



Tips to Maximize Work Time

By: [Carol Roth](#)

It's the middle of summer and you'd really love to have some extra time to enjoy it, but nobody told that to your ever-growing workload. So, how can you maximize your time at work, improving your productivity and efficacy, so that you can get out there and enjoy some summer fun? I have asked the [CarolRoth.com](#) contributor network of business owners, experts, advisors and entrepreneurs to provide their best advice for maximizing their time during the work day. Their answers are presented below in no particular order.

You may notice some similar ideas, but I kept them separate, as something in the way one is framed may resonate differently with you.

75. Focus and Finish

Changing "work hats" uses up work time. Focus and Finish one thing at a time. Every time you switch topics, it eats up 5 to 10 minutes. Just 6 unnecessary topic changes in a day takes away up to an hour of your productive time. Use your calendar to help minimize topic changes - book meetings in blocks, don't scatter them throughout the day. And book work time for yourself to Focus and Finish a project. Minimize interruptions by turning off email alerts and phone ringers during Focus times.

Thanks to: Jean Cook of [The Alternative Board - Tulsa](#).

97. Stand Up for Short Meetings

I suggest "stand-up meetings." As a certified PMP, I've observed that projects usually take as much time as is in the schedule or more -- rarely less. The same goes with meetings. Once the attendees settle into their seats, if the meeting is scheduled for an hour, it takes an hour -- or a little more. I like to stand -- it creates more urgency. As a consequence, the meetings do not always expand to fill the allotted time.

Thanks to: David Scarola of [The Alternative Board \(TAB\)](#).