

HOW TO BE PRODUCTIVE

When the end of the year looms

It may not be the easiest time to be getting things done, but the end-of-year period can still be productive if you approach it with a smart strategy.

Quality, not quantity, counts. As Christmas looms, offers for coffees, parties and end-of-year catch-ups start to pour in.

Consider saying no occasionally; instead, schedule networking catch-ups for the end of January, when schedules are empty and motivation is high.

Resist new projects. New projects are harder now because getting engagement from others at this time of year is always tricky; you're asking for input and enthusiasm at a time when most people's focus is on simply getting through until the holidays. If possible, bump new projects until the new year.

Eat well. Let's be clear: cocktails aren't dinner. And skipping lunch won't help you have a productive afternoon.

Keep up with the end-of-year pace by eating well and hydrating with water, not boozy lunches: both your body and mind will thank you for it by year's end.

Keep your team motivated. Managers finding it difficult to keep staff on task as the year draws to a close should mix things up to keep things moving.

Try getting your team outside, or holding a meeting in a cafe not a boardroom, to counter the "it's-the-end-of-the-year-but-not-quite-time-for-the-beach" doldrums.

Look back.

Among the busyness, it's a good time to reflect on what's been achieved this year. Better business relationships? New clients? Take some time to acknowledge your achievements.

Twitter: @suewhitewriter
