

5 Tips to Improve Your Productivity Right Now

1. Develop [Self-Care Practices](#).

As a leader this may sound counter-intuitive, particularly if you have a Type A personality. Yet, attempting to take care of others first when you don't take care of yourself doesn't help anyone. Self-care includes taking breaks and vacations, and encouraging your team members to do the same. Home retreats work well only if you don't peek at your emails.

2. Practice [Mindful Resilience](#).

Everyone gets emotionally triggered at different times. Right now is hard due to political, pandemic, economic, and weather crises. Remember, you cannot change what's happening around you; but you can control how you react to it.

3. Be Kind.

This can be difficult when customers/clients are being demanding and your team is having difficulty adjusting to the new normal. But harsh tones, retaliation, or threats only make things worse. To gain a broader and healthier perspective, ask yourself, "What difference will this make in 100 years?"

4. [Prioritize and Plan Your Work](#).

Make a "To-Do List". Circle the top 3, rank them, and only focus on one item at a time. Ensure your team has the resources and tools required. During team meetings, be open to brainstorming new approaches to old problems. Keep in mind this won't add to the workload...many times it will save time, money, and energy in the long run.

5. Take responsibility for [your communication style](#).

Listen and learn. Be curious when someone says something that seems off the wall or doesn't appear to fit the conversation. Frequently, their perspective will surprise you and can open up new ideas and team ingenuity!

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Jeannette Seibly is The Leadership Results Coach. She has been an award-winning executive coach and keynote speaker for more than 27 years. Her expertise is guiding leaders to get unstuck and achieve unprecedented results. [Contact Jeannette](#) for a confidential conversation.

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