

HOW TO BE PRODUCTIVE

... from a plane

Work travel can easily suck up valuable time. The solution? Treat airports and planes like an office.

Plan ahead. One to two days before travelling, put aside a couple of tasks to do from the airport or plane. Check in online 24 hours before leaving (or check in via your smartphone, if available). Charge all devices and pack important cords. Transit wisely. Carry-on luggage is a no-brainer, saving time at both ends. Some regular commuters book a driver rather than a taxi, to avoid queueing. Either way, use the trip to the airport to make phone calls.

Arm yourself with technology. A smartphone and small laptop are both essential on the road (tablets can be productive if you have an extended keyboard), but factor in technological downtime.

During an hour-long flight, electronic devices will be off-limits almost half the trip, so take a notebook (you know, a paper one) or catch up on work reading.

Hoard battery power. If you don't have access to a business lounge, or an in-seat power point on board, check airport cafes and the gate area for power. Plug in and work on a 20-minute task, keeping a full battery for the flight.

Ditch fiddly tasks. Tasks requiring flicking back and forth between documents are best done at your desk. Instead, work on a single document that doesn't need web access to be completed.

Done early? Reward yourself with an in-flight movie.

SUE WHITE



Illustration: Mick Connolly