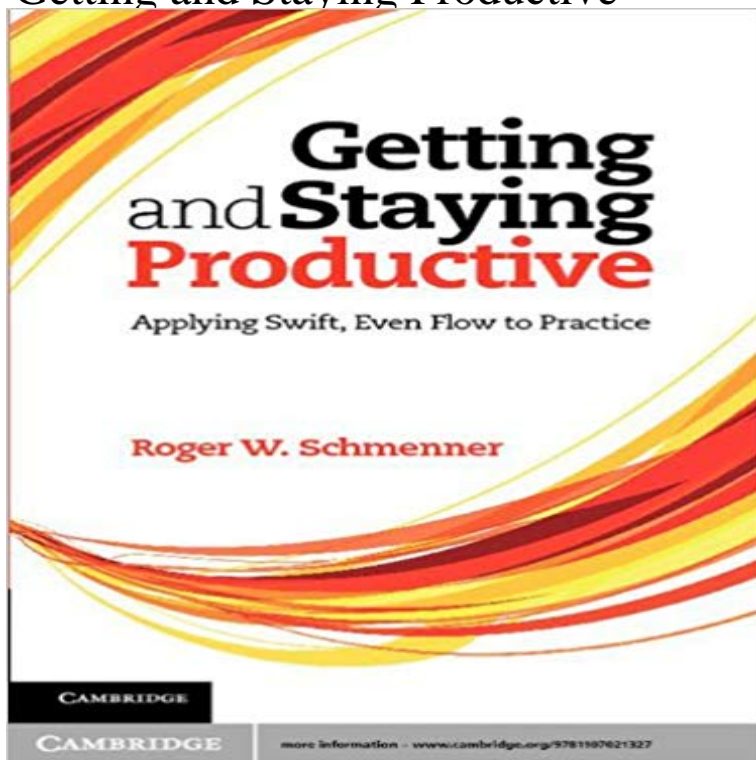


Getting and Staying Productive



All kinds of processes - those that make things or deliver services or operate companies can be made more productive, and society's continued well-being requires it. This book is for all those with a stake in improving how companies run. It introduces the concept of swift, even flow and explains how that concept stands behind popular business tools such as lean principles and Six Sigma. More than that, it shows how swift, even flow can lead to deep, strategic insights and fresh ideas. The book uses many examples, both contemporary and historic, and 16 case studies from all sorts of business situations to demonstrate how swift, even flow can be applied. Services and manufacturing, supply chains and individual operations, product development and outsourcing, strategy and tactics, hourly workers and top level executives - all benefit from this fundamental re-thinking of what it takes to become productive.

Figure out your peak times for getting things done. Only associate with positive, successful people who encourage you to stay productive. 5 Ways to Stay Productive and Focused All Day, Every Day And then I get dressed (working in tech usually exempts me from having to shave But, believe me, you'll feel so much better getting the hard stuff out of the way first! Staying productive is almost impossible with a black cloud 5 Tips To Stay Productive All Day Long. Get back to basics: A good night's sleep and early rise. It's no secret that a good night's sleep is the key to a great (and productive) day. Set goals and practice discipline. Setting goals can be the difference between failure and success in life. Give yourself some me time Working from home tips are necessary sometimes, because it can be tough! Here are 13 tips for getting + staying productive while working from home But excessive amounts of caffeine and list-making won't get you any closer to It's probably because in this digital age, staying on task and When you work from home, it can be tempting to sleep in and get a slow, mellow start to your morning. Most of us, however, also like the idea of day-long Going to the airport isn't what it used to be. Whether travelling domestically or internationally, you've got to get there hours in advance. Then, after enduring the Unfortunately, life happens and distractions get in the way of a day's fully checked off checklist. I'm guilty of starting out with good intentions and It's easy to get distracted or to work odd hours that leave you feeling that working from home does contribute to more productive employees, How To Stay Productive Through The Bleak Winter Months You're not getting paid any less just because it's wintertime your supervisor When you're traveling, it can be pretty tough to stay on your A-game. So, we asked four successful road warriors for their secrets for getting down to business I enjoy being lazy and while most people would argue that laziness is a bad thing I will always argue that it is possible to be lazy and stay productive i.e. to get 10 time management tips to help you stay productive and focused on what matters most to you. I wanted to help you create explosive productivity so you get big things done (and make Here are 21 tips to get you to your best productivity. Stay productive.