

NESPRESSO[®]

PROFESSIONAL

**SHOW YOUR
WORKLOAD**

WHO'S BOSS



SMALL CHANGES COULD MAKE BIG RESULTS



BETWEEN

25%

AND

50%

of people report
feeling overwhelmed
or burned out at workⁱ



When you're constantly juggling hectic schedules at home and at work, striving towards your goals and staying on top of your tasks can be challenging. With so much potential, and not enough time, we could all do with some help to manage our workloads.

Next month is 'back-to-school', so now is the perfect time to review and re-focus your goals, starting with how efficiently you work. Let's concentrate on giving ourselves more time to enjoy life and focus on what matters to us the most.

MANAGING YOUR WORKLOAD



WHERE DO I START?

MANAGE ONE TASK AT A TIME



Focus on one job at a time. Studies have shown that switching your attention away from your work to another job can actually

**INCREASE THE TIME
IT TAKES TO FINISH
THE TASK BY**

25%ⁱⁱ

MANAGE YOUR DESKTOP

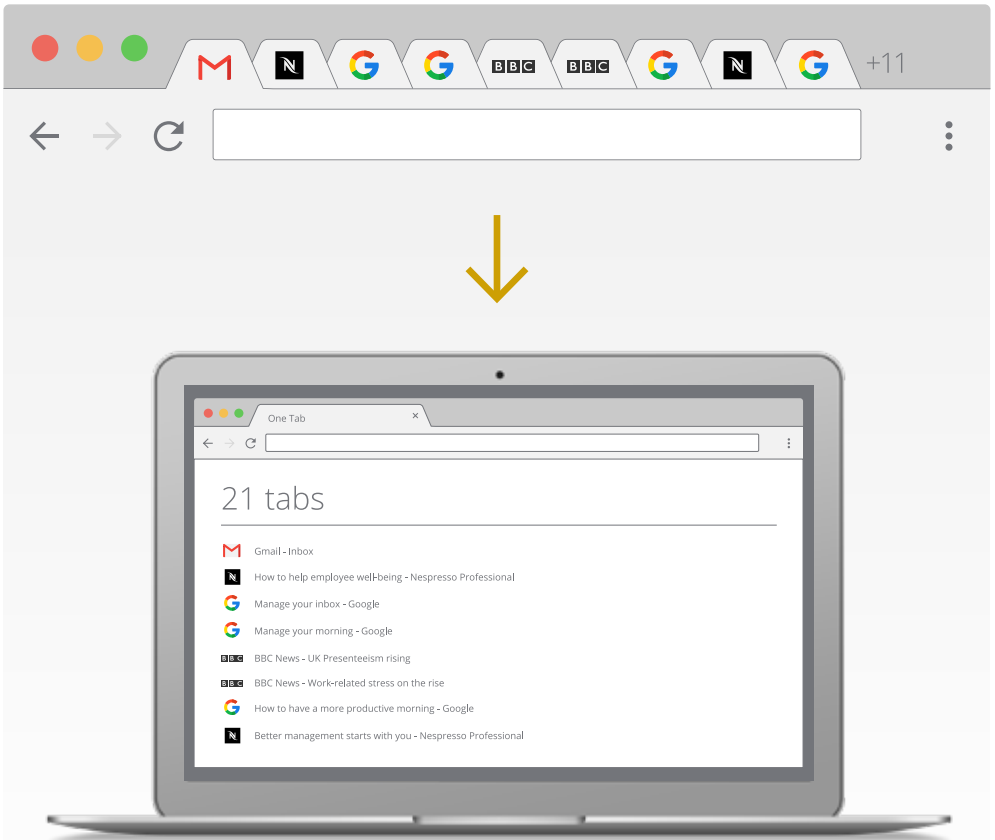
Reduce stress and
de-clutter your desktop by

**REGULARLY SAVING
YOUR WORK**

and backing it up to an

**EXTERNAL
HARD DRIVE.**





If you're a tab-hoarder,
consider a browser extension like

ONE TAB,

which enables you to
combine all of the open
tabs in your browser into

ONE NEAT LIST. ⁱⁱⁱ

MANAGE YOUR MORNING

A good night's rest and a nutritious breakfast means your morning could be the **MOST PRODUCTIVE TIME OF YOUR DAY.**





Try to dedicate

60-90

**UNINTERRUPTED
MINUTES**

to completing your
most important task.

Follow this with
a well-earned

5-10

MINUTE BREAK

to celebrate your success,
and prepare yourself
for the day ahead.^{iv}



MANAGE YOUR TO-DO LIST

Write your schedule as if you are writing it for a friend – being realistic about what you can achieve and giving yourself regular breaks.



This way, you'll be much more likely to
**ACHIEVE LASTING AND
POSITIVE RESULTS.**

MANAGE YOUR INBOX





SEND LESS

Do you really need to send emails to the co-worker sitting directly opposite you?

Send less emails, and you'll cut down on those never-ending mail threads.





FILE MORE

When you receive an important email that requires action, file it in a separate **'ACTIONS' FOLDER** in your inbox, and get to the most pressing mail first.^{vi}

MANAGE YOUR MEETINGS





NO PHONES

Distractions like smart phones
and laptops can mean
**NEEDLESSLY REPEATING
INFORMATION**
to those otherwise engaged.



To avoid this,
BAN DEVICES
from your meetings.^{vii}



STAND UP

If everyone is standing throughout your meeting, people will be sure to

SPEAK CONCISELY and
GET TO THE POINT.^{viii}





COUNT DOWN

Use a stopwatch to
time your meetings.

Set a limit, be it

5 OR 10 MINUTES.

When the clock stops,
so does your conversation.^{ix}



MANAGE YOUR HAPPINESS

At **Nespresso**[®] Professional, we take workplace wellbeing seriously and appreciate that everyone is unique, operating in different ways.

That's why we offer
a selection of fresh coffees
to be **enjoyed in a moment,**
designed by you.

Every blend in our range of
coffee capsules has its own
personality and distinct
flavour **developed to enrich**
your coffee moments

Whether you'd like
a refreshing Espresso or a
Caramel Latte with ice, at

Nespresso,
you can **discover the**
right cup for you.

NESPRESSO®

PROFESSIONAL

**Speak to our experts if you
want to re-engage your
employees and show them
just how much you care.**

VISIT OUR WEBSITE

¹ <https://hbr.org/2012/03/the-magic-of-doing-one-thing-a.html>

² <https://hbr.org/2012/03/the-magic-of-doing-one-thing-a.html>

³ <https://blackandwhiteandwise.blogspot.com/2017/09/declutter-your-devices.html>

⁴ <https://hbr.org/2012/03/the-magic-of-doing-one-thing-a.html>

⁵ <https://www.thebalancecareers.com/how-to-set-a-daily-schedule-2917553https://hbr.org/2012/03/the-magic-of-doing-one-thing-a.html>

⁶ <https://www.linkedin.com/pulse/20130805150037-22330283-7-ways-to-manage-email-so-it-doesn-t-manage-you/>

⁷ <https://www.scoro.com/blog/tips-for-effective-meeting-management/>

⁸ <https://www.scoro.com/blog/tips-for-effective-meeting-management/>

⁹ <http://projectmanagementhacks.com/meeting-tips/>