



We've all had days when we're extremely busy, but we've also had days when it is difficult to summon up the motivation to get going. That report that needs writing gets pushed back again, while the people you need to speak to in order to progress an activity aren't around or aren't getting back to you. You're not alone in asking yourself 'Just what did I achieve today?' once you're home.

But you can snap out of this apathy! Rather than stare at your desk, take a break and get a breath of fresh air. Breaks are good and a fresh perspective can bring fresh energy and motivation...and motivation drives progress and focus. To maintain that focus takes discipline. Here's how to make it easier.

### **1. Break tasks down.**

Big projects are daunting. But they're less daunting when managed in chunks, and when you have written down everything the project requires. By deconstructing the project, you can fully grasp and digest its scale. Then, as you start ticking off things on the to do list, there's that inner glow and satisfaction that the project is underway and you're already on top of it.

### **2. Start in the middle.**

Not everyone enjoys writing. But modern communications and working life means we're writing more than ever and, having our output seen by even more people, whether it's a report, analysis document or series of recommendations. If you're stuck, move on to the parts that you can write and you'll find the bits around it will come more easily.

### **3. Solve a different problem.**

If you're struggling to make progress on an issue, spend some time thinking about something totally unrelated. How do you see your career panning out? Is it feasible that within six months you'll be fit enough to take part in that marathon you have always fancied participating in? By the time you have pondered over these issues, your mind may have loosened up enough to help you find a solution to your original problem.

#### **4. A change is as good as a rest.**

Movement is good. It gets the heart beating and the blood pumping. It gives you more energy to think differently. Getting away from your desk and working in a coffee shop, the local park or the library could give you the visual stimulation and inspiration to press on with your tasks.

#### **5. But if you're stuck at your desk.....make sure it's clean!**

Few things give you the blues like a messy desk. It says 'I've got too much to do and I'm not on top of it'. Desk clearing has to be done occasionally and, even if you still haven't achieved much during the day, at least you can end the day with organised files... and start the next one with a clear desk.

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