



them, embrace them. And use this self-knowledge of your most productive times when you are going to tackle the important work versus the mundane time stealers.

3. Take Care of You

There has been a recent spate of reports on how sitting in front of a computer all day may be unhealthier than being a couch potato. The advice of the experts is to get up every hour and stretch. But how do you remember to do it? Set a timer on your phone or computer, or if that's too cumbersome, use a cooking timer that you place across the room – it may be old school, but it will force you to get up out of your chair to turn off the annoying clatter of it. And don't forget to reset it for the next 55 minute block.

Taking a quick walk around the block can do much to get you in a proper frame of mind to handle a task. Breathe deeply, swing your arms to increase your circulation and just revel in the beauty of the outdoors. If you have a pet, take 10 minutes to play with them; empty your mind of all the pressing thoughts and enjoy their unconditional love. It will help bolster you to get back at it, refreshed and reinvigorated.

4. Be Singularly Focused

A few years ago, Cybertary wrote about the hazards of multi-tasking in an article titled ***Multi Tasking – A Talent or A Torment?*** The sad truth of the matter is that multi-tasking is often counter to productivity. Having the task at hand be your focus can help you accomplish it and get it out of the way. Then, you can see to all of those other things that you wanted to juggle under the pretense of being productive.



And a 5th (and shameless self-promotion for Cybertary) . . . consider delegating some of the tasks that you do not have to do personally. That way you can concentrate on what you need to do, letting us handle those '*round tuits*' .

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