



Seven Ways to Get More Done Each Day

By Brian Tracy

There are seven methods you can use to get more done each day. Each suggestion is simple, direct, and costs no money.

Work Harder

Work harder than you are working today. You can concentrate with greater intensity on your work. You can focus single-mindedly and discipline yourself to work without interruption, diversion, or distraction. You can work harder than anyone else, which is a secret to great success.

Work Faster

You can work faster than you do today. You can pick up the pace. You can develop a faster tempo. You can move more quickly from place to place and from job to job. When you combine working harder and working faster, you can get more done in a single day than most people get done in a week.

Batch your Tasks

You can batch your tasks. You can do a series of similar jobs together, taking advantage of the learning curve.

Do More Important Things

You can batch your tasks. You can do a series of similar jobs together, taking advantage of the learning curve.

Do Things You're Better At

Do things at which you excel. The better you are in a key skill area, the more you can get done, and at a higher level of quality. Because you are better at these tasks, they will be easier for you, so you will get them done with less effort, and you will have more energy as a result.

Make Fewer Mistakes

To get more done, you can make fewer mistakes. You can take the time to do it right the first time. You've heard it said, "there is never enough time to do it right, but there is always enough time to do it over." One of the best time management techniques is to do it right the first time, even if it takes a little more effort and concentration.

Simplify the World

You can simplify the work by reducing the number of steps necessary to complete the task. This makes the job simpler and easier to get done.

Action Exercise

Focus on doing a quality job the first time you do the task so that you do not need to waste time to go back and fix that task.

James E. Kent II

Strengthen your mind and you'll have a powerfully fulfilling life.

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