

ASK SKIP

career questions
considered



VANDERBILT.

Executive Education

OWEN GRADUATE SCHOOL OF MANAGEMENT



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How can I work smarter?

First, prioritize, prioritize, and prioritize. This is the most important rule of working smarter and ensuring you accomplish your daily goals. I recommend writing down the top five to ten things you need to do each day and keep that list close by as a reference for your day. Second, understand the importance of delegating tasks that might easily and quickly be done by someone else so as not to consume time that could be used for more important tasks. Third, set time limits for tasks to increase your productivity. I like to use a timer in varying intervals so I stay fresh and ensure I am attending to the task at hand.